



TOWN OF
SEDGEWICK

AGENDA

Regular Meeting of Council
Thursday, October 19th, 2017 – 7:00 p.m.
Council Chambers of the Town Office
Sedgewick, AB

Call to Order:

Opening Values Statement:

Adoption of Agenda:

Delegations:

None

Minutes:

1. [Regular Meeting – September 21st, 2017](#)

Financials:

[Variance Report to October, 2017](#) (addition)

Reports for the period ending October 19th, 2017:

1. **Council Committee Reports**

[Mayor P. Robinson](#)

- FRSWMA – September 25th, 2017

[Clr. G. Imlah](#)

- Emergency Services Committee – September 26, 2017

[Clr. S. Levy](#)

- Sedgewick Public Library – October 10th, 2017

Clr. T. Schmutz

- Nothing to report

Clr. G. Sparrow

- Nothing to report

2. **Public Works Report** – October 19th, 2017 **(addition)**
3. **CAO Report** – October 19th, 2017

BUSINESS– Old

None

BUSINESS– New

1. **Flagstaff Regional Solid Waste Management Association - 2018 Budget**
2. **Emergency Services Committee - Extension of Fire Chief Services**
3. **Parkland Regional Library - 2018 Budget**
4. **Town of Sedgewick - Christmas Party**
5. **Archiving of Documents (addition)**

Correspondence:

1. **SKNGS Monthly Statement for September 2017**
2. **AMSC Rebate Contest**
3. **Community Hall Minutes for October 11th, 2017**
4. **FCSS Minutes for October 11th (addition)**
5. **Flagstaff Community Foundation Minutes for October 11th (addition)**
6. **Interagency Minutes for October 3rd, 2017 (addition)**
7. **Letter from Sedgewick Public Library October 16th (addition)**

File of Correspondence – for period ending October 19th, 2017

In Camera:

Round Table:

Adjournment:

The regular meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday, September 21st, 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	CAO
Call to Order	Mayor P. Robinson called the meeting to order at 6:00 p.m.	
Opening Ceremony	Council recited a values statement.	
Agenda 2017-09-170	MOTION by Clr. T. Schmutz that the agenda be approved as presented.	<u>CARRIED</u>
<u>Minutes</u>	Council reviewed the minutes of the August 24 th regular meeting.	
2017-09-171	MOTION by Clr. P. Robinson that the August 24 th , 2017 regular meeting minutes are approved as presented.	<u>CARRIED</u>
<u>Financial Report</u>	A financial report was not presented at this time.	
<u>Reports</u> Committee Reports		
Golf Course FRHG	Clr. G. Sparrow reported on the Golf Course meeting of September 18 th , 2017 and the FRHG meeting of September 19 th . Details of meetings are attached.	
Public Library Parkland Regional Library	Clr. S. Levy reported on the Public Library Board meeting of September 12 th , 2017 and the Parkland Regional Library Board meeting of September 14 th . Details of meetings are attached.	
Spray Park	Clr. T. Schmutz provided an update on the spray park. Details are attached.	
2017-09-172	MOTION by Clr. T. Schmutz to appoint Janie Odegaard to the Sedgewick Lake Park Board.	<u>CARRIED</u>
FFCS Flagstaff Community Foundation	Mayor P. Robinson reported on the FFCS meeting of September 13 th and the Flagstaff Community Foundation meeting of September 13 th . Details of meetings are attached.	
2017-09-173	MOTION by Clr. S. Levy that the Committee Reports be approved as presented.	<u>CARRIED</u>
Public Works	A written Public Works Report was provided to September 21 st , 2017 as attached to and forming part of these minutes.	
2017-09-174	MOTION by Clr. G. Sparrow that the Public Works Report be approved as attached to and forming part of these minutes.	<u>CARRIED</u>
CAO Report	A written Administration Report from CAO J. Fedyk was provided to September 21 st , 2017 as attached to and forming part of these minutes.	
2017-09-175	MOTION by Clr. T. Schmutz that the Chief Administrative Officer Report is approved as presented and discussed.	<u>CARRIED</u>

Old Business**Solid Waste Bylaw**

Council reviewed Bylaw #533/17, the Solid Waste Bylaw.

2017-09-176

MOTION by Clr. G. Sparrow to give second reading to Bylaw #533/17, the Solid Waste Bylaw.

CARRIED

MOTION BY Clr. S. Levy to give third and final reading to Bylaw #533/17, the Solid Waste Bylaw.

CARRIED

New Business**2018 Fortis Franchise Fee**

Council reviewed the Fortis Franchise rates.

2017-09-177

MOTION by Clr. G. Imlah to maintain the Fortis Alberta Franchise Fee at 8% for 2018.

CARRIED

Transfer Site Decommissioning

Council reviewed and discussed the decommissioning of the Sedgewick Transfer and related MOU between the Town of Sedgewick and Flagstaff Waste Management.

2017-09-178

MOTION by Clr. Imlah to approve the MOU as presented by the FRSWMA.

CARRIED

MOTION by Mayor P. Robinson to direct Administration to research the method of ensuring the transfer site remains the property of the Town of Sedgewick in perpetuity.

CARRIED

Commercial Inspection of Recreation Centre

Council reviewed the quotes received to perform a commercial inspection of the Recreation Centre.

2017-09-179

MOTION by Clr. G. Sparrow to accept the quoted amounts for an inspection of the recreation centre as information pending further research on his part as to the regular maintenance of the building.

CARRIED

Resident Lot Flooding

Council reviewed a complaint from Mr. I. Strachan regarding spring flooding on his residential lot.

2017-09-180

MOTION by Clr. S. Levy to respond to I. Strachan identifying solutions to be undertaken by Public Works in the future, noting that further issues with flooding are the responsibility of the landowner through landscaping and drainage solutions.

CARRIED

Phase I Subdivision

Council discussed the need to begin planning for a new subdivision that would contain between 10-15 lots.

Departure

Clr. T. Schmutz departed the meeting at 8:07pm.

Arrival

Clr. T. Schmutz re-entered the meeting at 8:09pm.

2017 RFC Phase II Funding

Council reviewed the recommendations of the Recreation Funding Committee for Phase II recreation grant funding.

2017-09-181

MOTION by Clr. G. Sparrow to approve the recommendations of the RFC and funds be distributed as follows:

Sedgewick Minor Ball \$13,526

Battle River Minor Hockey \$2500

CHSPS \$2500

Sedgewick Lake Park \$5000

And further approves the RFC's recommendation to transfer \$27,500 of funding to the Rec Centre for operational costs.

CARRIED

Regional Safety System Grant

Council reviewed FIP's request for a letter of support towards a grant to fund the building of a Regional Safety Management System.

2017-09-182	MOTION by Clr. G. Imlah to provide FIP with a letter of support for a \$20,000 grant application to Alberta Labour to build and implement a Regional Health and Safety Plan.	<u>CARRIED</u>
South Entrance Sign Modification	Council reviewed the cost of installing the Lion’s event sign on to the new south welcome sign.	
2017-09-183	MOTION by Mayor P. Robinson to accept the cost of installing the Lion’s event sign on to the new south welcome sign as information.	<u>CARRIED</u>
Correspondence	Council reviewed the List of Correspondence (LOC) for the period ending Sept. 24 th , 2017.	
Round Table	A round table discussion was held.	
Adjournment		
2017-09-184	MOTION by Mayor P. Robinson for adjournment at 8:38 p.m.	<u>CARRIED.</u>

Perry Robinson, Mayor

J. Fedyk, CAO

Report Date
10/18/17 11:12 AM

Town of Sedgewick
Budgetary Control
For the Period 1/01/17 - 10/31/17

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
General Municipal Revenues						
100110 - Tax Levy - Minimum Municipal Tax				78,693.00	(78,693.00)	
100111 - Tax Levy - ASFF - Residential			179,654.20	179,809.00	(154.80)	99.9
100112 - Tax Levy - ASFF - Non-Residential			62,996.03	62,995.00	1.03	100.0
100113 - Tax Levy - Seniors' Housing			13,757.09	13,765.00	(7.91)	99.9
100114 - Tax Levy - Linear Assessment			11,992.08	14,080.00	(2,087.92)	85.2
100115 - Tax Levy - Residential Assessment			614,724.56	564,551.00	50,173.56	108.9
100116 - Tax Levy - Commercial Assessment			165,928.11	141,110.00	24,818.11	117.6
100201 - Federal G.I.L.			900.00	900.00		100.0
100510 - Penalties And Costs			21,907.07	21,850.00	57.07	100.3
100530 - Fortis AB Franchise Fee		4,046.13	34,300.83	46,820.00	(12,519.17)	73.3
100551 - Dividend Income			372.07	5,000.00	(4,627.93)	7.4
100552 - Royalties Income			1,205.93	2,500.00	(1,294.07)	48.2
100590 - Other Revenue From Own Sources			945.71		945.71	
100920 - HTA Fines		50.00	596.00		596.00	
100930 - Trfr.Other Op. Functions			(198.00)		(198.00)	
Total General Municipal Revenues:		4,096.13	1,109,081.68	1,132,073.00	(22,991.32)	98.0
General Administration						
112210 - VCU Interest			6,880.55	21,000.00	(14,119.45)	32.8
112410 - Misc. Admin. Rev.		90.67	2,658.34	3,500.00	(841.66)	76.0
112560 - Bdlg/Land Rental			3,500.00	7,000.00	(3,500.00)	50.0
112561 - Machine Rentals (Copies/Fax)			33.46	125.00	(91.54)	26.8
112845 - Cond. Operating Grant (MSP)				22,656.00	(22,656.00)	
112920 - Drawn From Operating Reserves				85,800.00	(85,800.00)	
Total General Administration:		90.67	13,072.35	140,081.00	(127,008.65)	9.3
Fire And Prevention Services						
123410 - Fire Fees Charged			4,660.00	7,680.00	(3,020.00)	60.7
123412 - Misc. Fire Revenues			1,133.19		1,133.19	
123540 - Town/County Fire Reserve Int.			245.16		245.16	
123590 - County Agreement			10,000.00	10,000.00		100.0
123592 - County Operating Grant			10,040.00	18,974.00	(8,934.00)	52.9
123850 - Other Grants (BRCF)				1,500.00	(1,500.00)	
Total Fire And Prevention Services:			26,078.35	38,154.00	(12,075.65)	68.4
By-Laws Enforcement And Other						
126510 - Municipal BEO Fines			225.00	500.00	(275.00)	45.0

