



TOWN OF SEDGEWICK

Agenda

Regular Meeting of Council

Thursday, November 16th, 2017

Town of Sedgewick Council Chambers
6:00pm

1. Call to Order

2. Opening Ceremony

3. Adoption of Agenda

4. Delegations

4.1 Associated Engineering – Nelson Dos Santos

5. Minutes

5.1 [Organizational Meeting \(October 19th, 2017\)](#)

5.2 [Regular Meeting \(October 19th, 2017\)](#)

6. Old Business

None

7. New Business

7.1 [Flagstaff Family and Community Services – 2018 Budget](#)

7.2 [Bylaw 535/17 – Procedural Bylaw](#)

7.3 [Levels of Service 2017](#)

7.4 [Policy 17/01 – Health and Wellness Program Policy](#)

7.5 [Staff Christmas Bonus](#)

7.6 [SKNGS – 2018 Budget](#)

8. Reports

10.1 Committee Reports

[Mayor P. Robinson](#)

- [Flagstaff Inter-Municipal Partnership – Minutes from November 6th, 2017](#)

[Councillor G. Imlah](#) (Addition)

- SKNGS - Agenda and draft budgets from November 9th, 2017

- Regional Emergency Services Committee – Minutes from November 7th, 2017
[Councillor S. Levy](#)

- Nothing to report

[Councillor T. Schmutz](#)

- Nothing to report

[Councillor G. Sparrow](#) (Addition)

- Recreation Board - Minutes from November 13th, 2017

- Recreation Board – Minutes from October 23rd, 2017
- Sedgewick Golf Club – Minutes from September 18th, 2017

10.2 Staff Departmental Reports

[Public Works Report](#) – For the period ending November 16th, 2017

10.3 Chief Administrative Officer Report

[CAO Report](#) – For the period ending November 16th, 2017

9. Correspondence

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1. [SKNGS Monthly Financial Statement for October 2017](#)
 2. [Flagstaff's Initiative to Relationship and Spousal Trauma – Support of Auction](#)
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10. In-Camera

11. Round Table/Question Period

12. Adjournment

The Annual Organizational meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday, October 19th, 2017 at 6:00 p.m.

Present	Perry Robinson Greg Sparrow Stephen Levy Tim Schmutz Grant Imlah	Mayor Councillor Councillor Councillor Councillor
Also Present	Jim Fedyk Esther Whitehead	CAO Commissioner for Oaths
Call to Order	Mayor P. Robinson called the meeting to order at 6:01 p.m.	
Opening Ceremony	Council recited a values statement.	

Agenda

2017-10-185 MOTION by Clr. G. Imlah that the agenda be approved as presented. **CARRIED**

Business

Oaths of Office The following were declared elected by acclamation for a four year term:
Perry Robinson – Mayor
Grant Imlah – Councillor
Stephen Levy – Councillor
Tim Schmutz – Councillor
Greg Sparrow – Councillor

Oaths of Office were administered to the Mayor and all Councillors by Esther Whitehead, Commissioner for Oaths.

Appointment of Deputy Mayor

2017-10-186 MOTION by Clr. S. Levy to approve an alphabetical 12-month rotational schedule for Deputy Mayor as follows:
October 2017 to September 2018 – Councillor Imlah
October 2018 to September 2019 - Councillor Levy
October 2019 to September 2020 – Councillor Schmutz
October 2020 to September 2021 – Councillor Sparrow
and that Mayor Robinson administer the Oath of Office of Deputy Mayor for the period of October 2017 to September 2018 to Councillor Imlah. **CARRIED**

The Oath of Office of Deputy Mayor for the period of October 2017 to September 2018 was administered by Esther Whitehead, Commissioner for Oaths to Clr. G. Imlah.

Esther Whitehead left the meeting at 6:07pm.

Code of Conduct Each Councillor and Mayor signed the Code of Conduct.

Board and Committee Appointments Council reviewed a list of representatives for Boards and Committees.

2017-10-187 MOTION by Clr. S. Levy that all internal committees be disbanded with these issues addressed at regular Council meetings or by Administration when applicable and that appointments to the external committees be approved as follows with all councillors designated as alternate members of all committees:
Sedgewick Fire Department- Grant Imlah

Sedgewick and District Recreation Board- Greg Sparrow
Sedgewick Golf Club- Greg Sparrow
Sedgewick Lake Park Board- Tim Schmutz
Sedgewick and District Municipal Library- Stephen Levy
Sedgewick Community Hall- Tim Schmutz
Health Unit Contact- Grant Imlah
Citizen's Advisory Committee- Tim Schmutz
Regional Emergency Services Committee- Grant Imlah
Sedgewick-Killam Natural Gas System- Perry Robinson, Grant Imlah, Tim Schmutz
Flagstaff Regional Solid Waste Management Association- Stephen Levy
Parkland Regional Library- Stephen Levy
Flagstaff Family and Community Services- Perry Robinson
Battle River Alliance for Economic Development - Perry Robinson
Flagstaff Inter-Municipal Partnership- Perry Robinson
Flagstaff Regional Housing Group- Greg Sparrow

CARRIED

**Schedule and Location
of Regular Council
Meetings**

MOTION by Mayor P. Robinson to maintain the practice of holding regularly scheduled Council meetings on the third Thursday of the month starting at 6pm at the Town of Sedgewick Council Chambers.

CARRIED

Council Remuneration

Council reviewed the remuneration and per diem amounts for other municipalities in the area.

2017-10-188

MOTION by Clr. S. Levy to approve a \$100/month increase to Councillor's monthly remuneration and a \$225/month increase to the Mayor's monthly remuneration and that all Council and external scheduled meetings be paid at half-day or full-day rates other than ad-hoc meetings which will be paid at an hourly rate retroactive to October 1st, 2017.

CARRIED

Adjournment

2017-10-189

MOTION by Mayor P. Robinson for adjournment at 6:30 p.m.

CARRIED

Perry Robinson, Mayor

J. Fedyk, CAO

19-Oct-17
Mayor

19-Oct-17
CAO

The regular meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday, October 19th, 2017 at 6:30 p.m.

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

Also Present	Jim Fedyk	CAO
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Call to Order	Mayor P. Robinson called the meeting to order at 6:30 p.m.
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Agenda

2017-10-190	MOTION by Clr. T. Schmutz that the agenda be approved as presented.	<u>CARRIED</u>
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Minutes	Council reviewed the minutes of the September 21 st regular council meeting.
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2017-10-191	MOTION by Clr. G. Sparrow that the September 21 st , 2017 regular Council meeting minutes are approved as presented.	<u>CARRIED</u>
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Financial Report

2017-10-192	MOTION by Clr. S. Levy to accept the Financial Report as information.	<u>CARRIED</u>
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Reports

Committee Reports

2017-10-193	MOTION by Mayor P. Robinson that the Council Committee Reports be accepted as information.	<u>CARRIED</u>
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Public Works

2017-10-194	MOTION by Clr. G. Imlah that the Public Works Report be accepted as information.	<u>CARRIED</u>
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CAO Report

2017-10-195	MOTION by Clr. G. Sparrow that the Chief Administrative Officer Report be accepted as information.	<u>CARRIED</u>
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New Business

FRSWMA 2018 Budget

2017-10-196	MOTION by Mayor P. Robinson to approve the 2018 Flagstaff Regional Solid Waste Management Association budget as presented with a requisition of \$123,685.04 for the Town of Sedgewick.	<u>CARRIED</u>
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Extension of Regional Fire Chief Services Agreement

2017-10-197	MOTION by Clr. Imlah to approve a one-year extension of the Fire Chief Services agreement from December 31 st , 2017 to December 31 st , 2018.	<u>CARRIED</u>
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**Parkland Regional
Library 2018 Budget**

2017-10-198 MOTION by Clr. S. Levy to approve the 2018 Parkland Regional Library budget as presented. **CARRIED**

**Town of Sedgewick
Christmas Party**

2017-10-199 MOTION by Clr. G. Imlah to approve a budget of \$2,000 for a 2017 Town of Sedgewick Christmas Party. **CARRIED**

**Archiving of
Documents**

2017-10-200 MOTION by Mayor P. Robinson to archive to Sedgewick Museum, Archives and Gallery the documents as presented pursuant to Section 8 of the *FOIP Act*. **CARRIED**

Correspondence

Council reviewed the List of Correspondence (LOC) for the period ending October 19th, 2017.

Departure

Clr. G. Imlah departed the meeting at 7:57 pm.

Arrival

Clr. G. Imlah re-entered the meeting at 7:58 pm.

2017-10-201 Motion by Clr. G. Sparrow to accept the correspondence as information. **CARRIED**

Adjournment

2017-10-202 MOTION by Mayor P. Robinson for adjournment at 8:05 p.m.

Perry Robinson, Mayor

J. Fedyk, CAO



FLAGSTAFF FAMILY AND COMMUNITY SERVICES 2018 BUDGET

EXECUTIVE SUMMARY

Flagstaff Family and Community Services has submitted their 2018 budget.

BACKGROUND

Attached is the 2018 FFCS proposed budget. Following are some key points:

- Administration has increased by approximately 5.5%
- Counselling has increased by approximately 2%
- Total budget increased from \$410,255 to \$426,024 or approximately 4%
- Requisition remains at \$8.70 per capital for total of \$72,740 municipal
- Town of Sedgewick requisition to decrease by \$400.20 due to population decrease

BUDGET IMPLICATIONS

A requisition decrease of \$400.20

ALTERNATIVES

1. Council may approve the 2018 FFCS budget as presented.
2. Council may reject the 2018 FCSS budget as presented

RECOMMENDATION

1. That Council approve the 2018 FCSS budget as presented.

ATTACHMENTS

1. 2018 FCSS proposed budget

RECEIVED
OCT 19 2017

RECEIVED
OCT 19 2017

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

P.O. Box 450
4809 – 49 Avenue
Killam, Alberta
Canada T0B 2L0

Telephone 780-385-3976
1-800-297-6101
(Toll Free Within Flagstaff Area)

October 16, 2017

Dear Councils:

Enclosed is the Flagstaff Family and Community Services 2018 budget for your approval.

Please forward your approval of this budget to the Flagstaff County Administrator and send a copy to Flagstaff Family and Community Services.

Thank you,



Lynne Jenkinson
Executive Director

FLAGSTAFF FAMILY & COMMUNITY SERVICES 2018 BUDGET

ADMINISTRATION

	BUDGET FOR 2017	BUDGET FOR 2018
Wages	185000	195218
Benefits	42550	45400
Travel & Subsistence:		
Staff	4000	5000
Board	2000	2000
Board Per Diem	1500	1500
Program Essentials:		
Rent	17924	17924
Phone & Utilities	8200	7500
Insurance	550	550
Audit/Professional Fees	3000	3200
Bank Service Charges	300	300
Interest		
Copier Lease	3100	3100
Materials:		
Advertising	1200	1200
Memberships	450	450
Office	6000	6000
Training & Development	4000	6000
Miscellaneous		
TOTALS	<u>279774</u>	<u>295342</u>

FLAGSTAFF FAMILY & COMMUNITY SERVICES 2018 BUDGET

COUNSELLING

	BUDGET FOR 2017	BUDGET FOR 2018
Counselling Position Wage	64674	66614
Benefits	14875	15794
Counselling Supervisor	2000	
Travel & Subsistence Staff	2000	2800
Program Essentials:		
Rent	17924	17924
Phone & Utilities	8200	7500
Insurance	550	550
Audit & Professional Fees	2800	3000
Copier Lease	3100	3100
Materials:		
Advertising	1200	1200
Memberships	450	450
Office	5958	6000
Training & Development	1000	2000
Miscellaneous		
TOTALS	<u>124731</u>	<u>126932</u>

FLAGSTAFF FAMILY & COMMUNITY SERVICES 2018 BUDGET

OTHER

	BUDGET FOR 2017	BUDGET FOR 2018
Wages		
Benefits		
Travel & Subsistence:		
Staff		
Board		
Board Per Diem		
Program Essentials:		
Rent		
Phone & Utilities		
Insurance		
Audit/Professional Fees		
Bank Service Charges		
Interest		
Office Equipment	2000	2000
Consulting Fees	500	500
Materials:		
Advertising	500	500
Memberships		
Office Supplies		
Training & Development		
Miscellaneous/Gail Watt Scholarship	750	750
Community Development Speakers	2000	
Staff Recognition		
TOTALS	<u>5750</u>	<u>3750</u>

2018

Total Projected Funding

	2017	2018
Provincial Funding	289084	289084
Municipal Funding	<u>72671</u>	<u>72740</u>
Subtotal	361755	361824

Total Projected Fees for Service

Fees for Service Prairie Central FASD	20000	26000 includes payroll
Fees for Service FIRST	12000	12000
Fees for Service Skills Link		9000
Fees for Service Nights Alive	16000	16000
Other	<u>500</u>	<u>1200</u>
Subtotal	48500	64200

TOTAL PROJECTED REVENUE

410255	426024
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2017 Budget Figures

Administration	279774
Counselling	124731
Other	<u>5750</u>
subtotal	410255

Projected Revenue	410255
Projected Expenses	410255
Projected Surplus	0

2018 Budget Figures

Administration	295342
Counselling	126932
Other	<u>3750</u>

Subtotal	426024
Projected Revenue	426024
Projected Expenses	426024
Projected Surplus(Deficit)	0

FLAGSTAFF FAMILY & COMMUNITY SERVICES **2018 Municipal Requisitions**

\$8.70/capita 2017 (\$289,084 Provincial/\$72,671 Municipal for total \$361,755)
\$8.70/capita 2018 (\$289,084 Provincial/\$72,740 Municipal for total \$361,824)

Municipality	Population 2017	2017 Requisition	Population 2018	2018 Requisition	Requisition Difference
Alliance	174	1513.80	154	1339.80	(174.00)
Daysland	807	7020.90	824	7168.80	147.90
Flagstaff County (Rural)	3244	28222.80	3738	32520.60	4,297.80
Forestburg	880	7656.00	875	7612.50	(43.50)
Galahad	119	1035.30		0.00	(1,035.30)
Hardisty	639	5559.30	554	4819.80	(739.50)
Heisler	151	1313.70	160	1392.00	78.30
Killam	981	8534.70	989	8604.30	69.60
Loughheed	273	2375.10	256	2227.20	(147.90)
Sedgewick	857	7455.90	811	7055.70	(400.20)
Strome	228	1983.60		0.00	(1,983.60)
TOTALS	8353	\$ 72,671.10	8361	72740.70	\$ 69.60

Requisitions will be sent out January 2018



TOWN OF SEDGEWICK

REQUEST FOR DECISION

NOV. 16TH, 2017

PROCEDURAL BYLAW #535/17

PROCEDURAL BYLAW #535/17

EXECUTIVE SUMMARY

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

BACKGROUND

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 has been prepared by Administration for Council's review and feedback.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may approve Bylaw 535/17, the Procedural Bylaw, as presented.
2. Council may direct Administration to modify Bylaw 535/17, the Procedural Bylaw and bring it back to Council at a later date.

RECOMMENDATION

1. That Council approve Bylaw 535/17, the Procedural Bylaw, as presented.

ATTACHMENTS

1. Bylaw 535/17, the Procedural Bylaw

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

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



TOWN OF SEDGEWICK

REQUEST FOR DECISION

NOV. 16TH, 2017
LEVELS OF SERVICE 2017

LEVELS OF SERVICE 2017

EXECUTIVE SUMMARY

Administration has prepared a Levels of Service document that describes the services provided to Town of Sedgewick residents for Council's review.