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
126521 - Permits - Bldg.,Gas,Electric,Plumbing		10,595.93	12,234.54	1,500.00	10,734.54	815.6
126522 - Hawkers/Pedlar License			175.00	350.00	(175.00)	50.0
126525 - Animal Licenses		60.00	1,956.00	1,750.00	206.00	111.8
126840 - Provincial Grant - Operating				10,000.00	(10,000.00)	
Total By-Laws Enforcement And Other:		10,655.93	14,590.54	14,100.00	490.54	103.5
Roads, Streets, Walks, Lights						
132232 - Misc. PW Revs		(150.00)	507.59		507.59	
132561 - Machine Rentals			900.02	4,000.00	(3,099.98)	22.5
132590 - Other Revenues			453.87		453.87	
132600 - Sale Of Assets			98.95		98.95	
132824 - MSI Operating Grant				5,000.00	(5,000.00)	
Total Roads, Streets, Walks, Lights:		(150.00)	1,960.43	9,000.00	(7,039.57)	21.8
Water Supply And Distribution						
141410 - Sale Of Water			83,282.26	100,000.00	(16,717.74)	83.3
141510 - Water Penalties			545.81	600.00	(54.19)	91.0
141590 - Bulk Water Revs		2,941.40	8,324.69	2,500.00	5,824.69	333.0
141820 - Water Infrastructure Renewal			46,198.57	61,500.00	(15,301.43)	75.1
141825 - Water Meter Replacement Reserve			17,374.89	23,000.00	(5,625.11)	75.5
141846 - Prov. Grant - Operating				35,000.00	(35,000.00)	
141940 - Contr. From Capital Functions				124,000.00	(124,000.00)	
Total Water Supply And Distribution:		2,941.40	155,726.22	346,600.00	(190,873.78)	44.9
Sewage Service And Treatment						
142410 - Sewer Service Fees			89,439.64	120,000.00	(30,560.36)	74.5
142510 - Sewer Penalties			512.00	400.00	112.00	128.0
142820 - Sewer Infrastructure Renewal			38,808.32	51,700.00	(12,891.68)	75.1
142930 - Contr. From Other Oper. Funct.				12,829.00	(12,829.00)	
142940 - Contr. From Capital Functions				75,000.00	(75,000.00)	
Total Sewage Service And Treatment:			128,759.96	259,929.00	(131,169.04)	49.5
Garbage Collection & Disposal						
143410 - Collection And Disposal Fees			103,445.28	138,690.00	(35,244.72)	74.6
143510 - Garbage Penalties			613.93	400.00	213.93	153.5
143590 - Other Revenue			52.00	50.00	2.00	104.0
Total Garbage Collection & Disposal:			104,111.21	139,140.00	(35,028.79)	74.8

Cemetery

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
156410 - Plot Sales		50.00	2,242.86	600.00	1,642.86	373.8
156415 - Memorial Book Sales				100.00	(100.00)	
156510 - Goods & Services		150.00	423.87	500.00	(76.13)	84.8
156590 - Cemetery Donations		2,500.00	2,500.00	4,500.00	(2,000.00)	55.6
Total Cemetery:		2,700.00	5,166.73	5,700.00	(533.27)	90.6
Municipal Planning & Zoning						
161800 - Zoning Revenue			249.71		249.71	
161840 - Grants - MSI				1,600.00	(1,600.00)	
Total Municipal Planning & Zoning:			249.71	1,600.00	(1,350.29)	15.6
Economic Development						
163590 - Grants - Federal				2,000.00	(2,000.00)	
163840 - Conditional Grant - Provincial				25,350.00	(25,350.00)	
163921 - Transfer from Capital Reserves				139,000.00	(139,000.00)	
Total Economic Development:				166,350.00	(166,350.00)	
Subdiv. Land And Developments						
166410 - Sales Of Land			2,890.73		2,890.73	
Total Subdiv. Land And Developments:			2,890.73		2,890.73	
Recreation/Parks Facilities						
172410 - Recreation Land Rental				500.00	(500.00)	
172510 - Recreation Programming		206.91	1,266.91		1,266.91	
172540 - Rec.Subdivision Reserve Int.			6.30		6.30	
172590 - Other Revenues			1,369.87		1,369.87	
172920 - Tfr. From Reserves				54,000.00	(54,000.00)	
Total Recreation/Parks Facilities:		206.91	2,643.08	54,500.00	(51,856.92)	4.9
Gas Production & Distribution						
191410 - Sale Of Gas			195,378.81	403,750.00	(208,371.19)	48.4
191411 - Gas S/C			105,901.50	120,960.00	(15,058.50)	87.6
191412 - SKNGS Reserve Fund Income			22,056.68	23,040.00	(983.32)	95.7
191413 - Nat.Gas - Town Facilities			3,960.78	6,000.00	(2,039.22)	66.0
191510 - Gas Penalties			2,356.24	1,500.00	856.24	157.1
191590 - Gas Install.& Misc. Revs				1,500.00	(1,500.00)	
Total Gas Production & Distribution:			329,654.01	556,750.00	(227,095.99)	59.2
Revenue Totals:		20,541.04	1,893,985.00	2,863,977.00	(969,992.00)	66.1

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
Requisitions						
202741 - ASFF Non Res			13,704.17	62,995.00	49,290.83	21.8
202750 - ASFF Res/Farm			42,908.30	179,809.00	136,900.70	23.9
202751 - Seniors' Housing (FRHG)			13,765.00	13,765.00		100.0
Total Requisitions:			70,377.47	256,569.00	186,191.53	27.4
Council And Other Legislative						
211130 - Clr. - Employer Contrib.			170.60	600.00	429.40	28.4
211151 - Clr Fees - Taxable			6,963.02	24,050.00	17,086.98	29.0
211152 - Clr Fees - Non-Taxable			3,315.90	12,025.00	8,709.10	27.6
211211 - Travel/Subs.			5,270.00	9,400.00	4,130.00	56.1
211212 - Education			153.75	6,000.00	5,846.25	2.6
211274 - Insurance			349.89	500.00	150.11	70.0
211510 - Council Supplies			77.37	200.00	122.63	38.7
Total Council And Other Legislative:			16,300.53	52,775.00	36,474.47	30.9
General Administration						
212110 - Salaries			167,633.41	162,207.00	(5,426.41)	103.4
212120 - Salaries - Prt.Time		1,850.00	14,525.00	49,078.00	34,553.00	29.6
212130 - Employer Contrib.			16,276.73	22,404.00	6,127.27	72.7
212131 - WCB			6,922.22	6,000.00	(922.22)	115.4
212211 - Travel/Subs.		81.25	4,685.52	4,000.00	(685.52)	117.1
212212 - Education/Training			44,161.88	58,530.00	14,368.12	75.5
212213 - Occupational Health & Safety			5,838.18	7,680.00	1,841.82	76.0
212215 - Freight			169.33	100.00	(69.33)	169.3
212216 - Postage			984.27	1,100.00	115.73	89.5
212217 - Telephone		285.91	3,223.08	5,280.00	2,056.92	61.0
212218 - Internet/Website Costs		(6,675.01)	1,054.88	975.00	(79.88)	108.2
212220 - Advertising, Printing, Etc.			17,153.91	4,700.00	(12,453.91)	365.0
212221 - Municipal Memberships			9,294.97	6,855.00	(2,439.97)	135.6
212230 - Audit Fees			300.00	9,476.00	9,176.00	3.2
212231 - Assessor			9,641.84	12,860.00	3,218.16	75.0
212232 - Legal & LTO			37,392.52	8,500.00	(28,892.52)	439.9
212250 - Buildings R&M			27,873.62	25,500.00	(2,373.62)	109.3
212251 - Equipment R&M Contracted		777.60	14,611.63	40,786.00	26,174.37	35.8
212274 - Insurance			7,448.35	9,000.00	1,551.65	82.8
212400 - Bad Debts			24.00		(24.00)	

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
212401 - Carbon Tax - Administration		2.63	41.04		(41.04)	
212510 - Office Supplies		102.17	7,074.80	5,000.00	(2,074.80)	141.5
212511 - Janitorial Supplies			386.95	1,000.00	613.05	38.7
212540 - Electricity			1,541.05	2,500.00	958.95	61.6
212541 - Natural Gas		33.67	462.26	700.00	237.74	66.0
212630 - Unamortized Equip.Costs				520.00	520.00	
212910 - Tax Rebates & Discounts (ARB/MGB)			809.38		(809.38)	
212915 - Other Expenses			169.60		(169.60)	
212961 - Contrib.Office Equip.Reserves				1,000.00	1,000.00	
Total General Administration:		(3,541.78)	399,700.42	445,751.00	46,050.58	89.7
Admin. Other - Election						
219150 - Election Officer Fees				400.00	400.00	
219290 - Election Costs			73.22	150.00	76.78	48.8
Total Admin. Other - Election:			73.22	550.00	476.78	13.3
Fire And Prevention Services						
223120 - Fire Fighter Fees				24,080.00	24,080.00	
223130 - Employer Contributions				350.00	350.00	
223211 - Subs/Km/Misc.			339.43	1,000.00	660.57	33.9
223212 - Education/Training				1,200.00	1,200.00	
223213 - Occupational Health & Safety				2,000.00	2,000.00	
223215 - Freight				200.00	200.00	
223217 - Phones/Alarm	0.20	167.54	3,772.33	4,836.00	1,063.67	78.0
223218 - Internet Costs			519.00	530.00	11.00	97.9
223230 - EMS Regional Dispatch Costs			2,828.10	2,850.00	21.90	99.2
223250 - Building R&M (Contractor)			480.00	500.00	20.00	96.0
223251 - Machine R&M				3,000.00	3,000.00	
223252 - Machine R&M (County)				3,500.00	3,500.00	
223274 - Insurance			2,763.57	3,320.00	556.43	83.2
223350 - Rescue Unit Req.			1,658.86	1,800.00	141.14	92.2
223401 - Carbon Tax - Fire		1.92	230.98		(230.98)	
223510 - Gen. Goods & Services		600.00	4,840.63	10,550.00	5,709.37	45.9
223511 - Vehicle Fuel			76.55	600.00	523.45	12.8
223512 - Vehicle Fuel (County)			86.41	750.00	663.59	11.5
223540 - Electricity			1,725.17	3,000.00	1,274.83	57.5
223541 - Natural Gas		32.69	814.96	1,000.00	185.04	81.5
223762 - Contrib. To Capital				5,000.00	5,000.00	
223764 - Cont.To Cap. Reserves-Town/County				10,000.00	10,000.00	

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Town of Sedgewick
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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
Total Fire And Prevention Services:	0.20	802.15	20,135.99	80,066.00	59,930.01	25.2
Disaster & Emergency Services						
224211 - Kms/Subs/Misc.			56.25		(56.25)	
224512 - Training/Education				1,500.00	1,500.00	
Total Disaster & Emergency Services:			56.25	1,500.00	1,443.75	3.8
By-Laws Enforcement And Other						
226234 - Animal Control				200.00	200.00	
226355 - BEO Contract			4,693.50	10,000.00	5,306.50	46.9
Total By-Laws Enforcement And Other:			4,693.50	10,200.00	5,506.50	46.0
Roads, Streets, Walks, Lights						
232110 - Salaries			62,269.45	76,743.00	14,473.55	81.1
232120 - Salaries Prt-Time			14,571.96	21,696.00	7,124.04	67.2
232130 - Employer Contributions			13,491.63	17,750.00	4,258.37	76.0
232211 - Travel/Subs.			494.27	3,000.00	2,505.73	16.5
232212 - Education/Training			44.78	5,000.00	4,955.22	0.9
232215 - Freight			516.46	500.00	(16.46)	103.3
232217 - Telephone		140.11	3,169.95	3,780.00	610.05	83.9
232250 - Buildings R&M			1,818.62	500.00	(1,318.62)	363.7
232251 - Machine R&M Contracted			19,098.17	17,000.00	(2,098.17)	112.3
232252 - Streets/Sidewalks/Curbs R&M			9,031.67	34,000.00	24,968.33	26.6
232274 - Insurance			4,771.59	5,730.00	958.41	83.3
232510 - Sm.Equip/Misc.Supplies		526.87	7,319.02	8,000.00	680.98	91.5
232511 - Vehicle Fuel		373.33	4,217.79	9,000.00	4,782.21	46.9
232512 - Shop Tools			602.96	1,000.00	397.04	60.3
232540 - Electricity			2,439.69	3,500.00	1,060.31	69.7
232541 - Natural Gas		59.63	1,675.73	2,000.00	324.27	83.8
232542 - Street Lites			36,654.48	55,000.00	18,345.52	66.6
232760 - Contrib. - Truck Reserve				7,500.00	7,500.00	
232762 - Contr. To Infrastructure Cap. Res.				60,000.00	60,000.00	
232769 - Contrib. to PW Building Res.				5,000.00	5,000.00	
232920 - Cont To PW Equip.Res				20,000.00	20,000.00	
Total Roads, Streets, Walks, Lights:		1,099.94	182,188.22	356,699.00	174,510.78	51.1
Storm Sewers And Drainage						
237251 - Rpr. & Maint.			504.21	3,000.00	2,495.79	16.8
Total Storm Sewers And Drainage:			504.21	3,000.00	2,495.79	16.8

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Town of Sedgewick
Budgetary Control
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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
Water Supply And Distribution						
241110 - Salaries And Wages			24,002.50	24,488.00	485.50	98.0
241130 - Employer Contributions			10,015.36	5,917.00	(4,098.36)	169.3
241212 - Education/Training			459.28		(459.28)	
241215 - Freight		36.23	2,748.06	4,500.00	1,751.94	61.1
241217 - Telephone		66.27	595.90	800.00	204.10	74.5
241218 - WTP Internet		49.95	499.50	600.00	100.50	83.3
241235 - Water Meter Reading Fees				3,900.00	3,900.00	
241250 - Building R&M			9,966.00	20,000.00	10,034.00	49.8
241251 - Equipment R&M Contracted		7,483.72	56,134.52	190,500.00	134,365.48	29.5
241274 - Insurance			3,081.22	3,700.00	618.78	83.3
241401 - Carbon Tax - Water		30.84	249.36		(249.36)	
241510 - Gen. Goods & Services			5,847.01	6,000.00	152.99	97.5
241530 - Chemicals			6,480.81	8,500.00	2,019.19	76.2
241540 - Electricity			9,025.97	16,000.00	6,974.03	56.4
241541 - Natural Gas		100.34	1,342.01	1,450.00	107.99	92.6
241765 - Transfer to Capital Reserves				61,500.00	61,500.00	
241766 - Transfer to Res. - WMF				23,000.00	23,000.00	
Total Water Supply And Distribution:		7,767.35	130,447.50	370,855.00	240,407.50	35.2
Sewage Service & Treatment						
242110 - Salaries			24,715.34	24,467.00	(248.34)	101.0
242130 - Employer Contributions			5,993.07	5,917.00	(76.07)	101.3
242217 - Telephone/Alarm		136.49	1,227.35	1,650.00	422.65	74.4
242250 - Building R&M				500.00	500.00	
242251 - Equipment R&M Contracted		(5,755.75)	21,401.91	21,329.00	(72.91)	100.3
242255 - Sewage Lagoon		5,755.75	5,755.75	80,800.00	75,044.25	7.1
242274 - Insurance			728.98	1,000.00	271.02	72.9
242401 - Carbon Tax - Sewer		2.43	53.19		(53.19)	
242510 - Supplies			827.35	500.00	(327.35)	165.5
242540 - Electricity			2,598.31	3,800.00	1,201.69	68.4
242541 - Natural Gas		30.93	492.83	630.00	137.17	78.2
242930 - Tfr. To Infra.Reserve				51,700.00	51,700.00	
Total Sewage Service & Treatment:		169.85	63,794.08	192,293.00	128,498.92	33.2
Garbage Collection & Disposal						
243350 - FRSWMA Requisition			97,892.20	126,590.00	28,697.80	77.3
243360 - Curbside Recycling Program			2,610.00	10,400.00	7,790.00	25.1

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Town of Sedgewick
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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
243510 - General Goods & Services			121.51	1,150.00	1,028.49	10.6
243762 - Contrib. to Capital - Landfill Expansion				1,000.00	1,000.00	
Total Garbage Collection & Disposal:			100,623.71	139,140.00	38,516.29	72.3
Family And Community Support						
251350 - FFCS Req.			7,455.90	7,456.00	0.10	100.0
251356 - Community Resource Officer				5,145.00	5,145.00	
251770 - Grants-Other-FIRST & STARS, Etc			625.00	625.00		100.0
Total Family And Community Support:			8,080.90	13,226.00	5,145.10	61.1
Cemetery						
256250 - Rpr.& Maint.			2,437.00	4,500.00	2,063.00	54.2
256510 - Gen. Goods & Services			409.99	500.00	90.01	82.0
256762 - Contrib. to Capital				1,500.00	1,500.00	
Total Cemetery:			2,846.99	6,500.00	3,653.01	43.8
Mun. Planning & Zoning, Etc.						
261200 - Gen. Services Contr.			360.00	1,600.00	1,240.00	22.5
261510 - ARB Costs - LARB, CARB				1,500.00	1,500.00	
Total Mun. Planning & Zoning, Etc.:			360.00	3,100.00	2,740.00	11.6
Economic Development						
263350 - BRAED Membership			456.19	645.00	188.81	70.7
263360 - FIP Membership			9,507.75	8,350.00	(1,157.75)	113.9
263510 - Goods & Supplies		6,779.51	114,665.98	158,000.00	43,334.02	72.6
Total Economic Development:		6,779.51	124,629.92	166,995.00	42,365.08	74.6
Subdiv. Land And Developments						
266200 - Gen. Service Contr.				750.00	750.00	
Total Subdiv. Land And Developments:				750.00	750.00	
Recreation & Parks Facilities						
272110 - Salaries - Fulltime			82,859.81	24,497.00	(58,362.81)	338.2
272120 - Salaries - Prt-Time			18,890.80	24,497.00	5,606.20	77.1
272130 - Employer Contrib.			12,002.77	7,521.00	(4,481.77)	159.6
272211 - Travel/Subs.			112.07		(112.07)	
272214 - Recreation Programming		(14,044.86)	30,490.60	50,000.00	19,509.40	61.0
272217 - Phone/TIFB			800.00		(800.00)	
272251 - Equipment R&M			67,395.67	3,000.00	(64,395.67)	2246.5

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
272252 - Building R&M			1,033.42	500.00	(533.42)	206.7
272260 - Parks Improvements			7,893.73	9,000.00	1,106.27	87.7
272274 - Insurance			15,019.41	18,100.00	3,080.59	83.0
272510 - Gen. Goods & Services		14,044.86	2,147.04	500.00	(1,647.04)	429.4
272540 - Electricity			2,190.86	3,300.00	1,109.14	66.4
272541 - Rec Centre - Water		510.75	1,903.50	2,400.00	496.50	79.3
272769 - Contrib. to Rec Reserves				10,000.00	10,000.00	
272779 - Rec Centre Grant - Ag Society Rent				500.00	500.00	
272790 - Grant -Recreation Centre Operating				15,000.00	15,000.00	
Total Recreation & Parks Facilities:		510.75	242,739.68	168,815.00	(73,924.68)	143.8
Culture: Hall, Library, Etc.						
274274 - Insurance			2,734.93	3,300.00	565.07	82.9
274770 - Grant - Library			7,000.00	7,000.00		100.0
274771 - Grant - Hall Operating				6,000.00	6,000.00	
274774 - P.R.L. Req.		1,722.57	6,890.28	6,755.00	(135.28)	102.0
274920 - Contribution to Capital - Hall				5,000.00	5,000.00	
Total Culture: Hall, Library, Etc.:		1,722.57	16,625.21	28,055.00	11,429.79	59.3
Gas Production & Distribution						
291110 - Salaries				11,041.00	11,041.00	
291130 - Employers Contrib.				622.00	622.00	
291215 - Freight				300.00	300.00	
291216 - Postage			5,090.00	6,500.00	1,410.00	78.3
291220 - Advert/Printing			134.84	400.00	265.16	33.7
291250 - Gas System R&M			16,413.56	26,425.00	10,011.44	62.1
291251 - Mach. R&M			3,158.90	4,000.00	841.10	79.0
291260 - New Install. Costs				4,500.00	4,500.00	
291290 - Taxes/Misc.			6,779.66	8,700.00	1,920.34	77.9
291350 - Admin. Costs		1,999.46	46,874.54	72,250.00	25,375.46	64.9
291401 - Carbon Tax - Gas		9.50	137.29		(137.29)	
291510 - Gen. Goods & Services		52.17	62.41		(62.41)	
291532 - Gas Purch For Resale		3,810.73	162,735.78	297,500.00	134,764.22	54.7
291541 - Natural Gas		23.22	681.37	600.00	(81.37)	113.6
291760 - SKNGS Reserve Fund		2,360.00	21,210.00	51,840.00	30,630.00	40.9
291875 - Carbon Tax Levy			(53,201.63)		53,201.63	
Total Gas Production & Distribution:		8,255.08	210,076.72	484,678.00	274,601.28	43.3
Expense Totals:	0.20	23,565.42	1,594,254.52	2,781,517.00	1,187,262.48	57.3

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
Net Surplus (Deficit):	(0.20)	(3,024.38)	299,730.48	82,460.00	217,270.48	363.5

Accounts Printed: 244

**FRSWMA Regular Monthly Board Meeting
September 25, 2017
Sterling Room of the County Office, Sedgewick, AB
Minutes**

1.0) Attendance

BOARD MEMBERS:

Barry Bowie	Village of Rosalind
Leona Dickau	Town of Daysland
Brenda Grove	Town of Killam
Dean Lane	Town of Hardisty
Wilma McLeod	Village of Alliance
Peter Miller	Village of Forestburg
Perry Robinson	Town of Sedgewick
Deb Smith	Village of Loughheed
Dennis Steil	Village of Heisler

ABSENT:

James Brodie	Flagstaff County
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STAFF:

Murray Hampshire	Manager
David Dahl	FRSWMA

2.0) Call to Order

Chair D. Smith called the meeting to order at 7:02 p.m.