BACKGROUND

The Town of Sedgewick provides services to its residents in the following areas:

- Administrative Services;
- Economic Development;
- Protective Services including bylaw enforcement, fire services and traffic enforcement;
- Public Works including roads, sewer and water; and
- Recreation.

The attached document provides a more thorough description of services offered. The Levels of Service document is being presented for Council's review to enhance the Strategic Planning session in December.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may accept the 2017 Levels of Service document as information.
2. Council may direct administration to bring back to a future meeting further information regarding current or potential service levels.

RECOMMENDATION

1. That Council accept the 2017 Levels of Service document as information.

ATTACHMENTS

1. 2017 Levels of Service

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
ADMINISTRATION		
BYLAWS		
BYLAWS	<ul style="list-style-type: none"> RECEIVE AND ADDRESS COMPLAINTS AS PER BYLAWS ISSUE WARNINGS RECEIPT AND TRACK INFRACTIONS 	
CEMETERY		
CEMETERY ADMINISTRATION	<ul style="list-style-type: none"> ISSUE RECEIPTS & DEEDS FOR PLOTS ISSUE MONUMENT PERMIT FEES STAFF RECORD INTERMENTS, DIS-INTERMENTS & PLOT TRANSFERS MAINTAIN CEMETERY RECORDS 	
MEMORIAL BOOK	<ul style="list-style-type: none"> SELL, RECORD & RECEIPT SALES OF MEMORIAL SPACES ON THE MEMORIAL BOOK ORDER, VERIFY, RECEIVE AND INVOICE FOR MEMORIAL PLAQUES FOR PLACEMENT ON THE MEMORIAL BOOK 	
COMMITTEE SUPPORT		
COMMUNITY HALL	<ul style="list-style-type: none"> ACCEPT PAYMENTS AND DEPOSITS FOR COMMUNITY HALL RESERVATIONS COMPLETE RESERVATION FORMS INFORM JANITOR AND HALL BOARD REPS UPON HALL BOOKINGS FINANCIAL RECORD-KEEPING 	ALLOW FOR BOOKING OF HALL ON TOWN WEBSITE
RECREATION FUNDING COMMITTEE	<ul style="list-style-type: none"> ADVERTISE BOTH RFC FUNDING PHASES. ACCEPT, REVIEW AND SCORE ALL APPLICATIONS CREATE RFC AGENDA PACKAGES KEEP MEETING MINUTES RELAY RFC RECOMMENDATIONS TO COUNCIL FOR 	REVIEW FUNDING PURPOSE AND GUIDELINES

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
	APPROVAL <ul style="list-style-type: none"> DISTRIBUTE APPROVAL AND REJECTION LETTERS WITH ACCOMPANYING CHEQUES TRACK FOLLOW-UP FORMS 	
COMMUNICATIONS		
NEWSLETTER	AN IN-HOUSE TWO-PAGE NEWSLETTER IS CREATED MONTHLY. NEWSLETTER INCLUDES COUNCIL HIGHLIGHTS, A CALENDAR OF EVENTS, PUBLIC NOTICES AND PHONE DIRECTORY. NEWSLETTER IS DISTRIBUTED IN THE FOLLOWING WAYS: <ul style="list-style-type: none"> INSERTED WITH UTILITY BILLS ELECTRONICALLY BY EMAIL UPON SIGN-UP PICK-UP AT TOWN OFFICE THE NEWSLETTER IS PREPARED BY THE 5 TH OF THE MONTH.	NEWSLETTER WILL BE ADDED AND ARCHIVED ON THE TOWN WEBSITE NEWSLETTER SIGNUP WILL BE AVAILABLE ON THE TOWN WEBSITE
SOCIAL MEDIA	DAILY MAINTENANCE OF A TOWN OF SEDGEWICK FACEBOOK PAGE	SOCIAL MEDIA ACCOUNTS WILL EXPAND TO: <ul style="list-style-type: none"> TWITTER INSTAGRAM GOOGLE+
WEBSITE	WEBSITE IS MAINTAINED THROUGHOUT THE WEEK WITH ATTENTION PAID TO THE HOME PAGE 'NEWS' AND 'EVENTS'.	NEW WEBSITE TO BE UNVEILED IN LATE 2017. WEBSITE MAP TO INCLUDE CATEGORIES OF: <ul style="list-style-type: none"> DISCOVER BUSINESS GOVERNMENT SERVICES CONTACT SPECIAL 'I WANT TO...' TAB CREATED FOR 'QUICK LINK' ACCESS. INFORMATION AND PAGES TO BE FURTHER REVIEWED IN 2018.
CUSTOMER SERVICE		
HOURS OF OPERATION	TOWN OFFICE IS OPEN DAILY FROM 8:30AM TO 12:00PM AND 1PM TO 4:30PM. OFFICE IS CLOSED FOR ALL STATUTORY HOLIDAYS.	

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
INFORMATION CENTRE	RELAY TO CUSTOMERS MUNICIPAL, LOCAL AND EVENT INFORMATION AND GUIDANCE AS PER REQUEST.	
PHOTOCOPYING, FAXING AND EMAILING SERVICES	SERVICES PROVIDED TO THE GENERAL PUBLIC UPON REQUEST AS PER THE FEES AND CHARGES BYLAW.	
FINANCE		
DONATIONS	ACCEPT AND RECEIPT PER CRA REGULATIONS TAX DEDUCTIBLE RECEIPTS AND MAINTAIN RECORDS. ORGANIZE PURCHASE OF DONATED ITEM (E.G. MEMORIAL BENCH) AND INVOICE INDIVIDUAL FOR DONATION.	
FINANCIAL REPORTING	<p><u>MONTHLY</u> PREPARE, RECORD, AND PRESENT MONTHLY FINANCIAL REPORTS FOR THE FOLLOWING:</p> <ul style="list-style-type: none"> ▪ TOWN OF SEDGEWICK ▪ COMMUNITY HALL ▪ CEMETERY MEMORIAL FUND ▪ RECREATION FUNDING COMMITTEE <p><u>ANNUALLY</u> COMPLETE FINANCIAL RETURNS ANNUALLY FOR:</p> <ul style="list-style-type: none"> ▪ COMMUNITY HALL ▪ CEMETERY MEMORIAL FUND <p>EXTERNAL AUDIT OF TOWN FINANCIAL STATEMENTS</p>	
GST	PREPARE AND SUBMIT QUARTERLY GST RETURNS FOR THE TOWN.	
INVOICING	<p>ISSUE INVOICES AND/OR PERFORM RECEIPTING FOR THE FOLLOWING:</p> <ul style="list-style-type: none"> ▪ UTILITIES ▪ CEMETERY FEES AND SERVICES 	

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
	<ul style="list-style-type: none"> NATURAL GAS SERVICES PUBLIC WORKS SERVICES SANITARY SEWER SERVICES TAX CERTIFICATES COMPLIANCE CERTIFICATES PERMITS AND LICENSES <p>SEND OUT ARREARS NOTICES MID-MONTH FOR THE PREVIOUS MONTH ARREARS</p>	
PAYROLL	<p>PERFORM PAYROLL INCLUSIVE OF DEDUCTIONS AND ISSUE CHEQUES BI-MONTHLY</p> <p>RECEIVE AND TRACK TIMESHEETS</p>	
LAND AND DEVELOPMENT		
COMPLIANCE CERTIFICATES	ISSUE CERTIFICATES UPON ANALYZING THE LAND USE BYLAW AND REAL PROPERTY REPORT	
DEVELOPMENT PERMITS	<p>ACCEPT PERMIT APPLICATIONS FROM OWNER/CONTRACTOR</p> <p>REVIEW THE PERMIT PURSUANT TO THE LAND USE BYLAW.</p> <p>PROVIDE INFORMATION FOR THE APPLICATION FOR THE PROVINCIALLY REQUIRED BUILDING PERMITS AND OTHER PERMITS</p>	
RECYCLING SERVICES		
RECYCLING CENTRE	<p>ACCEPT RECYCLABLES AT TOWN OFFICE AND SEND OFF FOR RECYCLING.</p> <ul style="list-style-type: none"> RECHARGEABLE BATTERIES CELL PHONES INK CARTRIDGES 	

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
TAX AND ASSESSMENT		
ASSESSMENT	<p>ASSESSMENT DUTIES ARE CONTRACTED OUT TO A THIRD PARTY</p> <ul style="list-style-type: none"> ▪ DOWNLOAD ANNUAL ASSESSMENT AND RECORD ON EACH TAX ROLL ▪ RECORD LINEAR AND DEFINED INDUSTRIAL PROPERTIES' ASSESSMENT PER PROVINCIAL ASSESSOR INFORMATION. 	
TAXES	<ul style="list-style-type: none"> ▪ TAX NOTICES SENT OUT IN MAY ▪ REVIEW, RECORD AND PERFORM TAX RECOVERY AS PER THE MGA PRIOR TO MARCH 31ST ▪ ACCESS NOTIFICATION FROM THE LAND TITLES OFFICE FOR TITLE CHANGES AND INPUT ON TAX ROLLS ▪ ISSUE TAX CERTIFICATES UPON REQUEST FROM BANKS, LAWYERS AND PROPERTY OWNERS 	
UTILITIES		
ALBERTA DRINKING WATER REPORTING	RECORD AND SUBMIT MONTHLY THE TOWN OF SEDGEWICK DRINKING WATER REPORTS	
BILLING	APPROXIMATELY 540 UTILITY BILLS ARE SENT OUT BY THE 6TH OF THE MONTH. PAYMENT IS DUE BY THE 16TH. SIGN-UP FOR ELECTRONIC BILLING IS AVAILABLE BUT NOT WIDELY USED.	FURTHER EXPAND E-BILLING. ALLOW FOR SIGN-UP ON TOWN WEBSITE.
UTILITY SYSTEM MAINTENANCE	RECORD WATER AND NATURAL GAS METER CHANGES, OWNER/OCCUPANT ACCOUNT CHANGES, AND FEE CHANGES ON MONTHLY, DAILY & AS REQUIRED BASIS	
ECONOMIC DEVELOPMENT		
COMMUNITY BBQ		COMMUNITY BBQ WILL BE LENT OUT TO LOCAL USER GROUPS FOR USE IN FUNDRAISERS OR OTHER EVENTS.

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
		BBQ WILL BE DELIVERED AND PICKED UP BY TOWN STAFF COMMUNITY BBQ POLICY WILL BE DEVELOPED
GO EAST OF EDMONTON	ADVERTISE IN THE ANNUAL GO EAST OF EDMONTON TRAVEL GUIDE	SUBMIT EVENTS TO APPEAR ON THE GO EAST OF EDMONTON WEBSITE EVENTS PAGE
PROTECTIVE SERVICES		
9-1-1		
CALL ANSWER AND DISPATCH SERVICES	AGREEMENT WITH CONTRACTOR (STRATHCONA COUNTY) TO PROVIDE 9-1-1 CALL ANSWER AND DISPATCH SERVICES TO THE TOWN OF SEDGEWICK SERVICE AREA.	
BYLAW ENFORCEMENT		
BYLAW OFFICER CONTRACT	A BYLAW OFFICER IS CONTRACTED FOR 1 HOUR A WEEK OFFICER ADDRESSES COMPLAINTS AND ISSUES VIOLATION TICKETS	
DISASTER SERVICES		
EMERGENCY MANAGEMENT	AN EMERGENCY MANAGEMENT COMMITTEE WAS ESTABLISHED THROUGH BYLAW 485 TO ADVISE COUNCIL ON THE DEVELOPMENT OF EMERGENCY PLANS AND PROGRAMS.	
FIRE SERVICES		
OPERATIONS	RESPOND TO FIRE CALLS AND PROVIDE FIRE SERVICES 24 HOURS/DAY WITHIN THE TOWN OF SEDGEWICK SERVICE AREA. AGREEMENT WITH FLAGSTAFF COUNTY TO RESPOND TO FIRE CALLS AND PROVIDE FIRE SERVICES 24 HOURS/DAY WITHIN AGREED UPON SERVICE AREA. AGREEMENT WITH FLAGSTAFF COUNTY FOR USE OF A REGIONAL FIRE CHIEF WHO MAY ATTEND ANY FIRE CALL WITHIN THE SERVICE AREA AND ASSUME INCIDENT COMMAND AT ANY FIRE CALL. COMPRISED OF VOLUNTEER MEMBERS RESULTING IN UNCERTAINTY OF MEMBERSHIP AND/OR TRAINING AT ANY GIVEN	

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
	PERIOD OF TIME.	
EMERGENCY MEDICAL SERVICES	PROVIDE ASSISTANCE OR FIRST RESPONSE TO EMERGENCY MEDICAL EVENTS WITH ADVANCED FIRST AID AND AED (AUTOMATIC EXTERNAL DEFIBRILLATION).	
FIREFIGHTING - STRUCTURAL	<p>EXTERIOR WHEN UNSAFE TO ENTER A STRUCTURE DUE TO INSUFFICIENT MAN POWER, TRAINING, EQUIPMENT, WATER SUPPLY, OR COMPROMISED STRUCTURAL INTEGRITY, FIRE IS FOUGHT SOLELY FROM THE EXTERIOR. THIS IS COMPRISED OF WATER APPLICATION FROM THE EXTERIOR OF THE STRUCTURE TO ENSURE FIRE FIGHTER SAFETY WHILE PROVIDING FIRE EXTINGUISHMENT AND EXPOSURE CONTROL.</p> <p>INTERIOR PROVIDED THERE IS SUFFICIENT MAN POWER, TRAINING, EQUIPMENT, AND WATER SUPPLY ON SCENE TO SAFELY CARRY OUT DUTIES, FIRE CAN BE FOUGHT FROM THE INTERIOR. THIS INCLUDES VENTILATION, SEARCH AND RESCUE, FIRE ATTACK, AND SALVAGE AND OVERHAUL.</p>	
FIREFIGHTING - WILDLAND	CONSISTS OF FIRE SUPPRESSION USING WATER, FOAM, BACK BURNING AND OTHER EQUIPMENT AS REQUIRED.	
RESCUE SERVICES – MOTOR VEHICLE COLLISIONS	VEHICLE EXTRICATION INCLUDING SAFE REMOVAL OF TRAPPED OR PINNED OCCUPANTS OF MOTOR VEHICLE COLLISIONS USING HAND, AIR, ELECTRIC, OR HYDRAULIC OPERATED EXTRICATION TOOLS.	
TRAFFIC ENFORCEMENT		
PEACE OFFICER CONTRACT	AGREEMENT WITH FLAGSTAFF COUNTY FOR PEACE OFFICERS TO PATROL THE TOWN AT THEIR DISCRETION. FLAGSTAFF COUNTY RECEIVES ANY FINE REVENUE GENERATED.	

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
PUBLIC WORKS		
SUMMER ROAD MAINTENANCE		
ALLEY MAINTENANCE	GRADED WITH THE BOX SCRAPER APPROXIMATELY ONCE A MONTH FOR THE SUMMER MONTHS WHEN THE ALLEYS ARE SOFT. LARGE HOLES ARE FILLED AS NEEDED.	
ASPHALT REPAIR	WITHIN ONE YEAR OF REMOVING ASPHALT IT WILL BE REPLACED WITH PACKED COLD MIX	
CRACK FILLING	ALL ROADS ARE DONE ANNUALLY	
LINE PAINTING	CROSSWALKS AND MAIN STREET MARKINGS WILL BE PAINTED EVERY TWO YEARS	
POT HOLES	POTHOLES WILL BE FILLED ONCE THE GROUND WARMS EACH SPRING	
SWEEPING	THREE PASSES PER YEAR - SPRING, JUNE, AND FALL	
CURBS AND SIDEWALKS	REPLACE DAMAGED SECTIONS AND SECTIONS REMOVED FOR WATER REPAIRS SPRAY WEEDS	
WINTER ROAD MAINTENANCE		
SNOW REMOVAL ROADS	<p>MOST ROADS WILL BE GRADED INTO A WINDROW AND PICKED UP WITH THE SNOW BLOWER AND HAULED TO DUMP SITES AROUND TOWN</p> <p>SNOW WILL BE REMOVED WHEN IT REACHES AROUND 6 INCHES OF ACCUMULATION (***) POLICY READS THREE INCHES</p> <p>PRIORITY:</p> <p>FIRST</p> <ul style="list-style-type: none"> ▪ MAIN STREET DOWNTOWN ▪ 48TH AVENUE (FROM 47TH TO 50TH STREET) 	EVENTUAL REPLACEMENT OF SNOW BLOWER

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
	<ul style="list-style-type: none"> ▪ 50TH STREET (FROM 48TH TO 51ST AVE.) SECOND <ul style="list-style-type: none"> ▪ 50TH AVENUE (FROM 50TH STREET TO 53A STREET) THIRD <ul style="list-style-type: none"> ▪ 49TH AVENUE (FROM 47TH TO 50TH STREET) ▪ 53A STREET (FROM 50TH TO 51ST STREET) ▪ 51ST AVENUE (FROM 50TH TO 53A STREET) FOURTH <ul style="list-style-type: none"> ▪ ALL REMAINING STREETS AT THE DISCRETION OF PUBLIC WORKS FOREMAN 	
SNOW REMOVAL ALLEYS	ALLEYS WILL BE CLEARED AFTER ALL ROADS ARE DONE IF THERE IS SIGNIFICANT ACCUMULATION	
SNOW REMOVAL SIDEWALKS	CLEAR THE FOLLOWING SIDEWALKS AFTER EACH SNOW FALL : SIDEWALKS FROM THE SOUTH END OF MAIN STREET (47 TH ST.) TO 4921-47 TH ST. <ul style="list-style-type: none"> ▪ SIDEWALK ON 48TH AVE. FROM 50TH ST. TO 47TH ST. ▪ SIDEWALK ON 49TH AVE. FROM 50TH ST. TO 48TH ST. ▪ ALL OTHER SIDEWALKS ADJACENT TO TOWN-OWNED PROPERTY 	
WINTER ROAD MAINTENANCE	INTERSECTIONS AND HILLS SANDED AFTER MINOR SNOW EVENTS	
WATER		
WATER PLANT	WATER PLANT WILL BE PHYSICALLY MONITORED A MINIMUM OF TWICE A DAY 365 DAYS A YEAR BY A CERTIFIED OPERATOR	
WATER PLANT MAINTENANCE	POTASSIUM MIXER DISASSEMBLED AND CLEANED TWICE A YEAR POTASSIUM DAY TANKS CLEANED QUARTERLY UV SYSTEM CLEANED ANNUALLY GREENSAND FILTERS OPENED AND INSPECTED ANNUALLY	

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
WELL MAINTENANCE	WELLS PIGGED TWICE A YEAR (CLEANING LINES) WELL DRAW DOWN TESTED MONTHLY WELL 7 CLEANED AND CHLORINATED YEARLY WELLS 5 AND 6 CLEANED AND CHLORINATED EVERY TWO YEARS SNOW REMOVED FOR WELL ACCESS AS NECESSARY GRASS TRIMMED ON WELL MOUNDS AS NECESSARY	
WATER VALVES	ALL WATER MAIN VALVES ACTUATED (EXERCISED) YEARLY	
HYDRANTS	FLUSHED TWICE A YEAR TO CLEAN LINES AND VERIFY OPERATION	TEN HYDRANTS WILL BE REPLACED TO TAKE OUT-DATED HYDRANTS OUT OF SERVICE
WATER SERVICE LINE AND CURB STOP REPAIRS	LEAKS REPAIRED WITHIN THE WEEK MALFUNCTIONING NON LEAKING CURB STOPS REPLACED AS REQUESTED (LIST MAINTAINED)	
SEWER		
SEWER MAINTENANCE FLUSHING	LOW PRESSURE FLUSHING DONE WEEKLY IN LOW FLOW AREAS HIGH PRESSURE FLUSHING DONE ON YEARLY ROTATION OF ONE THIRD OF TOWN	CLEAR STORM SEWER LINES ON MACKENZIE DRIVE
LAGOONS	WEEKLY INSPECTION WINTER SNOW REMOVAL FOR ACCESS SUMMER MOWING FOR ACCESS SLUDGE AND CATTAIL REMOVAL EVERY TEN YEARS (2016)	GATE (VALVE) REPAIR FENCE CONSTRUCTION (CATTLE ENTRY)
LIFT STATION	DAILY CHECKS 365 DAYS/YEAR YEARLY GENERATOR MAINTENANCE ENZYMES ADDED TO WET WELL WEEKLY CLEANING OF STRAINER BASKET	VALVE REPLACEMENT PUMP REPAIR
STORM SEWER	SUMMER: CATCH BASINS CLEANED AFTER MAJOR RAINFALL CULVERTS AND OUTFALLS INSPECTED FOR BLOCKAGE SPRING: THAW FROZEN CULVERTS TO PREVENT ROAD FLOODING	LOCATE AND UNCOVER MANHOLES NORTH OF GOLF COURSE CLEAN CATCH BASIN SUMPS PLACE ROCKS AROUND CULVERTS ON SPRUCE DRIVE AND 47 AVE TO PREVENT DIRT ENTERING CULVERTS

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
	THAW FROZEN STORM DRAINS WITHIN TOWN	
LAWN MAINTENANCE	PUBLIC PROPERTY WILL BE MOWED WEEKLY IN SPRING AND AS REQUIRED AFTERWARDS	
CEMETERY		
CEMETERY MAINTENANCE	SUMMER: LAWNS MOWED AND WEED-EATED APPROXIMATELY EVERY TWO WEEKS OR AS REQUIRED SUNKEN GRAVES FILLED AS NEEDED BROKEN GRAVE COVERS REMOVED AT REQUEST WINTER: LANES SNOWPLOWED TO MAINTAIN ACCESS	NEW GRAVE PLOTS SURVEYED
CEMETERY BURIALS	CREMATION GRAVES: HAND DUG AND CLOSED BY END OF DAY CASKET GRAVES: DUG BY BACKHOE THE DAY PRIOR TO BURIAL, CLOSED BEFORE END OF DAY WINTER: WINTER BURIALS REQUIRE EXTRA DAY TO THAW GROUND CLEAR ORNAMENTATION FROM GRAVES AFTER 30 DAYS.	
MEMORIAL WALL	ATTACH PLAQUES TO WALL GRIND DOWN PLAQUES IN ORDER TO FIT	

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION																		
BUILDINGS AND EQUIPMENT																				
BUILDING MAINTENANCE	SERVICE FURNACES IN ALL TOWN FACILITIES MAINTAIN ROOFS ON TOWN BUILDINGS ASSIST WITH MAINTENANCE AT THE REC CENTRE AND LAKE PARK ON REQUEST																			
EQUIPMENT MAINTENANCE	SCHEDULED MAINTENANCE OF ALL EQUIPMENT <table border="1"> <tr> <td>1991 CHEV 3500</td><td>2016 DODGE 1500</td><td>1998 GMC 3500</td></tr> <tr> <td>2002 FREIGHTLINER WATER TRUCK</td><td>1983 CAT GRADER</td><td>2004 JOHN DEERE BACKHOE</td></tr> <tr> <td>1989 MOBIL STREET SWEEPER</td><td>2001 JOHN DEERE 4400 TRACTOR</td><td>2007 KUBOTA ZD331 MOWER</td></tr> <tr> <td>1987 CHEV GRAVEL TRUCK</td><td>1991 CHEV 3500 BUCKET TRUCK</td><td>1946 SNOW-GO SNOW BLOWER</td></tr> <tr> <td>2006 INTERNATIONAL GRAVEL TRUCK</td><td>1994 CHEV 1500</td><td>2016 JOHN DEERE Z970R MOWER</td></tr> <tr> <td>2010 JOHN DEERE Z225 MOWER</td><td></td><td></td></tr> </table>	1991 CHEV 3500	2016 DODGE 1500	1998 GMC 3500	2002 FREIGHTLINER WATER TRUCK	1983 CAT GRADER	2004 JOHN DEERE BACKHOE	1989 MOBIL STREET SWEEPER	2001 JOHN DEERE 4400 TRACTOR	2007 KUBOTA ZD331 MOWER	1987 CHEV GRAVEL TRUCK	1991 CHEV 3500 BUCKET TRUCK	1946 SNOW-GO SNOW BLOWER	2006 INTERNATIONAL GRAVEL TRUCK	1994 CHEV 1500	2016 JOHN DEERE Z970R MOWER	2010 JOHN DEERE Z225 MOWER			
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2010 JOHN DEERE Z225 MOWER																				
EQUIPMENT RENTAL	BUCKET TRUCK RENTAL SERVICE PROVIDED TO FLAGSTAFF URBAN MUNICIPALITIES HEAVY EQUIPMENT RENTAL TO PUBLIC ON EMERGENCY BASIS ONLY AND TO INCLUDE OPERATOR OTHER EQUIPMENT RENTALS TO RESIDENTS AS PER FEES AND CHARGES BYLAW																			
SOLID WASTE MANAGEMENT																				
GARBAGE PICK UP	GARBAGE CURB-SIDE PICKUP ONCE A WEEK BY CONTRACTOR RECYCLING CURB-SIDE PICKUP ONCE A WEEK BY CONTRACTOR EMPTY ALL TOWN GARBAGE RECEPTACLES WEEKLY																			
BRANCH REMOVAL	WEEKLY BACK ALLEY PICKUP OF SMALL BUNDLES OF BRANCHES FROM APRIL TO OCTOBER TRUCK DROP-OFF SERVICE AVAILABLE FOR RESIDENTS WITH LARGE LOADS WHICH ARE TAKEN TO BURN PIT FOR DISPOSAL.																			

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
RECREATION		
PARKS, TRAILS AND BEAUTIFICATION		
MAIN STREET PARK	CUT GRASS WEEKLY WEED GARDENS MONTHLY PRUNING TREES MAINTAIN SPRINKLER SYSTEM	
LIONS PARK	MAINTAIN GRASS, WEED EATING OTHER MAINTENANCE PERFORMED BY THE LIONS CLUB	
WALKING TRAIL	ASPHALT REPAIRS WEED REMOVAL FENCE MAINTENANCE FILL DOG BAG DISPENSERS APPROXIMATELY 4 TIMES/YEAR	ADD GARBAGE RECEPTACLES AT ENTRANCES
FLOWERS AND DECORATIONS	PUT UP FLOWER BASKETS ON MAIN STREET AND 48 TH AVE. MAINTENANCE OF BASKETS THROUGHOUT YEAR. PUT UP CHRISTMAS DECORATIONS IN NOVEMBER REMOVE CHRISTMAS DECORATIONS IN FEBRUARY	CHANGE WELCOME SIGN BANNERS FOR JULY 1ST AND CHRISTMAS
GOLF COURSE		
OPERATIONS	RESPONSIBILITY OF ALL OPERATIONS OF THE SEDGEWICK GOLF COURSE HAS BEEN TRANSFERRED TO THE SEDGEWICK GOLF CLUB (SOCIETY). THESE INCLUDE: <ul style="list-style-type: none"> ▪ TEE TIME RESERVATIONS ▪ PRO SHOP SALES ▪ FOOD AND LIQUOR SERVICES ▪ TURF/TREE MAINTENANCE 	
SEDGEWICK LAKE PARK		
OPERATIONS	RESPONSIBILITY OF ALL OPERATIONS OF THE SEDGEWICK LAKE PARK HAS BEEN TRANSFERRED TO THE SEDGEWICK LAKE PARK BOARD (SOCIETY). THESE INCLUDE: <ul style="list-style-type: none"> ▪ COLLECTION OF FEES ▪ TAKE RESERVATIONS AND LOT ALLOCATION 	SPRAY PARK OPERATIONS AND MAINTENANCE

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
	<ul style="list-style-type: none"> GENERAL CUSTOMER SERVICE GRASS CUTTING GENERAL MAINTENANCE AND CLEANING OF GROUNDS, BUILDINGS AND WASHROOMS 	
SPORTS FIELDS		
TURF MAINTENANCE	BALL DIAMONDS MOWED AS REQUIRED	REQUEST SCHEDULE FROM MINOR BALL
RINKS AND BOWLING ALLEY		
OPERATIONS	<p>RESPONSIBILITY OF ALL OPERATIONS OF THE ICE RINK, CURLING RINK, BOWLING ALLEY, CONCESSION AND ANCILLARY ROOMS HAS BEEN TRANSFERRED TO THE RECREATION BOARD (ESTABLISHED BY BYLAW). THESE INCLUDE:</p> <ul style="list-style-type: none"> OPENING AND CLOSING OF FACILITY SCHEDULING FOOD AND LIQUOR SERVICES ICE INSTALLATION, MAINTENANCE AND REMOVAL MAINTENANCE 	
WINTER ACTIVITIES		
SNOW REMOVAL	<p>WALKING TRAIL: LIGHT SNOWFALL WILL BE REMOVED WITH ROTARY BROOM HEAVY ACCUMULATIONS WILL BE PLOWED OFF BY CONTRACTORS</p> <p>RECREATION CENTRE: SNOW WILL BE BLADED AWAY FROM THE BUILDING AFTER MAIN STREET AND THE SCHOOL STREET ARE DONE</p> <p>MAIN STREET PARK: SHOVEL SNOW OFF WALKWAYS AND STAIRS</p>	SMALL TRACTOR MOUNTED SNOW BLOWER

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
SNOW FENCING	SNOW FENCE INSTALLED AT FOLLOWING LOCATIONS: <ul style="list-style-type: none"> ▪ BLUE JAY FIELD ▪ SOUTHWEST CORNER OF GOLF COURSE ▪ ON BOULEVARD BY KINDERGARTEN 	
WINTERIZATION	IN SEPTEMBER, BLOW WATER OUT OF THE FOLLOWING LINES: <ul style="list-style-type: none"> ▪ MAIN STREET PARK SPRINKLERS ▪ SEDGEWICK LAKE PARK WATER LINES AND SEWER VALVE IN PASTURE ▪ RECREATION GROUNDS 	ADD SPRAY PARK
SAFETY		
SAFETY	TOOLBOX MEETINGS ARE HELD AND FORMS COMPLETED PRIOR TO JOBS IDENTIFYING/MITIGATING HAZARDS INCIDENT REPORTS ARE COMPLETED AND FILED TRAINING IS PROVIDED TO STAFF AND COMPETENCY ACHIEVED PRIOR TO OPERATING EQUIPMENT	DEVELOPMENT OF SAFETY MANUAL BY CONTRACTOR THROUGH FIP EXPECTED OUTCOMES <ul style="list-style-type: none"> ▪ WORKSITE INSPECTIONS ▪ INCIDENT INVESTIGATIONS ▪ HAZARD/FIELD RISK LEVEL ASSESSMENTS ▪ ADDITIONAL SAFETY TRAINING ▪ PROCEDURE MANUAL



HEALTH AND WELLNESS PROGRAM POLICY

EXECUTIVE SUMMARY

The Town of Sedgewick was engaged in a Health and Wellness Program from September 2015 to August 2017 at a budgeted cost of \$7680/year. This program consisted of fitness instruction provided to administrative employees twice a week during lunch hour. With this contract having ended, administration is recommending a replacement to the program.