3.0) Agenda

Resolution # 315/2017. Board member P. Robinson moved to accept agenda as presented.

CARRIED

4.0) Adoption of Minutes

Minutes of the August 28, 2017 Regular Board Meeting were reviewed

Resolution # 316/2017. Board member L. Dickau moved to approve the minutes of the August 28, 2017 Regular Board Meeting, attached to and forming part of these minutes.

CARRIED

5.0) Reports

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

Resolution # 317/2017. Board member P. Miller moved to accept operations report as presented.

CARRIED

5.2) Financial reports: Manager M. Hampshire provided July 31, 2017 P&L and August 23, 2017 cash position. Discussion ensued.

Resolution # 318/2017. Board member P. Robinson moved that we accept financial reports as presented.

CARRIED

6.0) Business

6.1) 2018 FRSWMA Fee Schedule

Resolution # 319/2017. Board member P. Robinson moved that FRSWMA approve the 2018 fee schedules as presented, effective January 1, 2018, including:

- a. Attached 6.1a) 2018 Scale and Gate Fee Schedule
- b. Attached 6.1b) 2018 Bin Rental Fee Schedule, and
- c. Attached 6.1c) 2018 'Out of County' Bin Rental Fee Schedule.

CARRIED

6.2) 2018 Draft FRSWMA Operating Budget. Manager M. Hampshire presented an overview of salient changes and concepts within the 2018 draft budget proposal. Considerable questions and discussion ensued.

Resolution # 320/2017. Board member D. Steil moved to recommend the proposed 2018 operating budget with a total municipal requisition of \$1,220,000 to all FRSWMA members for approval.

CARRIED

7.0) Adjournment

Resolution # 321/2017. Board member B. Bowie moved that the meeting adjourn at 8:22 p.m.

CARRIED

Chair

Manager

Next Meetings

Organizational Meeting – November 27, 2017 - 7:00 p.m.
Regular Board Meeting – November 27, 2017 – 7:30 p.m

Emergency Services Committee

Date : Tuesday, September 26, 2017

Location : County Office, Sedgewick, AB

Minutes

ATTENDANCE

Debra Smith	Chairman	Village of Loughheed
Kim Borgel	CAO	Town of Killam
Sara Ahlstrom	Municipal Affairs	
Jennifer Paton	Municipal Affairs	
Leona Dickau	Councillor	Town of Daysland
Brent Hoyland	Assistant CAO	Flagstaff County
Gunnar Albrecht	Councillor	Flagstaff County
Grant Imlah	Councillor	Town of Sedgewick
Tyson Armitage	Deputy Fire Chief	Town of Sedgewick
Joey Hebert	Fire Chief	Town of Sedgewick
Thelma Rogers	Assistant CAO	Town of Sedgewick
Debra Moffatt	CAO	Village of Forestburg
Amanda Howell	CAO	Village of Heisler
Dennis Steil	Mayor	Village of Heisler
Sandy Otto	CAO	Town of Hardisty
Keith Makarowski	Fire Chief	Town of Daysland
Joe Knievel	Fire Chief	Town of Killam
Brenda Grove	Councillor	Town of Killam
Leo Lefebvre	Councillor	Town of Hardisty
Jolene Sinclair	CAO	Village of Alliance
Wilma McLeod	Councillor	Village of Alliance
Jay Stuckey	Fire Chief	Village of Alliance
Kim Cannady	RESC	Flagstaff County
Cheryl Bergman	Executive Assistant	Flagstaff County
Kellie Elliott	Recording Secretary	Flagstaff County

CALL TO ORDER

Chairman Smith called the meeting to order at 6:58 p.m.

AGENDA

Resolution

The proposed agenda was revised as follows and accepted on motion of Clr. Imlah:

- Add Regional Fire Chief Services agreement.

Carried

MINUTES

Resolution

Clr. Grove moved to approve the minutes for the Emergency Services Committee of (2017/06/22) as presented.

Carried

Emergency Services Business Plan Sub-Committee Presentation

Kim Borgel presented the recommendations from the business plan process that the sub-committee has been working on.

The subcommittee has met twice and has been using the Central Peace Fire & Rescue Commission business plan as a template, which was recommended by the Emergency Services Committee. The sub-committee has made it about a 1/3 of the way through the business plan, and plan to have a formal draft completed by December 2017.

Background on the Central Peace Fire & Rescue Commission - The commission consists of: Village of Rycroft, Town of Spirit River and MD of Spirit River. Kim Cannady has been in contact with the fire chief for the Central Peace to see how the commission has been working for them. The feed back was very positive.

The following outlines the feed back from the Emergency Services Committee on the draft business plan recommendations, as presented:

Recommendation 1: Name

The proposed name for the Society will be the Flagstaff Regional Emergency Services Society

- No concerns

Recommendation 2: Anticipated Establishment Date

The intent of the Business Plan is to have approval of the Flagstaff Regional Emergency Services Society business plan by December 31, 2017 with the Society being formed by December 31, 2018.

- No concerns

Recommendation 3: Fire Services first priority

The Society will be formed with the intent to establish fire services as the first priority. Once fire services are implemented and established, Emergency Management and Disaster Services will be explored and incorporated into the services.

- No concerns

Recommendation 4: Members of the Society

The Board of Directors will consist of 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.

- Has there been consideration for fewer members? A regional board should be looking out for the region and not the individual towns and villages.
- Each town or village should have a say with one member each.
- We will only get buy in if there is one member from each town or village.
- Suggestion of starting with one member from each town or village and then eventually decreasing memberships.
- Add a clause to review on a regular basis, possibly every five years.
- Likes having one member from each town or village.
- Suggested that we come back to this when the financial costs are presented.
- Suggested that the county get more than one member; with the County paying for the majority of the budget, one member might cause an issue.
- Need to review this further.

Recommendation 5: Organizational Structure

Attached is the Organizational Chart which identifies the structure of the Society. The chart 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.

- The Organizational Chart and Manager/Fire Chief job description were distributed at the meeting.
- The Manager/Fire Chief is a paid full time position, financial and administrative services will be a part-time contracted position, firefighters will remain volunteer's.
- No concerns

Recommendation 6: Contracted Financial and Administrative services

Develop a Request for Proposal (RFP) to the member municipalities to contract the Financial and Administrative services, as well as supply the Manager/Fire Chief with office space.

- The Manager/Fire Chief will be located where the financial and administrative services are located.
- We already have a Regional Emergency Services Coordinator that is available to everyone, why would we hire another Manager/Fire Chief?
- Would the expense of the Manager/Fire Chief be split among the towns and villages?
- We would have to run this like a municipality. If you are running a society you have to have a full time position to administer the society, the towns and villages would have to share the cost for this position.
- Suggested rewording "contracted services for financial and administrative support" to "seeking financial and administrative support".

- Would we advertise for the Manager/Fire Chief position? Not just assign someone.
- The committee agreed that the towns and villages would have to split the cost for the Manager/Fire Chief and Financial/Administrative services positions.

Recommendation 7: 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.

- Suggested rewording "transfer of assets" to "transfer of fire services assets".
- Change the statement to read " Past, present and future donations to individual fire departments from private individuals and/or businesses would remain in that department, if requested by the donor."
- Suggestion of adding a statement in regards to new donations being donated to the Society and not the town or village. Donor could specify to where they would like it housed, but we need to be cautious, this could become difficult for the Manager/Fire Chief to manage. Need to explore this further.
- When we become a society all other society's with the same purpose will not be able to stay established. Other society's will have to "donate" items to the emergency services society if they are going to do a fundraiser. More research will need to be done on specific guidelines for outside societies and fundraising for their district or department.
- Discussed that if any municipality withdrew they would lose all the items provided to the society and be essentially starting over from scratch
- Look into Community Facility Enhancement Program and Community Initiatives Program grants.
- The committee had no concerns about the withdrawal process from the society.

Recommendation 8: 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.

- Keep all ten fire halls open
- All current fire halls will be leased until the society decides which locations they want. Why not just take them all over?
- The society would be responsible for disposal of the fire hall properties if they were purchased. The society may not want all the fire halls.
- Why not have a Memorandum of Understanding to just lease the buildings and the towns and villages would still be responsible for things like insurance, utilities, repairs/maintenance, etc.
- Can the sub-committee come back with options when the financial costs are completed? The sub-committee agreed to come back with options for leasing vs purchasing current fire halls.
- Look into why the Central Peace Region leased the buildings?

Recommendation 8a: 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.

- Concern with the four districts, Killam would be divided into two districts under the current model.
- Kim Cannady explained how dispatch for fire calls are based on zones, and that we can change who would be dispatched for each zone. This would not be an issue. The sub-committee will reword to clarify this concern.

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.

- We did not review recommendation 9 and 10, as it was determined that the ACP does not fund capital projects.

Other Comments/Discussion:

- The sub-committee will look into other grants with the help of Sara Ahlstrom and Jennifer Paton from Municipal Affairs.
- Can we bring in a consultant to assess buildings? The society may not want all of the fire halls, but maybe the towns and villages would be willing to donate land for a new building.
- Chairman Smith suggested for the next meeting that all CAO's give any new representatives this year's Emergency Services Committee meeting minutes prior to the next meeting, this will help them understand what the committee has been working on.

Next Steps:

1. The sub-committee will look into other grants that will fund capital projects.
2. The sub-committee meets again on October 5, 2017, CAO's must have their fire budgets and inventory in to Cheryl for this meeting.
3. The sub-committee will continue developing the business plan.
4. The Emergency Services Committee agreed to the next meeting date of November 7, 2017.

**Fire Chief
Services
Agreement**

Resolution

Clr. Grove moved to recommend to councils to extend the Fire Chief Services agreement until December 31, 2018.

Carried

Correspondence

Resolution

Clr. Dickau moved to approve correspondence items, as presented.

Carried

ADJOURNMENT

Resolution

Clr. Grove moved to adjourn the meeting at 8:09 p.m.