BACKGROUND

It has become commonplace for municipalities across the province to provide a Health and Wellness program to employees in an effort to reiterate the importance of a healthy lifestyle/workplace and be an employer of choice.

Most versions of the program consist of an annual allowance provided to employees to be spent on fitness and recreation pursuits. The employee must provide original receipts that conform to the policy in order to receive reimbursement. Only permanent employees would be eligible for the program.

The limitations of the previous program are that it catered to select employees (e.g. public works staff did not participate) and it defined wellness narrowly (fitness class). This policy aims to be more inclusive while providing a broader definition of wellness and recreation that staff may participate in.

BUDGET IMPLICATIONS

\$750 per year for full-time employees; \$350/year for part-time employees

Using current staffing levels the annual amount would be \$3300/year.

ALTERNATIVES

1. Council may approve Policy #17-01, the Health and Wellness Program Policy, as presented.
2. Council may provide administration direction as to the framework of the policy and have it brought back to Council at a later date.
3. Council may defeat a motion to approve Policy #17-01, the Health and Wellness Program Policy.

RECOMMENDATION

1. That Council approve Policy #17-01, the Health and Wellness Program Policy, as presented.

ATTACHMENTS

1. Health and Wellness Program Policy



1. Policy Purpose

- 1.1.** The Town of Sedgewick recognizes that employee health, wellness and vitality are an important aspect of a healthy organization.
- 1.2.** It is also acknowledged that to be considered an employer of choice, the well-being of staff is a priority for the Town in the interest of recruiting and retaining employees.
- 1.3.** To achieve these goals, the Town offers the Health and Wellness Program to all permanent employees. This program provides reimbursement to employees for expenses incurred that promote the health of the employee through sport, fitness and recreation.
- 1.4.** The goals of the Health and Wellness Program are:
 - a) To promote better health of employees
 - b) To motivate employees to choose and follow a healthy lifestyle
 - c) To provide an environment which supports healthy lifestyle choices
 - d) To enhance the benefit package available for employees to further aid in recruiting and retaining staff

2. Guidelines

2.1. Eligibility

All permanent full-time and part-time employees of the Town of Sedgewick are eligible for this program. New hires are eligible as of January 1st following their date of hire. Expenses attributed to family members are not eligible for this program.

3.2 Claim Amount

Full-time permanent employees are eligible to claim up to \$750 and part-time employees are eligible to claim up to \$350 under this program. Employees must submit an expense sheet with original receipts prior to November 30th to be eligible.

3.3 Eligible Expenses

The following items may be submitted for reimbursement under the program:

Fitness Activities

- Memberships to gyms, fitness centres or fitness classes
- Exercise videos
- Trainer or instructor fees
- Vitamins or supplements

Sports and Recreation Activities

- Fees for sports leagues
- Tournament participation fees
- Green fees
- Lift tickets
- Fishing and hunting licences
- Park fees (for hiking, biking)

Equipment

- Fitness equipment such as yoga mats, treadmills, ellipticals, stationary bikes and rowing machines
- Sports equipment such as hockey sticks, curling brooms, jogging strollers, canoes, kayaks, fishing rods, mountain bikes, golf clubs and tennis racquets
- Footwear such as sneakers, cleats, skates, skis, golf shoes, curling shoes, snowshoes, hiking boots and riding boots
- Protective equipment such as hockey pads, boxing gloves, bike helmets and lifejackets
- Electronic fitness trackers such as Fitbit and Garmin

3.4 Taxation

Claims will be paid through payroll and are a taxable benefit by the Canadian Revenue Agency

3.5 Exclusions

Not included within this program are the following:

- a) Any costs incurred by someone other than the Town of Sedgewick employee
- b) Any costs incurred outside the calendar year of which the expenses are submitted
- c) Firearms, ammunition and accessories
- d) Motorized vehicles, licenses and accessories
- e) Spa treatments and beauty products
- f) Fees associated with watching sports or fitness events
- g) Costs incurred while vacationing
- h) Food items other than vitamins and supplements

3.6 Interpretation

The CAO of the Town of Sedgewick shall be permitted to interpret this policy for the purpose of discerning eligible items

3. **Persons Affected**

Permanent Town of Sedgewick staff

4. **Revision/Review History**

TOWN OF SEDGEWICK

DATE

MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

DRAFT



TOWN OF SEDGEWICK

REQUEST FOR DECISION

NOV. 16TH, 2017
STAFF CHRISTMAS BONUS

STAFF CHRISTMAS BONUS

EXECUTIVE SUMMARY

Traditionally, the Town of Sedgewick has paid a Christmas bonus to permanent staff at the end of November.

BACKGROUND

Below is a review of staff bonuses in recent years:

2016

Full-time staff were paid a bonus of \$500

2015

Full-time staff were paid a bonus of \$500

2014

Full-time staff were paid a bonus of \$300

Part-time staff were paid a bonus of \$150

To maintain current practice full-time staff would receive a \$500 bonus and part-time staff would receive a pro-rated percentage of this amount based off of hours worked per week.

BUDGET IMPLICATIONS

\$2360 for 2017

ALTERNATIVES

1. Council may 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/week position.
2. Council may approve staff Christmas bonuses of different amounts
3. Council may decline issuing Christmas bonuses to staff

RECOMMENDATION

1. 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.

ATTACHMENTS

1. None



SEDGEWICK-KILLAM NATURAL GAS SYSTEM BUDGET 2018

EXECUTIVE SUMMARY

SKNGS has submitted a proposed budget for 2018.

BACKGROUND

At the Nov. 9th SKNGS meeting the following motions were carried:

MOVED by R. Krys to recommend to Councils to approve SKNGS Budget 2018 Draft #2 as presented.

MOVED by T. Schmutz to recommend to Councils to take the Gas Alberta Refund of \$15,855.38 and pay any overages we have from the Trans Canada integrity check done in the Summer of 2017 and any remaining money is to be put into capital reserves.

Under the proposed budget, administration costs for the Town of Sedgewick increase approximately 11% from \$72,250 in 2017 to \$80,750 in 2018. This is due to a \$0.10 increase in the sale of gas from SKNGS to the Town, however this amount would be passed onto the customers.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may approve the 2018 SKNGS budget (Draft #2) as presented.
2. Council may choose not to approve the 2018 SKNGS budget as presented.

1. Council may 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.
2. Council may request that SKNGS make use of the Gas Alberta Refund of \$15,855.38 in a different way.

RECOMMENDATION

1. That Council approve the 2018 SKNGS budget (Draft #2) as presented.
2. 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.

ATTACHMENTS

1. 2018 SKNGS proposed budget

SKNG Budget 2018 Draft # 2

REVENUES

CODE

4210 Administration fees Killam	116000 GJ	\$ 0.95 per GJ	\$ 110,200.00
4215 Administration fees Sedgewick	85000 GJ	\$ 0.95 per GJ	\$ 80,750.00
4220 Sale of Gas Killam	116000 GJ	\$ 3.50 per GJ	\$ 406,000.00
4225 Sale of Gas Sedgewick	85000 GJ	\$ 3.50 per GJ	\$ 297,500.00
4230 Sale of Material Killam	\$ 3,500.00		\$ 3,500.00
4235 Sale of Material Sedgewick	\$ 3,500.00		\$ 3,500.00
4240 Sale of Material Others	\$ 4,000.00		\$ 4,000.00
4300 Return on Investments	\$ 5,000.00		\$ 5,000.00
4340 Gas Alberta Transportation	\$ 9,000.00		\$ 9,000.00
* \$ 5.00 x 980 Customers x 12 months	\$ 58,800.00		\$ 58,800.00
TOTAL REVENUES			\$ 978,250.00

EXPENDITURES

5645 Telephone / Freight	\$ 6,500.00	\$ 6,500.00
5615 Advertising	\$ 100.00	\$ 100.00
5625 Federation Membership	\$ 13,100.00	\$ 13,100.00
5605 Auditor	\$ 2,800.00	\$ 2,800.00
5630 Alberta One Call	\$ 600.00	\$ 600.00
5705 Maintenance Contract	\$ 120,000.00	\$ 120,000.00
5710 Cathodic Protection/ Leak Survey	\$ 8,000.00	\$ 8,000.00
5720 Administration Services	\$ 6,000.00	\$ 6,000.00
5650 Training/ Seminars/ Meeting	\$ 500.00	\$ 500.00
5710 Gas Samples	\$ 600.00	\$ 600.00
5760 Trans Canada/ RMO/Gate Stations	\$ 3,000.00	\$ 3,000.00
5685 Insurance Federation/Killam	\$ 6,500.00	\$ 6,500.00
5700 Office Supplies	\$ 800.00	\$ 800.00
5765 SKNG Stock	\$ 2,500.00	\$ 2,500.00
5780 Maintenance Materials	\$ 1,500.00	\$ 1,500.00
5785 Natural Gas Purchase	205000 GJ \$ 3.50 per GJ	\$ 717,500.00
5820 Instrument repairs/ New	\$ 5,000.00	\$ 5,000.00
5790 Utilities	\$ 6,000.00	\$ 6,000.00
5825 Contribute to Capital	\$ 1,000.00	\$ 1,000.00
5835 Refund Transfer to Towns		\$ -
* 5825 Contribute to Reserve	\$ 58,800.00	\$ 58,800.00
Total Expenditures		\$ 960,800.00
Sub Total		\$ 17,450.00

This Budget is based on Gas purchase at \$ 3.50 GJ and selling to the Towns At \$ 4.45 GJ
and our customers at \$ 4.85 GJ

Gain / Loss for 2017	\$ 17,450.00
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**Flagstaff Intermunicipal Partnership Committee
Regular Meeting held Monday, November 6, 2017 at 7:00 pm
Flagstaff County Administration Building**

Attendance:	Voting Members	Bob Coutts, Chair Perry Robinson Kim Martin Doug Irving Edward Kusalik Ben Kellert Leslie Ganshirt Erik Skoberg	Village of Forestburg Town of Sedgewick Village of Loughheed Town of Hardisty Town of Daysland Town of Killam Village of Alliance Flagstaff County
	CAOs	Debra Moffatt Sandy Otto Shelly Armstrong Jim Fedyk Rod Krips Jolene Sinclair Karen O'Conner	Village of Forestburg/Coordinator Town of Hardisty Flagstaff County Town of Sedgewick Town of Daysland Village of Alliance Village of Loughheed
	Observers/Presenters	Michael Scheidl Sara Ahlstrom Elaine Fossen	Alberta Municipal Affairs Alberta Municipal Affairs Village of Forestburg
Absent:		Jon Williams Kim Borgel Amanda Howell	Village of Heisler Town of Killam Village of Heisler

Coordinator Debra Moffatt called the meeting to order at 7:01 p.m.

Elections Perry Robinson nominated Bob Coutts for the position of Chair.
Edward Kusalik nominated Perry Robinson for the position of Chair.

Election of Chair
Mtn # 17-11-022 **Member Ben Kellert moved that nominations for the position of Chair cease.**

Carried

Perry Robinson respectfully declined the nomination.

Bob Coutts was declared elected to the position of Chair by acclamation.

Coordinator Moffatt turned the meeting over to Chair Bob Coutts.

Election of Vice Chair Edward Kusalik nominated Perry Robinson for the position of Vice Chair.
No further nominations were received from the floor.

Mtn # 17-11-023 **Moved by Member Erik Skoberg that nominations for the position of Vice Chair cease.**

Carried

Perry Robinson was declared elected to the position of Vice Chair by acclamation.

Signing Authority
Mtn #17-11-024 **Moved by Member Perry Robinson that signing authority shall be Coordinator Debra Moffatt plus one of either Chair Bob Coutts or Vice Chair Perry Robinson.**

Carried

Dates and Times of
Regular Meetings
Mtn #17-11-025

Moved by Member Erik Skoberg that the regular meetings will be held the first Monday of every other month at 7:00 p.m. or at the call of the Chair.

Carried

Agenda
Mtn #17-11-026

Moved by Member Edward Kusalik that the agenda be adopted as presented.

Carried

Presentations

Doug Griffiths, 13 Ways Inc.

Mr. Griffiths provided a copy of the presentation from December 5, 2016 and reviewed the reasoning behind the committee's decision to explore the Single-Tier Amalgamation option. Due to the absence of Ms. Golnaz Azimi of Urban Systems, he also reviewed the infrastructure assessment process and how it showed the condition of infrastructure across the region as well as provided a representation of what the actual infrastructure deficit is across the region. The following comments were made within the group:

- The idea of having a full-time mayor is a good idea and should be explored
- A lot of things have already changed, such as the voluntary reduction of the number of elected officials
- The explore will include the exploration of the four (4) pillars of success: Services (what we provide, at what levels), representation (number of elected officials), taxation (must be balanced with service delivery), identity.
- We rely heavily on grants to upgrade our infrastructure and offset operating costs, but we must be aware that there is no guarantee that grant funding will continue at current levels.
- Potential savings could be had by consolidating administration, this is being reviewed by the CAO group as they review levels of service.

Michael Scheidl and Sara Ahlstrom, Alberta Municipal Affairs

Mr. Scheidl and Ms. Ahlstrom reviewed their roles with Municipal Dispute Resolution and Municipal Collaboration. They have worked extensively with us for the past three (3) years on the regional governance project and are also currently assisting with the Regional Emergency Services Committee. Reiterated that the Regional Governance Project is a locally driven project and the provincial government is providing support through funding and manpower. They also confirmed that this is the largest number of municipalities exploring voluntary amalgamation with the province.

Minutes for July 10,
2017 Regular Meeting
Mtn #17-11-027

Moved by Member Perry Robinson to approve the minutes of the regular meeting held July 10, 2017 as presented.

CARRIED

Information

The following information was reviewed:

- FIP – About Us
- Coordinator's Report
- CAO Meeting Notes – July 6, 2017, September 20, 2017, October 5, 2017
- Account Reconciliation – September 23, 2017
- Year to Date Budget Variance Report – October 27, 2017
- Synopsis of Correspondence Received
- Project Updates: Regional Governance Project, Regional Safety Program, Regional Water Operators Consortium, Regional Broadband
 - Member Perry Robinson requested that information reported in the Regional Governance Project regarding Sedgewick's withdrawal from the Working Sub-Committee be amended to better reflect their decision.
- Ongoing Items
- Update of Strategic Plan

Next Meeting	<p>The next meeting will be Monday, January 8, 2017 at 7:00 p.m. at the Flagstaff County Administration Building.</p> <p>The next regional forum will be Monday, December 11, 2017.</p>
Adjournment	<p>As all agenda items had been completed, Chair Bob Coutts declared the meeting adjourned 8:30 p.m.</p>

Chairperson

Coordinator



ORGANIZATIONAL/REGULAR MEETING AGENDA

November 9, 2017 – 7:00 p.m.

Town of Killam Council Chambers

ORGANIZATIONAL MEETING:

Call of Chair – (Sedgewick) GRANT MILNE

Call of Vice Chair – (Killam) BRUNDA McDONNELL

GUIDED WAVE

CALL TO ORDER:

ADOPTION OF AGENDA

MINUTES:

SKNG Minutes from June 26, 2017



SKNGS Minutes June
26, 2017.pdf

BUSINESS ARISING FROM MINUTES

NEW BUSINESS:

1. Budget



SKNG Budget
2018.pdf

2. RFD Board Setup



RFD Board Setup.pdf

3. Gas Alberta Refund – \$15,855.38 –

4. Gas Alberta Vote for Directors

MOVE TO 2 MEMBERS
SEGE TO MODIFY BYLAW.

IF 2,000,000 SURPLUS.
SUPPOSE TO BE 1%-2% OFF
REFUND TO TOWNS. MONEY
TO RESERVE PAYMENT
OF BILL FOR UNIT FROM
LAST SUMMER DURING ATCO
REPAIR.

MANAGER'S REPORT

UP-TO-DATE FINANCIALS – June 2017 – October 2017



SKNG - June.pdf



SKNG - July.pdf



AUG SKNG.pdf



SKNG Sept.pdf



SKNG OCT.pdf

NEXT MEETING DATE:

May 2018

ADJOURNMENT:

SKNG Budget 2018 Draft # 1

REVENUES

CODE

4210	Administration fees Killam	116000 GJ	\$ 0.85 per GJ	\$ 98,600.00
4215	Administration fees Sedgewick	85000 GJ	\$ 0.85 per GJ	\$ 72,250.00
4220	Sale of Gas Killam	116000 GJ	\$ 3.50 per GJ	\$ 406,000.00
4225	Sale of Gas Sedgewick	85000 GJ	\$ 3.50 per GJ	\$ 297,500.00
4230	Sale of Material Killam	\$ 3,500.00		\$ 3,500.00
4235	Sale of Material Sedgewick	\$ 3,500.00		\$ 3,500.00
4240	Sale of Material Others	\$ 4,000.00		\$ 4,000.00
4300	Return on Investments	\$ 5,000.00		\$ 5,000.00
4340	Gas Alberta Transportation	\$ 9,000.00		\$ 9,000.00
*	\$ 5.00 x 980 Customers x 12 months	\$ 58,800.00		\$ 58,800.00

TOTAL REVENUES

\$ 958,150.00

EXPENDITURES

5645	Telephone / Freight	\$ 6,500.00		\$ 6,500.00
5615	Advertising	\$ 100.00		\$ 100.00
5625	Federation Membership	\$ 13,100.00		\$ 13,100.00
5605	Auditor	\$ 2,800.00		\$ 2,800.00
5630	Alberta One Call	\$ 600.00		\$ 600.00
5705	Maintenance Contract	\$ 120,000.00		\$ 120,000.00
5710	Cathodic Protection/ Leak Survey	\$ 8,000.00		\$ 8,000.00
5720	Administration Services	\$ 6,000.00		\$ 6,000.00
5650	Training/ Seminars/ Meeting	\$ 500.00		\$ 500.00
5710	Gas Samples	\$ 600.00		\$ 600.00
5760	Trans Canada/ RMO/Gate Stations	\$ 3,000.00		\$ 3,000.00
5685	Insurance Federation/Killam	\$ 6,500.00		\$ 6,500.00
5700	Office Supplies	\$ 800.00		\$ 800.00
5765	SKNG Stock	\$ 2,500.00		\$ 2,500.00
5780	Maintenance Materials	\$ 1,500.00		\$ 1,500.00
5785	Natural Gas Purchase	205000 GJ	\$ 3.50 per GJ	\$ 717,500.00
5820	Instrument repairs/ New	\$ 5,000.00		\$ 5,000.00
5790	Utilities	\$ 6,000.00		\$ 6,000.00
5825	Contribute to Capital	\$ 1,000.00		\$ 1,000.00
5835	Refund Transfer to Towns			\$ -
*	5825 Contribute to Reserve	\$ 58,800.00		\$ 58,800.00

Total Expenditures

\$ 960,800.00

Sub Total

-\$ 2,650.00

This Budget is based on Gas purchase at \$ 3.50 GJ and selling to the Towns At \$ 4.35 GJ
and our customers at \$ 4.75 GJ

Gain / Loss for 2017

-\$ 2,650.00

SKNG Budget 2018 Draft # 2

REVENUES

CODE

4210	Administration fees Killam	116000 GJ	\$ 0.95 per GJ	\$ 110,200.00
4215	Administration fees Sedgewick	85000 GJ	\$ 0.95 per GJ	\$ 80,750.00
4220	Sale of Gas Killam	116000 GJ	\$ 3.50 per GJ	\$ 406,000.00
4225	Sale of Gas Sedgewick	85000 GJ	\$ 3.50 per GJ	\$ 297,500.00
4230	Sale of Material Killam	\$ 3,500.00		\$ 3,500.00
4235	Sale of Material Sedgewick	\$ 3,500.00		\$ 3,500.00
4240	Sale of Material Others	\$ 4,000.00		\$ 4,000.00
4300	Return on Investments	\$ 5,000.00		\$ 5,000.00
4340	Gas Alberta Transportation	\$ 9,000.00		\$ 9,000.00
*	\$ 5.00 x 980 Customers x 12 months	\$ 58,800.00		\$ 58,800.00

TOTAL REVENUES \$ 978,250.00

EXPENDITURES

5645	Telephone / Freight	\$ 6,500.00		\$ 6,500.00
5615	Advertising	\$ 100.00		\$ 100.00
5625	Federation Membership	\$ 13,100.00		\$ 13,100.00
5605	Auditor	\$ 2,800.00		\$ 2,800.00
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5790	Utilities	\$ 6,000.00		\$ 6,000.00
5825	Contribute to Capital	\$ 1,000.00		\$ 1,000.00
5835	Refund Transfer to Towns			\$ -
*	5825 Contribute to Reserve	\$ 58,800.00		\$ 58,800.00

Total Expenditures \$ 960,800.00

Sub Total \$ 17,450.00

This Budget is based on Gas purchase at \$ 3.50 GJ and selling to the Towns At \$ 4.45 GJ and our customers at \$ 4.85 GJ

Gain / Loss for 2017 \$ 17,450.00

Utility Company	Cost of Gas G.J.	Cost of Delivery G.J.	Service Charge Monthly	Customer Cost G.J.	Other Charges Reserve Or System Improv	125 G.J. per year Service Charge & G.S.T.
S.K.N.G.	\$ 1.62	\$ 1.25	\$ 25.00	\$ 2.87		\$ 691.69 \$ 704.19
Town Of Daysland	\$ 1.62	\$ 1.25	\$ 25.00	\$ 2.87		\$ 691.69
Ankerton Gas Co-op	\$ 1.62	\$ 1.45	\$ 28.00	\$ 3.07		\$ 755.74
Town of Castor	\$ 1.62	\$ 1.90	\$ 25.00	\$ 3.52		\$ 777.00
Atco South	\$ 1.83	\$ 1.73	\$ 24.69	\$ 3.56		\$ 777.82
Village of Forestburg	\$ 1.62	\$ 1.50	\$ 27.00	\$ 3.42	.30 G.J.	\$ 789.08
Battle River Gas Co-op	\$ 1.40	\$ 1.40	\$ 25.00	\$ 3.30	\$5.00 plus .50 gj	\$ 811.13
Phoenix	\$ 1.62	\$ 1.70	\$ 30.00	\$ 3.32		\$ 813.75
Village of Chauvin	\$ 2.52	\$ 1.00	\$ 25.00	\$ 3.52	\$ 5.00	\$ 840.00
Paintearth Gas Co-op	\$ 1.40	\$ 1.32	\$ 30.00	\$ 3.53	.81 G.J.	\$ 841.31
Iron Creek Gas Co-op	\$ 1.62	\$ 1.40	\$ 25.00	\$ 3.02	\$ 7.50	\$ 863.62
Co-op 52 (Provost)	\$ 1.62	\$ 1.70	\$ 30.00	\$ 3.32	\$ 5.00	\$ 876.75
Atco North	\$ 1.83	\$ 1.83	\$ 36.66	\$ 3.66		\$ 941.63
Alta Gas	\$ 1.68	\$ 2.35	\$ 40.29	\$ 4.02		\$ 1,035.28
Franchise Fee Not Included						
Atco North	37.00%					
Atco South	11.11%					
Alta Gas	27.00%					

2017 September Gas/October Billing

Utility	Zone	Wholesale Gas Purchased From	Location of GAI Variable Rate	Wholesale Purchase Price	Delivery/ Variable Rate (per GJ)	Gas Loss Charge (% or per GJ)	System Improvement Charge	Other Charges	Total per GJ (residential)	MSC (residential)	Basic Infill Charge Urban	Rural
V Boyle	3											
Coronado	4	GAI	gas rate	\$1.62	\$2.30	-	-	-	\$3.92	\$28.00	-	\$7,000
Goodfish	4											
LL Biche	4	GAI	gas rate	\$1.62	\$1.75	-	-	-	\$3.37	\$35.00	\$3,250	\$7,000
Lamco	4	GAI	gas rate	\$1.62	\$1.50	3% of gas rate	\$0.50/GJ Reserve Fund	\$5/month Reserve Fund	\$3.67	\$28.00	\$5,000	\$9,000
Minco	4	GAI	gas rate	\$1.62	\$1.35	-	-	-	\$2.97	\$12.00	\$3,000	\$7,500
North East	4	GAI	gas rate	\$1.62	\$1.00	-	-	-	\$2.62	\$10.00	\$6,250	\$6,250
Onion Lake	4											
Ankerton	5	GAI	gas rate	\$1.62	\$1.45	-	-	-	\$3.07	\$28.00	\$1,500	\$7,000
Battle River	5	GAI	variable rate	\$1.40	\$1.40	-	\$5/month	\$0.50/GJ - Deposit Reserve	\$3.30	\$25.00	\$2,750	\$7,000
Dry Country	5	GAI	gas rate	\$1.62	\$1.40	-	-	-	\$3.02	\$27.00	\$2,500	\$7,000
East Central	5											
Flagstaff City	5	Phoenix Gas	-	\$1.62	\$1.70	-	\$1.10/GJ	-	\$4.42	\$10.00	-	-
Iron Creek	5	GAI	gas rate	\$1.62	\$1.40	-	\$7.50/month	-	\$3.02	\$25.00	-	\$10,000
								\$5/month - Replacement Reserve				
Co-op 52	5	GAI	gas rate	\$1.62	\$1.70	-	-	-	\$3.32	\$30.00	\$2,200	\$7,500
						3% of gas rate included in variable						
Paintearth	5	GAI	variable rate	\$1.40	\$1.32		\$0.81/GJ	-	\$3.53	\$30.00	\$3,000	\$10,000
Phoenix	5	GAI	gas rate	\$1.62	\$1.70	-	-	-	\$3.32	\$30.00	\$3,500	\$6,000
Sedgewick/Killam	5	GAI	gas rate	\$1.62	\$1.25	-	-	-	\$2.87	\$25.00	\$1,500	-
T Castor	5	GAI	gas rate	\$1.62	\$1.90	-	-	-	\$3.52	\$25.00	-	-
T Daysland	5	GAI	gas rate	\$1.62	\$1.25	-	-	-	\$2.87	\$25.00	-	-
T Wainwright	5											
V Chauvin	5	Phoenix Gas	-	Aug - \$2.52	\$1.00	-	-	\$5/month	Aug - 3.52	\$25.00	-	-
V Forestburg	5	GAI	gas rate	\$1.62	\$1.50	-	\$0.30/GJ	-	\$3.42	\$27.00	\$1,900	-
V Halkirk	5											
Burnt Lake	6	GAI	gas rate	\$1.62	\$1.55	5% of gas rate	\$1.00/GJ	-	\$4.24	\$30.50	\$3,500	\$7,000
Chain Lakes	6	GAI	variable rate	\$1.40	\$1.82	-	\$0.30/GJ	-	\$3.52	\$28.00	\$4,250	\$6,250
						5.8% of gas rate plus 0.20	\$2.29/GJ	\$0.15 - Gas Rate Reserve	\$5.79	\$24.00	\$4,250	\$7,500
Crossroads	6	GAI	gas rate	\$1.62	\$1.45							
Diamond Valley	6											
Foothills	6											
GLDC	6	GAI	gas rate	\$1.62	\$1.30	2% of gas rate	-	-	\$2.95	\$30.00	\$4,000	\$7,000
Montana	6											
Rocky	6	GAI	variable rate	\$1.40	\$1.60	\$0.03/GJ	\$0.20/GJ	-	\$3.23	\$29.00	\$5,000	\$6,300

2017 September Gas/October Billing

Utility	Zone	Wholesale Gas Purchased From	Location of GAI Variable Rate	Wholesale Purchase Price	Delivery/ Variable Rate (per GJ)	Gas Loss Charge (% or per GJ)	System Improvement Charge	Other Charges	Total per GJ (residential)	MSC (residential)	Basic Infill Charge Urban Rural
Birch Hills	1										
Central Peace	1	GAI	gas rate	\$1.62	\$1.60	-	-	-	\$3.22	\$25.00	-
Dene Tha	1										
East Peace	1	GAI	variable rate	\$1.40	\$1.50	-	-	-	\$2.90	\$20.00	\$3,500 \$7,500
East Smoky	1	GAI	gas rate	\$1.62	\$1.55	2% of gas rate	-	-	\$3.20	\$22.00	\$2,500 \$6,500
Horse Lake	1										
North Peace	1	GAI	gas rate	\$1.62	\$1.34	2% of gas rate	-	-	\$2.99	\$30.00	\$3,000 \$7,500
Northern Lights	1										
Paddle Prairie	1	GAI	gas rate	\$1.62	\$3.20	-	-	-	\$4.82	\$20.00	-
Prairie River	1	GAI	gas rate	\$1.62	\$1.60	-	10% of gas rate	-	\$3.38	\$20.00	\$4,000 \$7,000
Swan River	1	GAI	gas rate	\$1.62	\$1.85	-	\$5.50/month	-	\$3.47	\$26.75	\$4,000 \$7,000
T High Prairie	1	GAI	gas rate	\$1.62	\$1.60	-	-	-	\$3.22	\$20.00	-
T Manning	1	GAI	gas rate	\$1.62	\$2.50	-	-	-	\$4.12	\$22.00	-
T Rainbow Lake	1	GAI	gas rate	\$1.62	\$2.52	-	-	-	\$4.14	\$15.00	-
T Valleyview	1	GAI	gas rate	\$1.62	\$1.70	2% of gas rate	-	-	\$3.35	\$18.45	Cost plus
Buck Mountain	2										
Evergreen	2	GAI	gas rate	\$1.62	\$1.43	-	-	-	\$3.05	\$25.00	\$6,400 \$7,000
Pembina River	2	GAI	gas rate	\$1.62	\$1.25	-	-	-	\$2.87	\$32.00	\$3,500 \$7,000
Ste. Anne	2	GAI	gas rate	\$1.62	\$2.50	4% of gas rate	-	-	\$4.18	\$38.00	-
T Devon	2	GAI	gas rate	\$1.62	\$1.46	-	-	-	\$3.08	\$35.00	-
TRL	2	GAI	gas rate	\$1.62	\$2.00	-	-	-	\$3.62	\$31.00	\$3,000 \$6,100
West Parkland	2	GAI	gas rate	\$1.62	\$1.23	3% of gas rate	-	\$2.75/month - Reserve Charge	\$2.90	\$23.99	\$3,250 \$5,500
Yellowhead	2	GAI	gas rate	\$1.62	\$1.37	\$0.05/GJ	-	-	\$3.04	\$34.00	\$4,750 \$7,500
C Two Hills	3	GAI	gas rate	\$1.62	\$1.45	-	-	-	\$3.07	\$15.00	\$4,000 \$7,000
C Vermilion River	3	GAI	gas rate	\$1.62	\$1.15	1% - included in Variable Rate	-	-	\$2.77	\$27.00	\$2,500 \$7,000
Smoky Lake Cty	3										
LLB County	3										
Thorhild County	3	GAI	gas rate	\$1.62	\$2.01	-	\$4/month - Capital Rate Rider	-	\$3.63	\$27.00	\$3,000 \$7,000
T Redwater	3	GAI	gas rate	\$1.62	\$2.00	-	-	Included in MSC is \$1 - transferred to Utility Capital Investment Reserve	\$3.62	\$16.00	Cost plus 25%
T Smoky Lake	3	Smoky Lake Cty	-	Aug - \$2.52	\$1.90	-	\$0.40/GJ - Capital Replacement Levy	-	Aug - \$4.42	* \$25 under 450 * \$60 over 450	-

Emergency Services Committee

Date : Tuesday, November 07, 2017

Location : County Office, Sedgewick, AB

Minutes

ATTENDANCE

Debra Smith	Chairman	Village of Loughheed
Brenda Grove	Councillor	Town of Killam
Grant Imlah	Councillor	Town of Sedgewick
Bob Coutts	Councillor	Village of Forestburg
Roger Gaetzman	Councillor	Town of Hardisty
Leslie Ganshirt	Mayor	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
Sandy Otto	CAO	Town of Hardisty
Kim Borgel	CAO	Town of Killam
Jim Fedyk	CAO	Town of Sedgewick
Joe Knievel	Fire Chief	Town of Killam
Don Rosland	Field Officer	Office of the Fire Commissioner
Jennifer Paton	Municipal Affairs	
Sara Ahlstrom	Municipal Affairs	
Tyson Armitage	Deputy Fire Chief	Town of Sedgewick
Joey Hebert	Fire Chief	Town of Sedgewick
Kevin Luntz	Fire Chief	Village of Forestburg
Shelly Armstrong	CAO	Flagstaff County
Kim Cannady	RESC	Flagstaff County
Kellie Elliott	Recording Secretary	Flagstaff County

CALL TO ORDER

K. Cannady called the meeting to order at 7:02 p.m.

ELECTION OF CHAIRMAN

K. Cannady called for nominations for Chairman for the 2017/2018 term.
Clr. Grove nominated Mayor Smith.
K. Cannady called for further nominations.
K. Cannady called for further nominations.