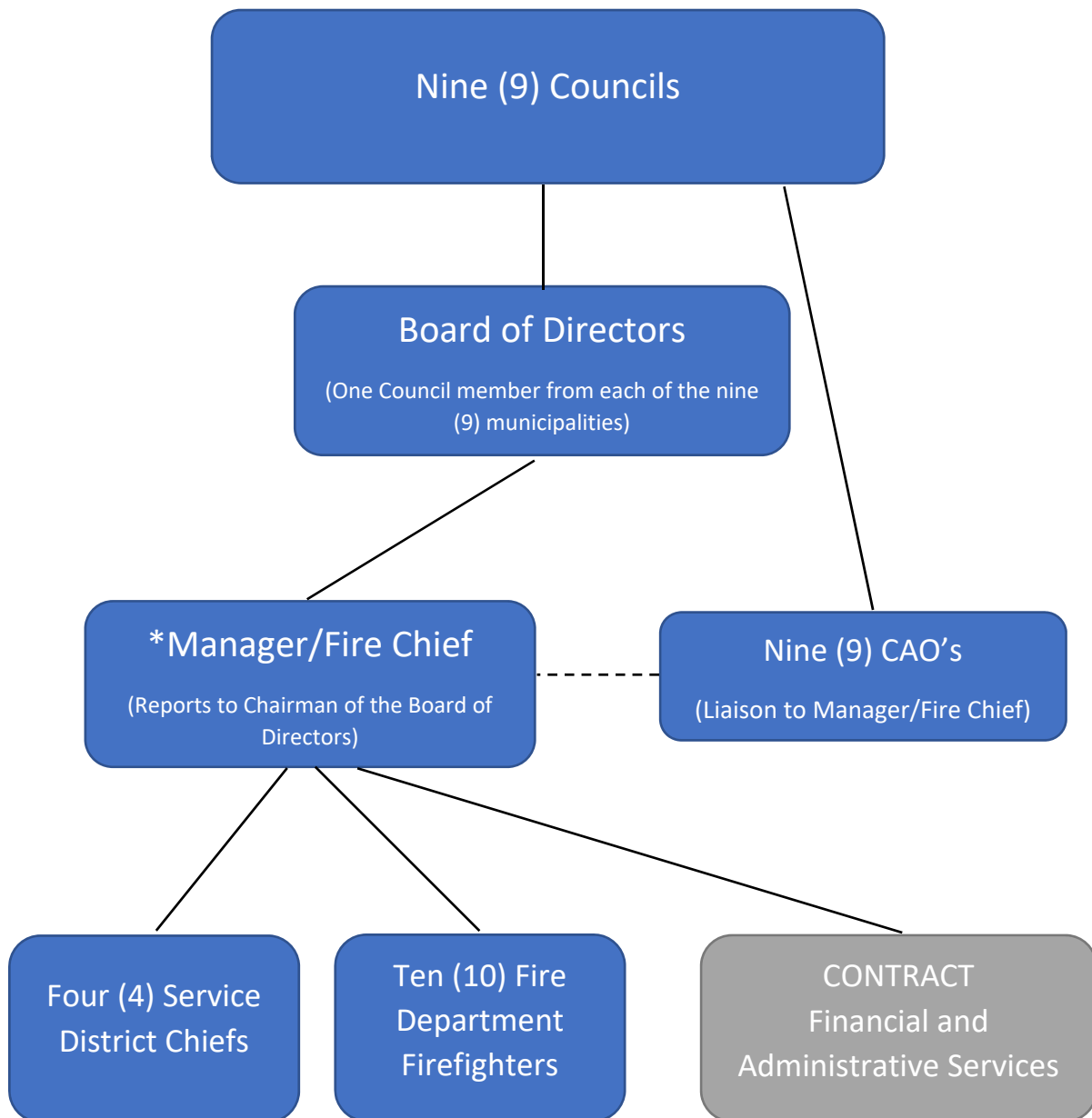
Carried

.....
Chairman

.....
Recording Secretary

Flagstaff Regional Emergency Services Society – Business Plan 2017

Phase 1 Fire Services Society Organizational Chart



Dotted line: Support only - no direct authority.

* New Full Time Position

Manager / Fire Chief – Position Description

A full position description for the Manager/Fire Chief is included in Appendix - A

Flagstaff Regional Emergency Services Society – Business Plan 2017

Appendix – A

FLAGSTAFF REGIONAL EMERGENCY SERVICES SOCIETY

Position Description

POSITION TITLE: *Manager/ Fire Chief*

REPORTS TO: *Chairman of the Flagstaff Regional Emergency Services Society Board of Directors*

SUPERVISES: *Volunteer Firefighters (what about chief's?)*

POSITION SUMMARY:

Reporting to the Chairman of the Board of Directors and with accountability to the entire Board, the Manager/Fire Chief is the Chief Administrative Officer of *Flagstaff Regional Emergency Services Society*.

As Manager he/she is responsible for financial and risk management, staffing and administration of the *Flagstaff Regional Emergency Services Society*.

As the Fire Chief he/she is responsible for organization, coordination and administration of a well-trained and adequately-equipped volunteer fire service within Flagstaff County (including the Hamlets of Strome and Galahad); Town of Hardisty; Village of Loughheed; Town of Sedgewick; Town of Killam; Town of Daysland; Village of Forestburg; Village of Alliance and Village of Heisler.

POSITION RESPONSIBILITIES

Board/ Special/Strategic Planning Meetings

- In consultation with the Chairman of the Board of directors, develop produce and distribute the agenda package and requisite information for all Board/Special/Strategic Planning meetings.
- Conduct research and make recommendations on all related matters to establish appropriate and well-informed overall policy direction by the Board.
- Assists and advises the Society regarding short and long-term operational and strategic planning.
- Make all necessary arrangements for Board/Special/Strategic Planning meetings including arrangements for delegations.
- Attend all Board meetings and present agenda items.
- Oversee recording, storage, and publication of meeting minutes through the Financial and Administrative Services contract.

Flagstaff Regional Emergency Services Society – Business Plan 2017

Council/Administration Liaison

- Liaison with the Chief Administrative Officer of each municipality that is a partner in the Society on matters relating to the provision of Fire Services in each municipality.
- Produces an annual report to the partner municipalities on staffing levels, finances, activities and statistics of the Society.
- Cooperates and participates with Chief Administrative Officers in each of the partner municipalities as part of their management team as appropriate.

Staff

- Recruits and selects staff under his/her direction including the Station Chiefs and other officers. Provides leadership and is responsible for productivity, cooperation and progressive discipline of staff under his/her direction.
- Models productive workplace management practices such as ongoing performance feedback and accountability, full staff participation with delegated responsibility and ownership, open sharing of information.
- Develops and implements a firefighter/officer training and safety programs both internally and in cooperation with regional partners.
- Coaches and mentors staff; ensures ongoing staff development, cross-training, multi-skilling, Safety Codes Officers and succession planning.
- Visits work areas on an on-going basis to maintain open communication, personal accessibility to all staff and team-oriented environment.

Fire and Rescue Services

- Coordinates rural and urban fire protection functions in accordance with the Level of Service Policy to ensure efficient operation of fire departments and adequate emergency response to the County, Towns, Villages and Hamlets residents.
- Responsible for leadership and productivity of operations within each Fire Department with a focus on customer service, productivity, and cost-effectiveness. Ensures a focus on, and a measurement of successful outcomes rather than outputs.
- Ensures adherence to all legislative requirements such as those of the Municipal Government Act, Forest and Prairie Protection Act, Safety Codes Act and all Society bylaws and policies.

Fire Prevention, Inspection and Public Education

- Prepare a Draft of the Quality Management Plan – Fire Discipline for Board approval and obtain and maintain Alberta Safety Codes - Agency Accreditation - Fire discipline.
- Develop and implement Fire Prevention, Inspection and Public Education programs as appropriate for various community stakeholders.

Customer Service/Public Relations

- Maintains productive public relations at all times and represents the County, Towns, Villages and Hamlets at various functions, when required.
- Exhibits behavior to the highest standard, both personally and professionally.

Flagstaff Regional Emergency Services Society – Business Plan 2017

General

- Responds to emergencies as required, and acts as Incident Commander when necessary to provide effective emergency response.
- Ensures appropriate records are kept of emergency responses. Calculates fire response billings and ensures issuance in a timely manner.
- Prepares fire protection budget and recommends operating and capital budgets to the Flagstaff Regional Emergency Services Society Board of Directors.
- Prepares long-range operating and capital plans.
- Establishes specifications for vehicles and equipment purchases and coordinates purchases. Maintains inventory and a preventative maintenance program, including safety inspections as required. Investigates Fire Department vehicle and equipment accidents.
- Assists with planning, preparation and participation of the Central Peace Regional – Fire Committee meetings.
- Actively participates in the Central Peace – Regional Emergency Management Partnership and program.
- Ensures adequate and required training of volunteer fire fighters and recommends levels of service.
- Manages fire hall construction/renovation projects.
- Ensures required fire statistical reporting is completed in a timely manner.
- Issues fireworks and burning permits and appoints fire guardians if appropriate.
- Ensures that an effective radio communication system is maintained throughout the region.
- Initiates fire bans, restrictions or advisories, as required.
- Conducts fire investigations and inspections as a qualified Safety Codes Officer - Fire.
- Maintains current knowledge of the latest technology, and firefighting standards and practices.
- Reviews major land development issues and recommends development standards for optimal fire protection.
- Administers Fire Service awards.
- Assigned duties in the Regional Emergency Operations Centre or at the Site during a State of Local Emergency in the region.

The Manager/Fire Chief is also responsible for other related duties and responsibilities as required, and is expected to assist municipal staff as needed.

COMPETENCIES AND BEHAVIOURS

The incumbent is expected to demonstrate the following competencies and behaviors in order to successfully meet the requirements of the position:

- Excellent interpersonal skills when dealing with staff, *Flagstaff Regional Emergency Services Society* Board of Directors, and the public under all types of circumstances.
- Maintain a positive and supportive approach.

Flagstaff Regional Emergency Services Society – Business Plan 2017

- Ability to work, lead and communicate effectively with a diverse group of volunteers.
- Strong problem solving, research, and report writing skills.
- Proven verbal communication skills.
- Ability to apply knowledge of the job gained through experience or training, to ensure work is carried out competently, on deadline, and results are within acceptable standards.
- Ability to role model productive management practices and a positive team environment; sharing expertise and knowledge to support, coach, and develop staff as required.
- Ability to think analytically and conceptually, and exercise good judgment.
- A high degree of personal initiative with excellent planning and development skills. Ability to work independently and as part of a team.
- A high standard of thoroughness, accuracy, and attention to detail.
- Self-confidence and effective assertiveness.
- Ability to provide leadership through personal example.
- Maintain strict confidentiality at all times.

REQUIRED QUALIFICATIONS/KNOWLEDGE/ABILITIES

- Minimum of high school diploma or equivalency.
- Demonstrated communication and public relation skills.
- A solid background in computer applications including a high level of Proficiency with MS Office applications.
- NFPA 1001 Firefighter - Level 2 Certification.
- NFPA 1041 Instructor – Level 2 Certification.
- Alberta Safety Codes Officer Certification–Fire Group B Level 2/Investigator Group C Level 1.
- NFPA 1021 – Level 1 Officer Certification (or ability to achieve within two (2) years).
- Ability to function as a member of a team and ability to work independently with minimal supervision.
- Satisfactory Criminal record check including vulnerable sector clearance.
- Valid class 5 operators license (must provide an acceptable 5-year drivers abstract)
- Minimum seven (7) years' progressive experience as a Firefighter/Fire Officer, including experience as an Incident Commander.
- Ability to understand and adhere to FOIP legislation and procedures.