Resolution

Clr. Imlah moved nominations for Chairman for the 2017/2018 term cease.

Carried

Mayor Smith was declared Chairman for the 2017/2018 term and took the Chair.

**ELECTION OF
VICE-CHAIRMAN**

Chair Smith called for nominations for Vice-Chairman for the 2017/2018 term.

Chair Smith called for further nominations.

Clr. Grove volunteered.

Chair Smith called for further nominations.

Resolution

Clr. Skoberg moved nominations for Vice-Chairman for the 2017/2018 term cease.

Carried

Clr. Grove was declared Vice-Chairman for the 2017/2018 term.

AGENDA

Resolution

Clr. Imlah moved to approve the agenda for the Emergency Services Committee meeting of (2017/11/07) as presented.

Carried

MINUTES

Resolution

Clr. Grove moved to approve the minutes for the Emergency Services Committee of (2017/09/26) as presented.

Carried

**Flagstaff
Regional
Emergency
Services Society
- progress**

Chair Smith presented a review on the history of fire services in the Flagstaff region, formation of the Emergency Services Committee, and the progress of forming the Flagstaff Regional Emergency Services Society. The presentation document is attached hereto and forming part of these minutes.

Kim Borgel, Chair of the working sub-committee, reviewed the draft business plan recommendations from the September meeting.

Questions from the group:

- What happens if the society decides that they do not want a fire hall but there is donated equipment at that hall, what will happen to the equipment?
 - Kim B. advised it would be up to the society to determine which hall the donated equipment should be moved to, if the society wanted to move it.
- Is it possible to keep the individual societies going along with the new society?
 - Only one society will be allowed to do Casino's. Once the society is formed all fundraising will go to the regional society and not the individual fire halls. Once a society is formed, there

will be other grants available to apply for.

- What is the biggest hurdle for the sub-committee?
 - The budget.
- What will happen to municipal reserves if a society is formed?
 - The municipality will be responsible to decide what to do with this money.
- Can the sub-committee give more than one alternative? E.g. status quo vs other options
 - The sub-committee is looking into four different options that will include funding options.
- What is the critical path in the next year?
 - A timeline has been created by the sub-committee and will be presented at the next meeting.
- Will the final draft be available at the next meeting?
 - The draft is still being worked on and more recommendations will be presented at the next meeting.
- Fire and rescue is the main focus for the draft business plan.

**NEXT MEETING
DATE**

The next meeting will be held on December 6, 2017 at 7:00 p.m. at the County Office.

ADJOURNMENT

Resolution

Clr. Coutts moved to adjourn the meeting at 8:01 p.m.

Carried

.....
Chairman

.....
Recording Secretary

Emergency Services Committee
Review of the progress to date to form a
Flagstaff Regional Emergency Services Society
November 7, 2017

With the current Fire Services agreements due to expire on December 31, 2017, the Emergency Services Committee was tasked at reviewing other options for providing fire services for the region. The municipalities felt that the current fire agreement and the process to renew every few years was not the best option.

Over the past year, the committee has met several times, facilitated by Municipal Affairs, and the following is a review of the meetings and summary of decisions that have been made to date:

November 29, 2016 meeting:

PURPOSE: To provide effective and appropriate Fire Services for the community.

GOAL: Strategic approach to ensuring effective and appropriate services.

General background information:

- There is no provincial legislation that requires a fire service for a community. Fire service is a local government decision.
- In Alberta there is no firefighting standard requirement for communities. It is up to the local government to set this in the level of service document.
- With the new Municipal Government Act (MGA), collaboration will be very important.

Committee members identified the following key items:

- Regional training strategy
- Regional fire administration
- Recruitment and retention
- Regional fire governance
- Level of service meets needs and capacity

January 31, 2017 meeting:

A Regional Fire Service Commission questionnaire was completed by the municipalities and a summary of the results were:

1. How are fire services currently being delivered in the region?
 - Currently there are ten volunteer fire departments located in towns and villages within Flagstaff County, which include the two county departments located in Galahad and Strome, which deliver fire services to their municipalities and the County through a fire services agreement.
2. What community obligations exist related to:
 - Fire services: need to provide the equipment and level of service to meet the needs of the community.
 - Volunteer fire fighters: various responses

- Training: need to provide as much training as possible. Varies between departments
 - Public: Need to ensure public safety. Various responses
 - Neighboring communities: currently have mutual aid agreements.
3. What would you say is the strength of the current fire service?
 - Ten departments to cover a large geographic area; dedicated; quality firefighters; community support; good relationships
 4. What would you say is a weakness of the current service?
 - Lack of volunteers; inconsistent training; retention; issues with the County agreement, budgets, billings; lack of County support for capital and equipment purchases; large geographic area; small population; fear of change; volunteer expectations and requirements; no administration help; renewing fire agreements every two years; lack of support from councils; thinking in silos; lack of regional recruitment and regional strategy
 5. What opportunities do you see for the fire services in the region?
 - Regional training; consistency between departments; shared resources; working regionally would provide for a uniform level of training; provide consistent service across the region; long term agreement; less conflict, creating harmony and consistency between councils; pride; reduce duplication; more efficient use of municipal funds; builds relationships
 6. What threats do we need to consider?
 - Losing identity; losing equipment; declining volunteers; training curriculum overwhelming; budget restraints; aging and declining population; untrained volunteers; insufficient remuneration; age of infrastructure; lack of funding; micro management by councils and lack of buy-in
 7. Moving forward, what other factors do you think need to be considered?
 - More training; regional collaboration a must; municipalities should be requisitioned per capita basis; if too centralized we lose capacity to respond quickly

February 28, 2017 meeting:

Reviewed the criteria and principles that need to be met for fire service, regardless of what option is decided on:

- **The first criteria and principles that need to be met are: 4 E's - Effective, Efficient, Economical, and Equitable (fair and realistic)**
- Willingness to share and cooperate; protection of the area and the firefighters; training needs to be done locally; funding model; long term agreement - 10 years; reducing duplication of equipment and purchasing; more administration; balance geographically; amount of and skill level of firefighters; reduce liability risk; known levels of service; sustainable and achievable

Options considered:

- Regional board
- Regional Commission (legal entity created by law)
- Private Contract
- Urban owned and contracted to Flagstaff County
- County owned and urban contracted
- Fire districts created by municipal bylaw

March 23, 2017 and April 18, 2017 meetings:

Reviewed, explored and compared some of the following options: Municipally Controlled Corporations (MCC's), commissions, societies and service agreements and narrowed it down to a society or a commission.

Also reviewed the 2011 Regional Fire and Emergency Management Services report.

May 24, 2017 meeting:

Reviewed commission versus societies:

- A Society is easy to create and dissolve. Easy to change, which could be good or bad.
- Society is a quicker process
- Have a society model similar to Flagstaff Waste Management that could be tweaked and used with minimum political influence.
- Complexity of commission during potential amalgamation
- Disproportionate share of membership. Financial and weighted voting. Funding model to allow everyone to participate.
- Fairness builds trust.

What do you need to consider?

- Deal with issues before they become big ones.
- Consider the equipment that was fundraised by the firefighter societies. Placement and value of equipment that was purchased by the societies.
- Impact on current fundraising societies and what their impact is going to be.
- Leader, coordinator and administration that has clear direction and guidelines to follow.
- Who is making up the board? Appointed by members of the municipalities? Elected officials, fire chiefs, etc.? This will need to be addressed in the agreement and bylaws.
- Equipment allocation. Clear process to determine equipment placement.
- Levels of service.
- Membership joining and leaving requirements. Develop a process for assets.

APPROVED RESOLUTION ON MAY 24, 2017: Recommend to councils that an Emergency Services Society be formed and that councils direct the Emergency Services Committee to start drafting a business plan. (All Councils approved)

June 22, 2017 meeting:

Rob Hagg with Alberta Culture and Tourism, Community Development Unit was selected to facilitate the development of a business plan. He reviewed the following:

What progress the committee has seen:

- Togetherness.
- Breakout sessions have been positive and successful.
- Having same common goals.

What challenges they have seen:

- Number of meetings and the time it has taken to get this far.
- Consistency with member attendance.

- Toughest parts of the agreement are yet to be discussed.
- Possessiveness.

What impacts or differences a new agreement would have rather than what currently exists:

- Keeps region viable.
- Working together.
- Stability.
- Understanding of all municipalities.
- Consistency with training.
- Equipment that will lead to improved services.

A draft Emergency Services Society mission statement and vision statement was developed:

- **MISSION STATEMENT:** To provide emergency services within the Flagstaff region through collaborative resources and dedicated and trained personnel.
- **VISION STATEMENT:** Through collaboration we will provide exceptional emergency services throughout the Flagstaff region.

APPROVED RESOLUTION ON JUNE 22, 2017: Recommend the Emergency Services Committee set up a working sub-committee that consists of one Chief Administrative Officer, one councillor, one fire chief, the Regional Emergency Services Coordinator and Don Rosland.

The sub-committee was to utilize the Central Peace Fire and Rescue Commission business plan as their template for drafting the business plan.

As the development of the business plan and creation of the Society will likely take us past the expiration of the current Fire Services Agreements, the following resolution was approved:

APPROVED RESOLUTION ON JUNE 22, 2017: Recommend to councils to extend the Fire Services Agreement until December 31, 2018. (All Councils approved)

September 26, 2017 meeting:

The working sub-committee members are:

- Chief Administrative Officer – Kim Borgel
- Councillor - Deb Smith
- Fire Chief - Joey Hebert
- Regional Emergency Services Coordinator - Kim Cannady
- Field Officer - Don Rosland (Office of the Fire Commissioner)
- Administrative Assistance – Cheryl Bergman

The sub-committee began the development of the business plan and brought forward some draft initial recommendations from their progress to date in order to receive feedback to assist them in continuing with this process, including:

Name: Flagstaff Regional Emergency Services Society

Anticipated Establishment Date: Approval of the Society business plan by December 31, 2017 with the Society being formed by December 31, 2018.

Fire Services first priority: Establish fire services as the first priority, once established, Emergency Management and Disaster Services will be explored and incorporated into the services.

Members of the Society: One appointed member (elected officials) from each of the nine (9) municipal councils and will function as the governing body of the Society and will be authorized to pass bylaws, adopt policies, enter agreements and present the annual operating and capital budgets for approval of not less than eighty (80%) percent of the member municipalities.

Organizational Structure: The organization chart was reviewed which includes a full time Manager/Fire Chief position as well as contracted services for Financial and Administrative support.

NOTE: Once fire services are implemented and established, Emergency Management and Disaster Services will be explored and incorporated into the services. This will likely result in another full time position.

Contracted Financial and Administrative services: Contract the Financial and Administrative services, as well as supply the Manager/Fire Chief with office space.

Transfer of Assets and Authority: Each of the partner municipalities will pass a resolution to transfer ownership of assets (equipment) and pass a bylaw to delegate authorities and responsibilities to the Society.

Each individual fire department Society will transfer ownership of assets (equipment) that was purchased with Society funds with the understanding that the equipment would remain in that fire department for the life of the equipment. Past and present donations to individual fire departments from private individuals and/or businesses would remain in that department, if requested by the donor.

A member who applies to withdraw from the Society shall not be entitled to any assets of the Society, except for the donated items from the individual fire department societies or individual businesses.

Fire Stations: All ten (10) fire stations will remain open. Eventually the Society will review each fire station to determine if they are all necessary for effective service provision while being fiscally responsible.

The ten (10) existing fire stations will be leased to the Society for a nominal amount until they are replaced or no longer needed by the Society.

Utility costs will be the responsibility of the Society, except for utility costs for fire stations that also house municipal equipment, which would be cost-shared.

Funding strategies for capital replacement cost of new facilities will be determined by the Society during the strategic planning phase.

Fire Service Districts: Divide the region into four (4) service districts with the division lines being Highway 36 and Township Road 430 (correction line). Each district would have a District Fire Chief.

Each service district will have 2-3 fire departments who will respond to calls in that district. Once again, the idea behind this is to try and implement seamless response, as those specific fire departments would all respond to a call in their assigned district.

Implementation Budget:

Recommend that all Council's approve to apply for an Alberta Community Partnership (ACP) grant in the amount of \$95,000 for the Society startup costs which include: \$65,000 for a pickup truck for the Manager/Fire Chief; \$10,000 for office equipment; and \$20,000 for legal costs.

Municipal Managing Partner:

Recommend the Town of Killam be the municipal managing partner to apply for grant funding to offset costs of the implementation budget under the Alberta Community Partnership (ACP) grant program.

(Recommendation 9 and 10 regarding applying for the Alberta Community Partnership (ACP) grant were not discussed as it was advised that the ACP grant does not fund capital projects. The sub-committee will look into other grants that will fund capital projects.)

The sub-committee plans to have a formal draft completed by December 2017.

APPROVED RESOLUTION ON SEPTEMBER 26, 2017: To recommend to councils to extend the Fire Chief Services agreement until December 31, 2018. (County approved; no other responses to date)

SUMMARY OF DECISIONS MADE

APPROVED RESOLUTION ON MAY 24, 2017: Recommend to councils that an Emergency Services Society be formed and that councils direct the Emergency Services Committee to start drafting a business plan. (All Councils approved)

MISSION STATEMENT: To provide emergency services within the Flagstaff region through collaborative resources and dedicated and trained personnel.

VISION STATEMENT: Through collaboration we will provide exceptional emergency services throughout the Flagstaff region.

APPROVED RESOLUTION ON JUNE 22, 2017: Recommend the Emergency Services Committee set up a working sub-committee that consists of one Chief Administrative Officer, one councillor, one fire chief, the Regional Emergency Services Coordinator and Don Rosland.