WORKING CONDITIONS

Response to emergency incidents as required and appropriate.

This position requires work to be planned, scheduled and performed during evenings and on weekends on a regular basis in order to accommodate volunteer availability and community event schedules.

SPL Board October 10th 2017

-Call to order 19:00

-Lisa Collier has resigned from the SPL board effective immediately. Because of her resignation, her signing authority is being revoked.

-Micaela and Barbara McConnell have been given signing authority.

-As The Alberta Libraries Act allows for SPL to operate with 5 Board members, The Board has decided not to seek out a new board member.

-Due to changes to the Alberta Labour Standards, Ronna Beausoliel's wage will be increased from \$13.00/hr to 13.60/hr. Any further increases will be based on performance reviews.

-Meeting moved in camera from 19:40 to 19:50 Re: financials.

- Board recommendation: That Council accept the PRL Board 2018 budget.

-Meeting adjourned @ 19:55

Next meeting to be held on November 14th @ 19:00

Sedgewick Public Library Board
Board Meeting Minutes: October 10, 2017
7:00pm Sedgewick Library

Board Members:

Present: Micaela McConnell, Trish McGowan, Carol Williams, Stephen Levy, Marie MacLeod

Absent: Lisa Collier, Sherry Mayne, Shelley Wakefield

Others Present:

Other: Barbara McConnell

Meeting called to order at 7:00pm by the Chair, Carol Williams.

The meeting agenda is reviewed. Stephen Levy makes a motion that we make an addition to the agenda – to be added in conjunction with the Report from Parkland is the Parkland 2018 Financial Budget. No further additions or propositions to the agenda, agenda approved.

Marie MacLeod seconds, all in favor, none opposed, carried.

The September 12th meeting minutes were read by Micaela McConnell, she then moved the minutes be adopted as read and approved by the board. Trish seconds, all in favor, none opposed, carried.

Business arising from the minutes

Resignation of Board Member Lisa Collier. Carol Williams has spoken with Lisa for clarification in when she would like to resign which Lisa had responded via email that she would like to resign effective immediately.

Carol Williams makes a motion to remove Lisa Collier off of signing authority and to add Barbara McConnell and Micaela McConnell. Stephen Levy seconds, all in favor, none opposed carried.

Signing Authorities Update

Authorities to Remove:

Lisa Collier

Authorities to be added:

Barbara McConnell & Micaela McConnell

Current Authorities:

Carol Williams & Trish McGowan

Any two of four signing authorities allowed.

The Sedgewick Public Library Board has decided not to replace Lisa's position as per the Alberta Library Act. Carol Williams will write a letter to be sent with Stephen Levy, which will be presented to Town Council for information.

Community Spirit Calendar was discussed.

Reports

a) Chair Report

Carol Williams has sent an email to the Town Office regarding 'Caroling in the Park', the library would like to know the proposed date/events so that we can arrange a craft for the kids. Looking back on prior dates the event has been held on, the board thinks it will be around December 8th.

b) Treasurers' Report (attached)

Trish McGowan read the Treasurers' report, we currently have \$13 066.10 in our chequing account and 57.69 on a pre-paid Visa card. Current total assets come to a total of \$13 123.79

Trish McGowan moves the report be adopted as read, Marie MacLeod seconds, all in favor, none opposed, carried.

c) Librarians' Report (attached)

Barb McConnell read the Librarians' report which highlighted the upcoming county book exchange in Hardisty on October 16th. Also that we are partnering with Alberta Health Services for another session of Monkey Business held at the library November 9 & 23, December 7 & 14 10 – 11am.

The Library has a new Parkland Consultant named Katy Moore.

Marie MacLeod moves the Librarians' report be accepted as information.

d) Stephen Levy Report from Parkland (attached)

Stephen presented to the board information from a Parkland meeting he had attended on September 14, 2017.

Stephen Levy makes a motion that the Sedgewick Public Library Board recommends to Sedgewick Town Council that they accept the proposed 2018 budget of the Parkland Regional Library Board.

Seconded by Marie MacLeod, all in favor, none opposed, carried.

Trish McGowan moves that the report presented by Stephen Levy be accepted as information.

New Business

As per Alberta Labour Standards, Ronna Beausoliel's wage was discussed. Carol Williams makes a motion to increase Ronna's wage from \$13.00 to \$13.60 effective October 1st. Any further increases will be subject to regular performance reviews. Trish McGowan seconds, all in favor, none opposed, carried.

Stephen Levy moved that we go into camera at 7:40pm reason being financials.

Micaela McConnell moved that we come out of camera at 7:50pm.

Next meeting topics will include 2018 budget and updated information for 'Caroling in the Park.'

Next meeting will be held on November 14, 2017 @ 7:00pm unless called by the Chair prior to this date.

Carol Williams makes a motion to adjourn the meeting at 7:55pm, all in favor, none opposed, carried.

Michael McConnell

Barbara McConnell

Insha Peterson

Carol Williams

Stephen Lewis

Marie MacLeod

**Sedgewick Public Library
Board Regular Meeting**

Oct 10, 2017

Sedgewick Public Library

- 1) Approval of agenda**
- 2) Approval of minutes of previous meeting date**
- 3) Delegations**
- 4) Business arising from the minutes**
 - a) Resignation of Board Member Lisa Collier**
 - b)**
 - c)**
 - d)**
- 5) Reports**
 - A) Chair**
 - B) Treasurer**
 - C) Librarian's Report**
 - D) Stephen Levy Report from Parkland**
- 6) New Business**
 - A) Wage increase to \$13.60 (effective Oct 1st, 2017)**
 - B) Town of Sedgewick Santa Days**
 - C)**
- 7) Information Items**
- 8) Correspondence**
- 9) Next meeting**
- 10) Adjournment**

ASSETS**Current Assets****Chequing/Savings**13,066.10**Sedgewick & District Municipal**13,066.10**Total Chequing/Savings****Other Current Assets**57.69**Prepaid Visa Card**57.69**Total Other Current Assets**13,123.79**Total Current Assets****Fixed Assets**98,431.00**Furniture and Equipment**98,431.00**Total Fixed Assets**111,554.79**TOTAL ASSETS****LIABILITIES & EQUITY****Liabilities****Current Liabilities****Other Current Liabilities**-152.93**GST/HST Payable**-152.93**Total Other Current Liabilities**-152.93**Total Current Liabilities**-152.93**Total Liabilities****Equity**116,651.98**Opening Balance Equity**-15,165.65**Unrestricted Net Assets**10,221.39**Net Income**111,707.72**Total Equity**111,554.79**TOTAL LIABILITIES & EQUITY**

October 10/2017

Items for Information:

The County Book Exchange will take place on October 16/2017 at Hardisty. Our count was low for this period; we had 74 books and two DVDs go out. Will try to be more active in changing displays for County books.

We are once again joining Alberta Health Services for a fall session of Monkey Business. It will be happening November 9, 23, December 7 & 14 from 10-11. Each session will consist of stories, active play and crafts.

I thought we had used up all our allotment but we still have \$288.70 remaining, which I am working on spending.

Barbara McConnell
Library Manager
Sedgewick Public Library

Parkland Regional Library System Board of Trustees September 14th 2017

Called to order 13:00

The Village of Botha, located 14km east of Stettler, voted in favor of dissolution during a plebiscite held on May 15th. Botha reverted to a Hamlet within the County of Stettler on September 1st. As Botha was not a member of PRL there is no effect to our member libraries.

Parkland has hired a Consulting Librarian, Katy Moore. Katy began employment with Parkland on September 5th. She previously worked at The Alberta Legal Information Society and was instrumental in the creation of LegalAve – A website developed for Albertans seeking information to help address legal concerns.

The PRL Executive Committee moved \$200 00.00 from the unrestricted operating fund into Parkland's Technology Reserve as that reserve was substantially under the recommended maximum.

Earlier this year the Parkland Board sanctioned a compensation/staff review. Dr. Margret Law, a former PRL Director, was selected to perform the review after a competitive selection process.

Her recommendations are as follows:

1. Board discussion about the philosophy of compensation.
2. Reorganisation of department structure to align with strategic plan/mission.
3. Simplification of pay grid.
4. Renew job descriptions with a focus on outcomes.
5. Simplify record keeping and move to using online infrastructure you have available as much as possible.

Proposed 2018 Budget
PARKLAND REGIONAL LIBRARY

September 14, 2017
Agenda Item 4.3 5

	Present Budget	Proposed Budget
	2017	2018
Income		
1.1 Provincial Grants	1,069,682	1,100,435
1.2 Membership Fees	1,689,091	1,711,794
1.3 Alberta Rural Library Services Grant	428,737	428,738
1.4 Interest Income	35,000	27,000
TOTAL Income	3,241,510	3,267,967
Support Materials & Services Directly to Libraries		
2.1 Alberta Rural Library Services Grant	428,737	428,738
2.2 Allowment Funds Issued to Libraries	237,404	239,125
2.3 Cataloguing Tools	4,000	4,000
2.4 Computer Maint/Agree. Software Licenses	145,000	164,081
2.5 eContent Platform fees, Subscriptions	17,750	18,250
2.6 FN Provincial Grant expenses	20,000	
2.7 Freight	7,500	7,500
2.8 Internet Connection Fees	23,500	18,800
2.9 Member Library Computers	63,027	63,245
2.10 Outlets - Contribution to Operating	800	800
2.11 Periodicals	1,975	1,975
2.12 Postage Reimbursement	8,000	7,000
2.13 Supply purchased Cataloguing/Mylar	0	25,000
2.14 Vehicle expense	41,000	37,000
2.15 Workshop/Training expense	15,000	15,000
PRIL Circulating Collections		
2.16 Audio Book	5,500	5,000
2.17 eContent	92,000	80,600
2.18 Large Print	13,000	13,000
2.19 Programming Box	750	750
2.20 Reference	6,000	6,000
TOTAL Support Materials & Services Directly to Libraries	1,138,943	1,127,864
Cost of Services		
3.1 Audit	14,000	16,200
3.2 Bank expenses	1,500	1,500
3.3 Bank Investment Fees	4,500	4,500
3.4 Building-Repairs/Maintenance	28,000	28,000
3.5 Communications/Marketing/Advocacy	7,000	5,000
3.6 Continuing Education	20,000	28,000
3.7 Dues/Fees/Memberships	11,000	11,500
3.8 Insurance	15,500	13,750
3.9 Janitorial expense	29,000	29,500
3.10 Legal/Consulting/Advocacy	2,000	0
3.11 Photocopy/Printing	9,000	9,000
3.12 Postage	6,000	5,000
3.13 Promotion/Trade Shows/Publicity	6,500	6,500
3.14 Recruitment/Advertising	1,500	0
3.15 Salaries	1,498,323	1,537,027
3.16 Salaries - Employee Benefits	325,823	318,146
3.17 Supplies/Stationery/Building	40,861	30,000
3.18 Telephone	13,000	12,500
3.19 Travel	15,000	15,000
3.20 Trustee expense	25,000	22,000
3.21 Utilities	37,000	35,000
TOTAL Cost of Services	2,118,667	2,149,123
TOTAL Expenses (Library materials & cost of service)	3,241,510	3,267,967
Surplus/Deficit		0
AMOUNT PER CAPITA REQUISITION	8.04	8.12

1%

**Proposed 2018 Budget
PARKLAND REGIONAL LIBRARY**

	Present Budget 2017	Proposed Budget 2018
TOTAL Income	3,241,510	3,267,987
TOTAL Support Materials & Services Directly to Libraries	1,130,943	1,127,884
TOTAL Cost of Services	2,110,567	2,140,123
TOTAL Expenses (library materials & cost of service)	3,241,510	3,267,987
Surplus/Deficit		0
AMOUNT PER CAPITA REQUISITION	8.04	8.12
		1%

PRL is asking for a 1% increase over the 2017 budget this equates to an increase of \$0.08 per capita.

Meeting was adjourned at 14:55.

DEPARTMENTAL REPORT TO COUNCIL

MEETING DATE: OCT. 19TH, 2017

DEPARTMENT: PUBLIC WORKS

SUMMARY

We have been focusing mainly on getting ready for winter with parks and equipment, getting all the new banners up and finishing the base on the golf course town sign.

ACCOMPLISHMENTS

- Winterize campground, mainstreet park and rec center grounds. Got compressor from Ancherton gas to blow out all lines.
- Snow fence has been put up north of Bluejay cres. alley, across from kindergarten and along alley by northwest corner of golf course.
- Put up banners on new town signs and light posts on main st., had issues with the new banners coming apart but they have sent new ones to replace them.
- Have been getting all of our equipment ready for winter: grader, snowblower, gravel trucks [snow boards], sander on white ton and broom on John Deer tractor.
- County is all tied in to our water main on the driving range for their new shop and it is all filled in. The sewer tie-in is being done on their property so our involvement has been quite minimal.
- Had to extend the rail fence on walking trail in two places since they decreased the size of the mens hardball diamond. We decided to go with a metal gate on the west side so we could drive the water truck in to water trees in the southwest corner.

PRESENT AND FUTURE

- Hopefully we will have the banners up on the light standards on the south side of Highway 13 by the end of this week, we will also be replacing the damaged banners on mainstreet.
- We still have some of the equipment to get ready for winter
- We should have the cement bases done on the town sign at the golf course by the end of the week

APPENDIX:

NONE

PREPARED BY:

DARYL JOHNSON, FOREMAN

SUMMARY

Focus has shifted to the budgeting process including developing a Level of Service Document to be reviewed by Council.
MSI Operating funding reporting requirements have been met and submitted. Working on Capital requirements and submissions.

MEETINGS

- Attended a CAO meeting on October 17th.
- Met with Associated Engineering, general contractor and electrical sub onsite at the water treatment plant to review scope of work to replace the back up generator.
- Planning meeting with Council on October 12th to kick start Phase I of subdivision and main street revitalization

ACCOMPLISHMENTS

- Have ordered a new Town sign for the Town office
- Have completed content review for new website
- Initial order of street pole banners proved to be defective. Banners have been replaced at no cost to the Town of Sedgewick. Banners have been installed on Main Street and the welcome signs.
- Level of services document for Town of Sedgewick has been completed

PRESENT AND FUTURE ACTIVITIES

- Have received IFC drawings from the engineers for the Water Treatment Plant backup generator installation. A & B will be supplying a quote for excavation, pouring a concrete slab with rebar, installation of generator and accessories and electrical work.
- Jiu Jitsu and Yoga continues. Drumming Circle sessions begin on October 24th.
- There will be three LED lights added to the South Entrance Welcome Sign. The current LED's are set in a cavity that makes the light very directional. Pulling the light out from this cavity would void the warranty. Delivery of additional lights will take 8-12 weeks.
- Planning to be initiated to develop Phase I of a new subdivision
- Strategic Planning session to be held with Council
- Christmas Party to be held December 8th

APPENDIX:

NONE

PREPARED BY:

JIM FEDYK, CAO

FLAGSTAFF REGIONAL SOLID WASTE MANAGEMENT ASSOC. 2018 BUDGET

EXECUTIVE SUMMARY

The Flagstaff Regional Solid Waste Management Association has submitted their 2018 draft budget.

BACKGROUND

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

- After a net reduction of 3.3% in 2017, the FRSWMA is proposing a 2.52% increase (\$30,000) in 2018.
- A capital budget of \$357,000 has been included for 1 new front end truck, an annual bobcat replacement and bin purchases. This will be funded by \$38,000 from operations and the remainder from capital reserves.
- The rate paid by each partner is based on a per capita formula.
- Therefore, the largest single factor influencing the requisition paid is the municipality's change in population.
- The Town of Sedgewick's proposed fees have decreased by 2.29% or \$2,904.55.

BUDGET IMPLICATIONS

A decrease of \$2,904.55 in fees.

ALTERNATIVES

1. Council may approve the 2017 Flagstaff Regional Solid Waste Management Association's budget as presented with a requisition of \$123,685.04 for the Town of Sedgewick
2. Council may reject the 2017 Flagstaff Regional Solid Waste Management Association's budget as presented

RECOMMENDATION

1. That Council approve the 2017 Flagstaff Regional Solid Waste Management Association's budget as presented with a requisition of \$123,685.04 for the Town of Sedgewick.

ATTACHMENTS

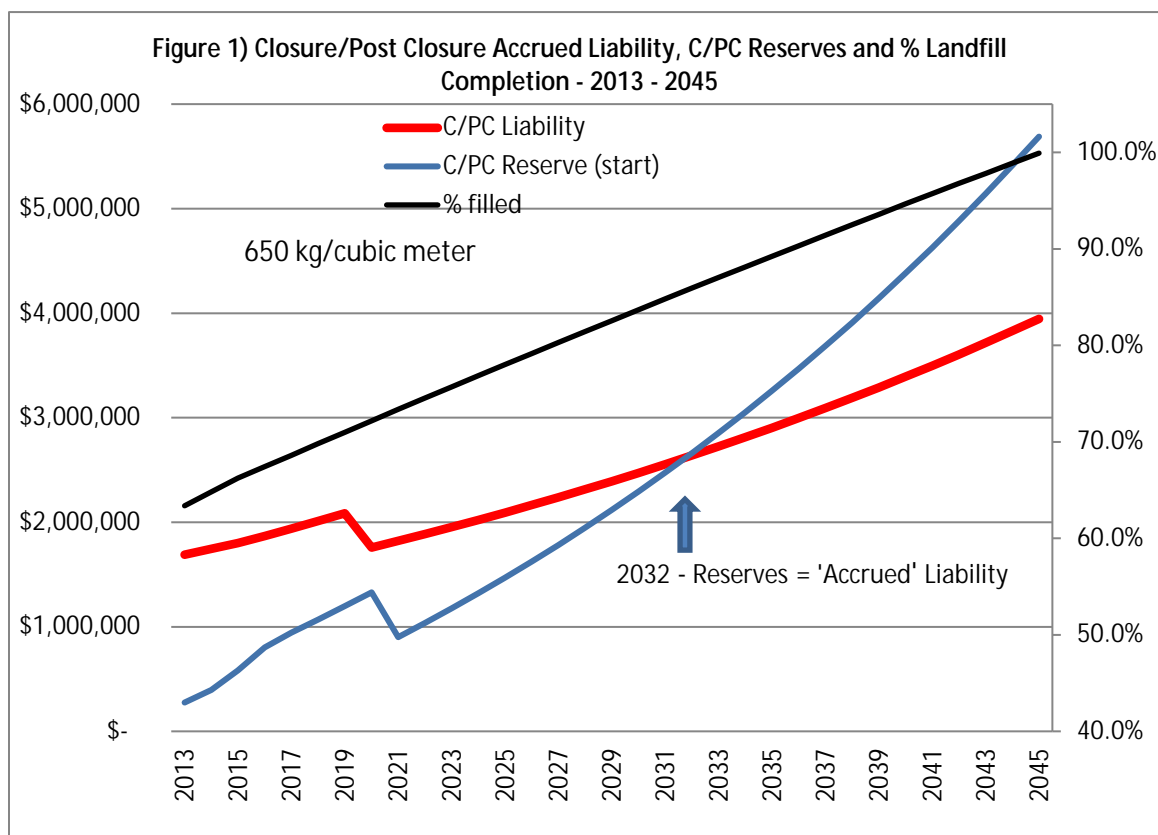
1. 2018 FRSWMA Budget Overview

2018 Draft Budget Overview:

- A. No changes to 2018 bin rental rates, landfill rates, transfer site rates or trucking rates. Some slight changes for flat rate services to residents in partner communities.
- B. Decommissioning of 7 transfer sites will result in a 1-time increase to cover extra costs. The work is scheduled to be started in 2017 and completed by end of 2018. In the long term, transfer site operation expense will decrease because the number of active transfer sites has decreased from 12 to 5.
- C. Expected revenue of \$18,000 in 'fee for service' from municipal partners for such things as 'Spring Cleanup' campaigns and burn pit management.
- D. No increase in staffing compliment (Note that the staff compliment has declined steadily over the past 5 years from 18.29 FTE in 2013 to 16.89 FTE in 2018). Salary has been budgeted with a cost of living adjustment (COLA) of 2.0% and merit increase of 2.5%. Note that specific 2018 salaries will be adjusted after COLA is determined from Dec 31 year over year consumer price index and by actual performance evaluations.
- E. \$50,000 expenditure for concrete crushing budgeted in 2018. Asphalt will also be crushed with sale of both products available after the processing is completed. This money will be recovered through product sales over the following 2-3 years.
- F. Net requisition shows increase of \$30,000 or 2.52%. Requisition is 49.9% of FRSWMA total revenue. While municipal partners contribute the largest share of our budget, it is also important to recognize that FRSWMA provides service to more than municipalities.
- G. The cost of the requisition on a per capita basis ranges between \$121.13 per rural resident and \$161.91 per urban 'regional' residents. This represents an increase of \$1.94 (1.62%) and \$5.95 (3.81%), respectively.
- H. The largest single factor influencing the requisition paid by each partner in 2018 is that partner's change in population (updated using 2016 StatsCan data). The change in population ranges from a decrease of 11.5% for Alliance to an increase of 6.0% for Heisler. Obviously, these dramatic changes in population have a strong influence on that partner's share of the requisition since the requisitions as calculated on a per capita (population) basis.
- I. Budget Capital Expenditure of \$357,400 includes 1 new Front end truck, annual bob cat replacement, and bin purchases. Funding is budgeted to be \$37,971 from operating revenue and the balance from Capital reserves.
- J. Long term Business Planning calculations have been re-evaluated to reflect several matters:
 - o Phase 1 completion date has changed from 2017 to 2020.
 - o Compaction rates of 650 kg/cubic meter used throughout remaining life. This compaction is now achieved due to the CAT 816B compactor.
 - o Expected completion date re-calculated to be 2045 based on current rates of fill
 - o Current (2012) plan of accelerated Closure/Post Closure funding re-evaluated – Reserves are now expected to meet or exceed accrued liabilities on or before 2032.
 - o Closure/Post Closure Business plan has been updated with actual 2016 data, projected 2017 data and budgeted 2018 values (See Figure 1, below)