APPROVED RESOLUTION ON JUNE 22, 2017: Recommend to councils to extend the Fire Services Agreement until December 31, 2018. (All Councils approved)

APPROVED RESOLUTION ON SEPTEMBER 26, 2017: To recommend to councils to extend the Fire Chief Services agreement until December 31, 2018. (County approved; no other responses to date)

Appendix 2 for M.20171002001 (Issue Attachment: I.20171103001)

Emergency Services Committee Presentation

To some this will be a review of information. For new councillors, this will add to the already compilation of material one must read and understand. It is the duty of the councilor in attendance to keep your municipal councils apprised of material in regards to the Emergency Services Committee. Please feel free to ask questions so the same information is given to all councils.

Emergency Services has a long history in our region. I remember 35 years ago when the Fire Chiefs had meetings to determine the best way to provide fire services to our area. Outside influences have created larger expectations and required risk management.

Emergency Services now include: Wildland Fire Suppression and Control, Exterior Fire Suppression, Coordinated Interior Structural Fire Suppression, Medical First Response, Motor Vehicle Collision Response, Hazardous Materials First Response, Ice Rescue, & Water Rescue. At this time, separate from ESC each municipality also is required to have a Emergency Management or Disaster Plan.

Formalized in 2005, the emergency services committee received its first grant. This grant paid for a Regional Fire Chief. When the funding ended Flagstaff County offered to retain the position and pay all associated costs. The position is now called Regional Emergency Services Co-ordinator.

The Terms of Reference for the committee passed in 2011 state:

Name: Emergency Services Committee

Purpose: The purpose of this committee is to act in an advisory capacity to discuss and address issues of mutual concern that deal with emergency related services between all participating municipalities within the boundaries of Flagstaff County. The committee is the liaison between the participating municipalities and the Regional Emergency Services Coordinator. Each committee member will be responsible to advise their respective councils on the information received and any recommendations that were accepted at the meetings are required to be approved by each participating municipality.

Term: Ongoing

Membership: Voting members: Flagstaff County has three members/votes and each participating town or village has one member/vote. These members are appointed annually by their respective Councils at their annual organizational meeting.

Quorum: For all purposes, a quorum of the committee shall be members present who represent not less than 51% of the total voting members of the committee.

Chairman and Vice-Chairman: The chairman and vice-chairman shall be elected at the first meeting of the committee following the annual organizational meeting of all member municipalities. The term will be for one year. The chairman will chair all meetings of the committee. In the absence of the chairman, the vice-chairman will chair the meeting.

Meetings: The committee will meet every four months, or if needed, at the call of the Chair. The meetings will be held on the first Tuesday of the Month commencing at 7:30 pm, at the County office.

Reporting: A recording secretary will be provided for by Flagstaff County. An agenda for the meeting will be prepared by the recording secretary and emailed to each municipality approximately one week in advance of the meeting. The recording secretary shall prepare the minutes for approval at the next committee meeting and shall maintain original copies at the County office. The draft minutes will be emailed to all municipalities within two weeks following the meeting.

Appendix 2 for M.20171002001 (Issue Attachment: I.20171103001)

Background Information: This committee was formed in 2005 from the Flagstaff Intermunicipal Partnership (FIP) committee; however, it is not a subcommittee of FIP. The committee was originally formed to create a Fire Agreement between the ten towns and villages and the County. This committee is an advisory committee to deal with fire situations, not EMS. (Emergency Management/Disaster Services)

A study compiled in 2011 by an external consulting firm presented recommendations on how fire and emergency management could be operated in our region. At that time, the Emergency Services Committee received the study for information.

Gone are the days of every citizen rushing out to help with a fire. Rules and Regulations have been put in place that specify minimum standards that fire departments are required to operate under. These include: The Municipal Government Act of Alberta states that a council and fire department must practice due diligence. This means that while we may have a fire department – to be in accord with the law the members of that fire department must be properly trained in accordance with the Code of Practice for Firefighters in Alberta. This Code of Practice provides explanations of Alberta's Occupational Health and Safety Act, Regulations & Code as those laws pertain to the emergency operations of a fire department. National Fire Protection Association is a set of standards that specify minimum levels of fire protection in Canada. Insurance underwriters determine the level of protection as used by insurance companies.

Currently there are 10 volunteer fire departments located within the towns, villages and hamlets of the region. These fire departments cover a large geographical area of approximately 1573 square miles. Municipal obligations exist in relation to providing budgets sufficient for equipment, training and wages for the fire departments to meet the needs of the community through risk assessments. Volunteer departments are municipal based and are contracted to provide service to Flagstaff County. At this time the Agreements in place include: the Fire Services Agreement- Between each municipality and the County, Regional Fire Chiefs Services Agreement, Tripartite Rescue Services Agreement and All hazards mutual aid Agreement. The Fire Agreements between each Urban municipality and Flagstaff County have traditionally had a term of 3 years.

The present Fire Agreement was due to expire Dec 31, 2017. The Emergency Services Committee met in November of 2016, tasked with reviewing options for providing fire services for the region. The municipalities felt that the current fire agreement and the process of renewing every few years was not the best option to provide continuity to Fire Services in our region. Attendees at the meetings included: from each municipality, an elected official, the CAO and Fire chief. Municipal Affairs. Dispute resolution team, Michael Scheidl, Jennifer Paton, & Sara Ahlstrom and the Fire Rescue Officer for the Office of the Fire Commissioner for the East central region, Don Rosland were invited to attend and help the committee work toward a long lasting and effective method to provide effective and appropriate fire services for the region.

Don Rosland with the Office of the Fire Commissioner (OFC) presented the following information:

There is no provincial legislation that requires a fire service for a community. Fire service is a local government decision and it is up to the local government to set this in the level of service document.

Each municipality should have a fire bylaw or other related documents that include the following:

Level of service and Alternatives if a fire crew is not able to respond.

Bylaws and service levels should be reviewed annually. Risk assessments should be completed to assist in determining the level of service requirements for the community. Standard Operating Guidelines (SOG) where the documents explain how the fire service performs its operations should be developed. To reduce liability

Appendix 2 for M.20171002001 (Issue Attachment: I.20171103001)

risks, ensure that the fire bylaw, level of service and SOG's are current to what the fire service is able to provide.

Firefighter recruitment and retention is an issue across the province for volunteer fire departments.

Firefighter training is a huge commitment and is very important. Training requirements should meet the level of service provided. Expect training to be ongoing.

With the new Municipal Government Act (MGA), collaboration will be very important.

The first meeting discussed purpose: To provide effective and appropriate Fire Services for the community

- Goal: Strategic Approach to ensuring effective and appropriate services
 - What do you want emergency services to look like in this region?
 - What is the current situation?
 - Obligations to communities (services, volunteers, training)
 - SWOT analysis (Strengths, Weaknesses, Opportunities, Threats)
 - Resources – What resources do we have and what we resources do need?
 - What do we need to do to achieve these goals?
 - What are our options for fire services delivery?
 - How would we implement the best option?
 - Action plan for moving forward

Regional Fire Services Commission Questionnaire

- 1) How are fire services currently being delivered in the region?
- 2) What community obligations exist related to:
 - a. Fire services?
 - b. Volunteers?
 - c. Training?
 - d. Public?
 - e. Neighbouring communities?
- 3) What would you say is the strength of the current fire service? (e.g. fire service is located locally)
- 4) What would you say is a weakness of the current service? (e.g. inconsistent volunteer turnout)
- 5) What opportunities do you see for the fire services in the region? (e.g. shared training and resources)
- 6) What threats do we need to consider? (e.g. budgetary restraints, declining population)
- 7) Moving forward, what other factors do you think need to be considered? (e.g. changes to Provincial legislation requiring mandatory collaboration regarding emergency services)

The Criteria and principles that need to be met for provision of fire service are: Effective, Efficient, Economical, and equitable (fair and realistic).

How can we as a region work together to provide a service in this manner that is equal to or better than what is now provided?

The following is a compilation showing what the group felt was needed to have an effective, efficient, economical, and equitable Emergency Services for this region.

Appendix 2 for M.20171002001 (Issue Attachment: I.20171103001)

The items that were brought forward were categorized as follows:

Regional Training Strategy	Regional Fire Administration	Recruitment & Retention	Regional Fire Governance	Level of Service Meets Needs and Capacity
Coordinate regional training & equipment	Multi station dispatch- Protocol to ensure service	Recruitment Strategy for volunteers and employers	Regional fire dept , co-operation	Define level of service
One proper regional training facility	Visual identification of skills		One overseeing body, one regional board	Perform risk assessment to determine needed levels of service
Regional training strategy	Cost effective for population and geography		Regional fire dept. – one authority	Build for tomorrow, sustainable and affordable
Regional training program	Less duplication of equipment and strategic placement of equipment	Pride in fire service, celebrate accomplishments	One vote per member - trust	Provide the level of service that meets the needs – risk assessment
Cross training	Common level of service documents	This is a job, even though it is volunteer, it is serious		
All firefighters properly trained to protect us under OH &S	Consistency in documentation and fees	How much can we ask from volunteers training, we need more bodies		
Inventory of member skills that is shared	Uniform SOG (Standard Operating Guidelines) for region, Admin takes care of paperwork	Level of training increases with pay scale		
Regional training consistency				
Trained and available firefighters				

Appendix 2 for M.20171002001 (Issue Attachment: I.20171103001)

Several options were considered to provide fire service; Society, Commission, private contract, urban owned and contracted to county, county owned and contracted to urban, fire districts created by bylaw, municipal controlled corporation.

After much research, review and comparison, the committee decided either a society or commission.

Generally, a commission:

- established by government but not part of a government department;
- that has been given responsibility to perform a public function;
- that is accountable to government;
- that has some degree of autonomy from government; and
- for which the government holds the primary power of appointment.

Society A society is an incorporated group of five or more who share a common interest. The *Societies Act* regulates societies incorporated in Alberta. A society is much quicker to set up, does not need Ministerial approval, and each municipality retains some autonomy in that the Bylaws and budgets must be passed by a majority of members. There is a distinction between a member, in this case the municipality and a board member, someone appointed by the municipality to ensure the day to day operations of the society.

Our region already has experience with a society as the Flagstaff Regional Solid Waste Management was Formed under the authority of Alberta Society Act. Group decision to model the Emergency Services Society on FRSWM as it is an effective way to deliver a regional service. Each municipality has an appointee to the board of directors. All budgets and changes to the bylaws must be approved by the members(municipalities). Municipalities appoint a person, usually a councilor to sit on the board to govern the operations of Waste Management.

All councils approved the recommendation that an Emergency services Society be formed and the Emergency Services Committee start drafting a business plan.

Alberta Culture and tourism, Community Development representative Rob Hague was invited to help the committee develop a business plan. A Draft Mission and vision statement were developed –

Mission Statement: to provide emergency services within the Flagstaff Region through collaborative resources and dedicated and trained personnel

Vision Statement: Through collaboration we will provide exceptional emergency services throughout the flagstaff region.

By approved resolution the Emergency Services Committee set up a subcommittee to create a business plan for the society. The business plan from the Peace Region is being used as a template, with resources from other commissions and societies used for information.

The current Fire Services Agreement expires Dec 31, 2017. To allow time for the development of a business plan and the creation of the Society all councils passed resolutions to extend the current agreement until Dec 31, 2018.

The subcommittee has had several meetings and plans to have a formal draft completed by the end of the year to present to the committee for review.



TOWN OF
SEDGEWICK

Submitted By:
Councillor G. Sparrow

Council Committee Meeting Report

Meeting	Date	Minutes sent to CAO		Matters Arising for Council Deliberation
		Yes	No	
REC BOARD	OCT 24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ESTER WHITEHEAD RESIGNED FROM BOARD INSURANCE ISSUE WAS BROUGHT UP MARTA TAKING 2 DAY COURSE ON GRANTS
REC BOARD	NOV 13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	APPLYING FOR NEW LIQUOR LICENSE NEED TO DISCUSS INSURANCE
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
General Comments:				
APPLYING FOR 1 LIQUOR LICENSE FOR THE ENTIRE FACILITY.				
CURRENTLY HAVE 1 LICENSE FOR THE BOWLING ALLEY UNDER THE				
TOWN OF SEDGEWICK. THE OTHER LICENSE IS IS FOR THE				
CURLING LOUNGE UNDER THE CURLING CLUB. WE ARE APPLYING				
FOR 1 LICENSE FOR THE BOWLING ALLEY, CURLING LOUNGE,				
CONCOURSE NEXT TO LOUNGE AS WELL AS THE SKY BOXES. THE				
LICENSE WILL BE UNDER THE SEDGEWICK REC BOARD. THAT IS				
WHY WE NEED TO DISCUSS THE INSURANCE ISSUE.				

Sedgewick Rec Centre Board Meeting-Nov. 13/17

Call to Order-Cory called the meeting to order @ 6:40. In attendance: Cory, Greg, Kari, Marta, Aleska, Connie, and Pam.

Additions and Approval of Agenda-Kari moved the approval of the agenda. Carried.

Treasurer's Report-Connie gave the treasurer's report. Checking account-\$72,395.00 Capital-\$29,000.

Connie moved the treasurer's report be adopted as presented. Carried.

Minutes of Last Meeting and Approval-Kari read the minutes from the Oct. 23 meeting. Greg moved to approve the minutes as read. Carried.

Business Arising From the Minutes- CAFT-still working on.

-Budget-The budget was revised. **Motion:** Connie made a motion submit the rec board approved budget for 2018 to the town for approval. Carried.

Town Council Report-Town needs to know of future projects for their budget.

Manager's Report-Marta gave the manager's report-AGLC-Marta spoke with someone from the AGLC regarding our liquor licenses for the building . In order to have bar service for hockey etc. we will need to cancel our current class C curling license and change to a B license. Discussion.**Motion:** Aleska made a motion to apply for the conversion license from Class C to Class B upon approval from the curling club. The license would include curling club, concourse, skybox area, and bowling alley. Carried.

-Marta is organizing a Fashion Friday on Dec.1. Bellisima will do a fashion show in the curling lounge after a luncheon put on by the rec centre. Lunch 11:30, fashion show 1:00.

-There are a few bookings coming up for room rentals.

User Group Issues/Concerns-Lacrosse- Aleska has put in an application for a tournament May4-6.

Also a senior men's team is willing to come and play a league game here in the spring.

-Bowling-Verna sent an email request to purchase some new bowling shoes.

Motion: Verna made a motion to purchase 6 pairs of size 12 bowling shoes. Carried.

-Bowling for tweens- Marta sent information sheets to the school for tweens to bowl Friday afternoons when there is no school. The cost is \$10.00 which includes shoe rental and 3 games.

New Business-Netting-New netting for hockey ice should be put in 5 year plan. Insulation is being ruined from pucks.

-Arena Boards-Should be added to 5 year plan.

Next Meeting and Adjournment- Next meeting is slated for Dec.11@ 6:30. Cory adjourned the meeting @8:00.

Rec Board Meeting-October 23/17

Call To Order-Cory called the meeting to order @ 6:30. In attendance: Cory, Andrew, Marta, Esther, Kari, Pam, Aleska, Greg.

Additions and Approval to Agenda-Pam moved the additions and approval of agenda. Carried.

Manager's Report-Marta presented the manager's report. (attached). Kari moved to move the manager's report as presented. Carried.

Treasurer's Report-Connie M. gave the treasurer's report. Capital account-\$37,000. Operating-\$94,000.

-CAFT payroll-Connie is gathering info for direct deposit for payroll. Cindy Rose uses this system so Connie will talk to her and get back to us. ROE's etc will be done online.

-Connie reviewed the proposed 2017/2018 budget.

Andrew made a motion to approve the treasurer's report and budget as presented. Carried.

Minutes of Last Meeting and Approval-Kari read the minutes from Sept. 6 and Aug 9 meetings. Pam moved the approval of minutes. Carried.

Business Arising-

Town Council Rep Report-Greg gave the town report.

-The town got 3 quotes for commercial inspection. The quotes were approx. \$30,000.00 just for the inspection. We will not be using this service, instead we will try to compile a list of repairs that may be needed.

-Liability insurance-tabled.

-Bylaws-approved.

Kari moved to approve the town rep. report. Carried.

User Group Issues/Concerns-

Concession- Kitchen Renovations-The concession renovations are complete. We still have a few bills coming in. To date \$28,264.53 has been paid out with cabinet bill and Huddleston Mech. bill to be paid. We are approx. \$5000.00 over budget. A request for funding assistance has been sent to the Sedgewick Lions Club. Also, Kari has applied for and received confirmation of the approval of \$7500.00 from Enbridge for the project.

-Hockey-A camera has been installed by Voltage Electric in the arena. The camera and installation was funded by Sedgewick Sharks Minor Hockey.

-Sabres room-The Sedgewick Sabres are renting the dressing room from Bonness for \$1000.00(room rent goes to Bonness until the room is paid off).

-Curling-Daren is working on cleaning the surface and putting in curling ice. There is a curling meeting Wednesday @ 7:00.

-Bowling- Kari attended the bowling meeting and explained the lease. The club is willing to sign the lease with GST being included in the \$30,000.00

-Football-Correspondence to be sent to Karen Keogh Box 602 Sedgewick

New Business-

-Updated fees schedule-The fee list is dated as of March 2015.

-Updated key list-2 new key boxes have been purchased. The keys will be put in alphabetical order to help with ease in finding the appropriate key.

-Leases for 2017-Marta is working on obtaining signed lease agreements.

-File Cabinet- Motion:-Aleska made a motion to purchase a 2 drawer file cabinet from Kari Sanders for \$100. The cabinet for Connie M. to use at home for rec centre files. Carried.

AGM Date-The next AGM meeting will be January 15/2018 @ 6:30pm.

WIFI-Brady Higginson gave a quote for wifi installation in the rec centre. The estimate is \$1855.67. Presently the office has wifi as well as the library. After discussion the rec board felt it would slow down the access we have now and wouldn't be guaranteed to be effective, so we will leave as is for now.

Grey Cup-Due to the closing of Flagstaff Printing we have ordered tickets from The Community Press. The ticket printing has been delayed and will hopefully be here this week.

Next Meeting-The next meeting is scheduled for November 13@6:30.

Adjournment-Cory adjourned the meeting at 9:30.

Sedgewick Golf Club-Executive Meeting Sept.18/2017

.Order and Attendance-Greg called the meeting to order @ 7:20. In attendance:Greg, Tristan,Jim, Jeannette, Mari, Kari.

Additions and Agenda Approval-Tristan moved the approval of agenda.Carried.

Minutes-Kari read the minutes of the March21/17 meeting. Jeannette moved the acceptance of the minutes. Carried.

Old Business-Fuel tanks- Fuel tanks are being worked on and still on their way.

-**Hole #8 Tee Box**-The tee box will be extended back further.

-**Shop**-Would like to see a new shop for equipment storage with a lunch room and bathroom for employees. **Motion: Shop**-Gail made a motion to allocate \$30,000.00 toward a new shop.Carried.

Financial Report-Gail gave the financial report. Chequing-\$29,493.20

Savings-\$67,308.30

Casino-\$2736.00

Committee Reports-

Grounds-Golf course is in terrific shape!

Clubhouse-Marie noted that there were 223 members this year. (234 last year).There were more punch cards sold this year.

-Oilmen's might change their date back to June.

-This year there were a few functions booked in the clubhouse. When bills were paid there was no gratuity left. Discussion.**Motion:**Greg made a motion to have a gratuity of 15% added to food and beverage totals for group functions of 10 or more people. Carried.

New Business-Closing the **driving range** to dig in water on Wednesday. -This is being done for the new county shop. Should not affect us.

-**Signs**-Some of the signs are needing replaced. Tristan and Kari will look for ideas.

-**150 Signs**-The new signs are hard to see. We will change them from white to black.

-**Insurance-re-email**-The golf course is required to get thir own insurance because the are a society.

AGM Date-The AGM will be October 16. Kari will put a notice in the paper. Tristan will put on website and Marie will put on Facebook.

Equipment-No new equipment is needed for next season.

Town Sign-Will something be done with the cement base to make it look better? Greg will check with the town.

Marie and Ken-Lots of hours of hard work put in by Ken and Marie this year. **Motion:**Greg made a motion to purchase 2-\$500.00 coop gift cards. One for Marie and one for Ken. Carried.

Adjournment-Greg adjourned the meeting @ 9:15.

-



TOWN OF SEDGEWICK

DEPARTMENTAL REPORT

MEETING DATE: NOV. 16TH, 2017

DEPARTMENT: PUBLIC WORKS

SUMMARY

Currently making preparations for Christmas with lights, decorations, Christmas tree and seasonal banners. Snow is being monitored, picked up, swept and sanded as required.

ACCOMPLISHMENTS

- All of the new banners are up: north and south Town sign, main street and the highway lights.
- All equipment is serviced and ready for winter : grader, snowblower, gravel trucks, sander and John Deer tractor.
- Hal Sparrow is cleaning the new walking trail again this year.
- Christmas lights are up in main street park : fence, bridge and pergola.
- Spent the last week grading a few streets, sanding and sweeping sidewalks and walking trails.
- We dug a grave for Alf Allen and it was filled in on the 12th shortly after the service.

PRESENT AND FUTURE ACTIVITIES

- The new Town office sign was installed on November 14th.
- Christmas decorations on Main Street will be going up on Nov. 20th or 21st
- We should have our Christmas Tree for Main Street Park from Home Hardware by the end of the month. We will decorate it and put it up as soon as we get it.
- We will be putting up Seasonal banners by the end of November.

APPENDIX:

NONE

PREPARED BY: DARYL JOHNSON



TOWN OF SEDGEWICK

CAO REPORT TO COUNCIL

MEETING DATE: Nov. 16TH, 2017

SUMMARY

2018 budget work continues in preparation for the Strategic Planning session and December Council Meeting. The work at the WTP has been delayed as we try to source out a general contractor.

MEETINGS

- Met with engineers from Associated Engineering on October 23rd regarding subdivision and mainstreet revitalization projects
- FIP meeting on November 6th
- RESC meeting on November 7th
- Met with engineer and two potential contractors at the Water Treatment Plant on November 8th regarding generator replacement. The first choice of a local general contractor fell through due to inability to work out a quote.

ACCOMPLISHMENTS

- ALARIE (Alberta Local Authorities Reciprocal Insurance Exchange) ceased issuing insurance policies in 2002 and a full dissolution is taking place. After a full forensic audit with assets being converted to cash, the Town has been paid out \$49,247.81 which is representative as our share of the assets.
- Drumming Circle hosted on Oct. 24th, 26th and Nov 2nd at the rec centre.
- Applications have been filed with the Office of the Fire Commissioner and are in queue for three of Sedgewick volunteer fire fighters to receive 22 year service bar awards and one to receive the 12 year award.
- Attended Remembrance Day Ceremonies on Nov. 11th

PRESENT AND FUTURE

- Launch of website is slated for November 20th, barring any issues
- Stress Buster Yoga began Nov 7th and continues to Dec. 14th
- Christmas Party December 8th at Community Hall
- Attending the AUMA convention between Nov. 22nd and 24th in Calgary
- Notice has been given to a property owner regarding an Order to Remedy Unsightly Condition that has been ignored for several months. Items will be removed by the Town if there is no compliance prior to November 27th and either stored or disposed of with costs passed on to the property owner.

APPENDIX:

NONE

PREPARED BY:

JIM FEDYK, CAO

Sedgewick Killam Natural Gas System Monthly Statement

Month Ending October 31, 2017

Vision Credit Union - General

<i>As Per Books:</i>		
Previous Month Balance	\$217,798.91	
Receipts for Month	20,180.65	
Direct Deposit Gas Alberta	656.25	
Subtotal	\$238,635.81	
Less Disbursements	13,100.76	
Gas Alberta (Direct Withdrawal)	10,814.96	
Bank Service Charge		
Month End Balance	\$214,720.09	

<i>As Per Bank</i>		
Month End Balance	215,354.77	
Cash on Hand		
Subtotal	\$215,354.77	
Less O/S Cheques	634.68	
Month End Balance	\$214,720.09	

\$0.00

<i>Outstanding Cheques</i>							
No.	Amount	No.	Amount	NO.	Amount	No.	Amount
147	\$ 97.65						
148	\$ 537.03						
Outstanding cheque total			\$ 634.68				

Mayor

Chief Administrative Officer

Sedgewick Killam Natural Gas System Monthly Statement

Month Ending October 23, 2017

ATB BUSINESS CUSTOM ACCOUNT

As Per Books:		
Previous Month Balance	\$5,134.09	
Receipts for Month		
(Matured GIC's)		
Interest Received	5.35	
Profit Share		
Subtotal	\$5,139.44	
Less Disbursements		
(GIC Re-invested)		
Bank Service Charge		
GIC's Purchased		
Month End Balance	\$5,139.44	

As Per Bank		
Month End Balance	5,139.44	
Cash on Hand		
Subtotal	\$5,139.44	
Less O/S Cheques	0.00	
Month End Balance	\$5,139.44	

			\$0.00				

Investments	Amount	Maturity Date
GIC - Credit Union	\$110,374.50	28-Feb-20
GIC - Credit Union	\$110,374.50	28-Feb-20

Mayor

Chief Administrative Officer

SEDEGWICK KILLAM NATURAL GAS SYSTEM

Income Statement 01/01/17 to 10/31/17

REVENUE

Sales	
Admin Fees - Killam	91,159.60
Admin Fees - Sedgewick	62,207.09
Sale of Gas - Killam	310,467.59
Sale of Gas - Sedgewick	212,029.36
Sale of Material - Killam	4,062.44
Sale of Material - Sedgewick	1,363.27
Sale of Material - Other	652.99
SKNG Replcmnt Fund - Killam	23,955.00
SKNG Replcmnt Fund - Sedgewi...	22,152.00
Return on Investments	65.41
Transportation Charges	7,475.00
Gas Alberta Inc - Rebate	15,855.38
Interest Revenue	16.81
Total Revenue	<u>751,461.94</u>

TOTAL REVENUE	<u>751,461.94</u>
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EXPENSE

General & Administrative Expe...	
Auditor	2,640.00
Alta One Call	471.00
Postage	14.76
Telephone/Freight	5,229.44
Training/Seminars/Meetings	175.00
Small Tools	28.00
Insurance	6,435.67
Office Supplies	724.27
Maintenance Contract	100,000.00
Cath Protection/Leak Survey	302.37
Admin Services	4,500.00
Contracted Maintenance	51.65
RMO 3467	1,246.72
Town's Stock	5,226.58
Maintenance Materials	1,546.22
Natural Gas Purchases	507,693.60
Utilities	4,640.20
Instrument Repair	918.42
Total General & Admin. Expen...	<u>641,843.90</u>

TOTAL EXPENSE	<u>641,843.90</u>
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NET INCOME	<u>109,618.04</u>
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SEdgeWICK KILLAM NATURAL GAS SYSTEM

Balance Sheet As at 10/31/17

ASSET

Current Assets

Credit Union	214,720.09
ATB FINANCIAL	5,139.44
Investments - Temporary	215,712.31
Accounts Receivable	2,837.71
Accounts Receivable - Yr End	168,489.68
Accrued Interest Receivable	4,349.07
Accrued Interest	-5,037.77
Prepaid Expenses	16,793.11
General Supply Inventory	24,127.32

Total Current Assets	647,130.96
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Long Term Assets

Investments - Long term	5,036.69
AGTL Shares	212.00
AGTL Loan	22,500.00
BRCU Patronage Reserve	4,857.76

Total Long Term Assets	32,606.45
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Capital Assets

Engineering Structures	30,044.01	
Net - Engineering Structures		30,044.01
Equipment	134,898.72	
Net - Equipment		134,898.72

Total Capital Assets	164,942.73
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TOTAL ASSET	844,680.14
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LIABILITY

Current Liabilities

Accounts Payable	5,797.96
Accounts Payable - Yr End	114,251.42
GST Charged on Sales	22,990.69
GST Paid on Purchases	-23,516.42
GST Filed	3,075.99
GST Owing (Refund)	2,550.26

Total Current Liabilities	122,599.64
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TOTAL LIABILITY	122,599.64
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EQUITY

Retained Earnings

Fund Transfers General	-11,055.00
Funds Transfer Restricted	34,671.00
Reserves - Future capital expens...	136,807.00
Equity in Fixed Assets	164,942.73
Accumulated Surplus	287,096.73
Current Earnings	109,618.04

Total Retained Earnings	722,080.50
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TOTAL EQUITY	722,080.50
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LIABILITIES AND EQUITY	844,680.14
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RECEIVED

NOV - 9 2017

**Flagstaff's Initiative To
Relationship & Spousal
Trauma**

Box 450
Killam, AB T0B 2L0



November 1st, 2017

Dear Friend of FIRST,

Flagstaff's Initiative to Relationship and Spousal Trauma (FIRST) is in the process of planning it's 20th Annual Supper and Auction and we are asking for your support. Businesses such as yours can take part in the event in a variety of ways including:

- Purchasing a ticket for the auction on Saturday February 3rd, 2018 in Forestburg at the price of \$30 each (the auction moves each year to a different community in Flagstaff) phone 780-385-3976 to book your tickets. Doors open at 5 pm, Supper is at 5:30 and the exciting auction begins at 6:30 pm.
- donating an item for the silent or live auction
- Becoming a Bronze, Silver, Gold, Platinum or Diamond Sponsor of the event

FIRST is the prevention of domestic violence and bullying program in Flagstaff . The program provides outreach, responses, services and community education aimed at making life better for families and children in Flagstaff. Help us make our program more successful each year. We partner with many agencies in Flagstaff to reduce risky behaviour in youth and also partner with Flagstaff Family and Community Services in offering a counselling program.

Please join us in making Flagstaff a great and safe place to live for people of all ages.

A canvasser will be contacting you in January 2018 to follow up this request. If you have any questions or want to purchase tickets please call Sue Freadrich or Lynne Jenkinson at 780-385-3976. We look forward to seeing you at this years event.

Sincerely yours,

Gunnar Albrecht

F.I.R.S.T. Board Chair

In accordance with the Alberta Charitable Fundraising Act, We are pleased to provide the following information:

The FIRST organizing committee has set a \$20,000 revenue target. Projected estimated fundraising costs are 17 % of gross revenue.

Sponsorship Opportunities



**Flagstaff's Initiative to Relationship and Spousal Trauma
Annual Dinner and Silent Auction
Saturday February 3rd, 2018 5:30 pm
Forestburg Community Centre**

**Diamond
\$1000**

**Platinum
\$750**

**Gold
\$500**

**Silver
\$250**

**Bronze
\$100**

**We will advertise your participation at the auction.
Your business, or personal donation will be noted in
all advertisements and auction materials as well as on
our website at firstinflagstaff.ca.**

**Please help make a difference in the lives of families,
and in the future of the Flagstaff Community.**

FIRST is a Registered Charitable Organization.