Landfill Operations – Background

- FRSWMA operates a naturally attenuating Class II Landfill northeast of Sedgewick, AB. The landfill was developed at this locale due to a highly impermeable (0.8 m/year) clay found in a consistent layer of at least 4 m. depth throughout the site.
- Operates with a registration under the Alberta Landfill Code of Practice
- Operations include:
 - Receive, inspect, and weigh 10,212.98 tonnes (Ave 2011-2015) of waste annually
 - Divert 2,637 tonnes to dry waste trench and Class III eligible landfill
 - Divert 1,050 tonnes annually into recycle streams (metal, cardboard, commingled)
 - Divert 908 tonnes annually into re-use streams (compost, concrete)
 - Separate & divert 900 tonnes annually from waste stream to burn pit.
 - Dispose & compact 4,800 tonnes annually into class II landfill
 - Annual ground water monitoring and reporting
 - Separation & collection of used oil, tires, paint, pesticide containers, household hazardous waste, e-waste, batteries for various programs in Alberta
- As of Dec 31, 2017, the landfill will be at 68.6% capacity. Provincial regulators require landfills hold sufficient funds in reserve to fulfill capital costs of closure and post closure when landfilling is complete. We predict at year end 2018, unfunded accrued liability for this function to be \$2.012 million of which \$1.185 million (58.9%) will be funded. An accelerated business plan to fund the reserve was initiated in 2012 and will ensure the reserve exceeds the accrued liability by 2032. The landfill will have another 13 years of capacity after that point.



Landfill Operations – Budget 2018

- We anticipate similar tonnage to be handled at the regional landfill in 2018. Recent changes in equipment (CAT 816 compactor) allow much higher efficiency by reducing the number of hours required by heavy equipment to compact and cover the landfill on a weekly basis. Cost of landfilling has dropped slightly in 2017 due to these efficiencies, however we are not recommending any changes to fees schedules in 2018.
- Because all residential customer waste is paid by the requisition, landfill scale revenue is most dependent on industrial & commercial activities in the area. We may wish to consider moving towards a user pay basis for residents in the future, however that discussion has not yet been addressed by FRSWMA board.
- With no major projects on the horizon for 2018, our scale revenue shows a modest increase of 3.7%.
- 61.8% of landfill operating net cost is paid by members through the 2018 municipal requisition at \$33.68 per capita. This compares to \$40.56 in 2017 (16.9% decrease).

Bin Rentals & Services – Background

- FRSWMA rents over 650 small three yd. bins, 150 six yd. bins, and 100 large (20 & 40 yd.) bins on both temporary and permanent basis. We also service nearly 130 private bins.
- Fee structures for small bin rentals include bin amortization (60 months), service costs and a design profit. A complete review of these formulas was undertaken in fall 2016, with the resulting monthly fees being reduced in several categories. The new fee structure was advertised extensively in 2017, with several promotions added over the year. These promotions, coupled with the closure of 7 transfer sites in April, resulted in a marked increase in the number of new customers and bin rentals in 2017. It is our intention to leave all these fees in place for one more year before we begin an annual Cost of Living adjustment to bins starting in 2019.
- Front end trucks run 10 routes each week for MSW (garbage) and 3 or 4 routes per week for recycle products. Operating costs for this service are distributed to all bin rental customers, however municipal partners cover the cost of landfilling for all residential customers. Commercial and industrial customers pay landfilling cost as part of their fees.
- All expenses related to this service are paid by rental customers. Revenue for this service is \$958,000 over expenses of \$781,064 (\$176,936 gross profit or 18.5%).

Bin Rentals & Services - Budget 2018

- No changes to large or small bin rental rates and fee schedules in 2018. Our strategy is to continue to grow the number of customers throughout 2018.
- Growth will be partly due to uptake of small bin rentals as we reduce activity at 7 transfer sites in 2017. Increasing the number and densities of bin customers in any area will result in ever higher routing efficiencies and reduced costs of service.
- Asbestos – 2017 had an unexpected jump in asbestos business over the prior two years with revenue more than doubling previous years. In 2018, we are conservatively budgeting for 30% growth over 2017 budget, but only 55% of actual 2017.

Municipal Requisition:

- **Municipal Requisition** – After a net reduction of \$40,850 (3.3%) in budget 2017, we are proposing a modest 2.52% increase (\$30,000) for 2018. Unfortunately, the impact on each partner is not as linear. Since the rate paid by each partner is based on population using a percapita formula, we find highly variable impacts in the 2018 budget depending on:
 - a) whether the member retains a regional transfer site or a transitional transfer site, and
 - b) whether the partner's population changed dramatically with the latest (2016) StatsCan Census.
- On a per capita basis, the impact of our budget is as follows:
 - Landfill cost decreased \$6.88 per capita or 17.0% decrease from 2017
 - Collection service increased \$3.06 per capita or 5.2% over 2017
 - Transfer site increased \$2.54 per capita or 13.1% for transitional members
 - Transfer site increased \$3.69 per capita or 11.8% for regional members.
 - Recycling Service increased \$6.08 per capita or 20.9% over 2017
 - Agricultural Services has decreased \$.95 per capita or 4.3% from 2017

Comparison of Per Capita Costs of Services - 2017 vs 2018						
Service Per Capita	2017			2018		
	Urban - Transitional	Urban - Regional	Rural - Regional	Urban - Transitional	Urban - Regional	Rural - Regional
Landfill	\$ 40.56	\$ 40.56	\$ 40.56	\$ 33.68	\$ 33.68	\$ 33.68
Collection	\$ 58.61	\$ 58.61		\$ 61.67	\$ 61.67	
Transfer	\$ 19.46	\$ 27.71	\$ 27.71	\$ 22.00	\$ 31.40	\$ 31.40
Recycling	\$ 29.08	\$ 29.08	\$ 29.08	\$ 35.16	\$ 35.16	\$ 35.16
Ag Service	\$ -	\$ -	\$ 21.84	\$ -		\$ 20.89
Total	\$ 147.71	\$ 155.96	\$ 119.19	\$ 152.51	\$ 161.91	\$ 121.13
Change				\$ 4.80	\$ 5.95	\$ 1.94
% Change				3.25%	3.82%	1.63%

Recycle Programs:

- Recycle industry in Canada is seeing a strong reduction in material value as demand declines worldwide. China is expected to close its border in January 2018 to all MSW from all sources. This will mean very little recycled material will be shipped off shore in 2018.
- In 2017 metal dramatically from \$250/t to \$65/t for prime materials. White goods hovered between \$15 and \$30 throughout 2016 and rebounded slightly in 2017. We sold all our metal products in late summer 2017 at \$65/tonne. We are projecting \$60/tonne for our metal in 2018.
- Cardboard has recently recovered to well over \$200/t. Paper is near rock bottom as is plastic. We have taken a conservative approach on all of our recycle revenue streams, thus, the net cost per tonne to collect and process shows a slight increase to the requisition.
- Also, we are budgeting a cost of \$50,000 to crush our concrete stockpile, which price will be offset by RCA sales over the next 3 years.
- We have changed our method of collecting and handling paper products in 2017. This will reduce fixed costs by about \$15,000/year, but make our program more dependent on price

swings in paper markets. In 2018, we are expecting to pay a small amount (\$10/tonne) to process paper. Once North American markets respond to the China fiber market, we expect paper to become a revenue stream again in 2019.

Transfer Sites:

- **Transitional:**
 - Flagstaff Waste has closed 7 transition sites and is in the process of determining decommissioning commitments for each of these sites. We are budgeting \$20,000 in 2018 to help offset costs of decommissioning.
 - Membership agreements were signed with all partners in 2017, defining Basic Service to all members, and providing offers for other services available on a 'Fee for Service' basis. *Basic Services continue to include 'Community Spring Cleanup'* activities at all transfer sites, partner waste bins included in the requisition for partners that lost their weekly bin service at transitional transfer sites.
- **Regional**
 - Regional transfer services have been established at Daysland, Forestburg, Alliance and Hardisty transfer stations. Enhancements to driveways, operators shacks, service ramps, HHW facilities and provision of more bins ensures most products collected at regional sites are always containerized.
 - We have increased the hours of operation at each of these sites.
 - A tire marshalling site will be implemented at the Forestburg transfer site in 2017, with grant applications to build the same in Daysland and Hardisty expected in 2018 and 2019.
- **Budget 2018:**
 - The cost of operation of transfer sites is expected to be very similar to 2017. However, an additional cost of \$20,000 for decommissioning transitional transfer sites has been added in 2018.

Other Operating Expenses:

- Salaries & Benefits – 2.0 % Cost of Living Adjustment was used for budget. An average merit increase of 2.5 % was also added to all full-time staff. Our current staff complement has decreased steadily over the past 5 years from 18.29 FTE in 2013 to 16.89 FTE in 2018. Net impact on the budget for staff Salaries and benefits is an increase of 1.7% over 2017 projection, or 2.4% less than 2016 actual cost.
- Transportation services – with heavy equipment we expect normal maintenance and repair which averages nearly \$300,000 per year for our fleet of 5 front end trucks, 3 roll-off trucks, two burros, one 1-ton and several ½ tons. It is not unreasonable for a single incident to account for up to 10% of this budget, therefore we expect the budget number to be within plus or minus 10% of target. Our budget target for 2018 is slightly lower than 2017 actual, but slightly higher than 2017 budget.
- Administration expenses are essentially unchanged for 2017.

Flagstaff Regional Solid Waste Management

Draft 2018 Budget - Summary

	Bud 2018	Bud 2017	Prjct 2017	2016 Actual	Change Prjt 2017
Scales & Property	\$ 47,900.00	\$ 77,350.00	\$ 48,850.00	\$ 62,355.44	-1.9%
Asbestos	\$ 100,000.00	\$ 75,000.00	\$ 185,750.00	\$ 75,536.29	-46.2%
Bin Rentals/Service	\$ 940,000.00	\$ 944,800.00	\$ 938,700.00	\$ 906,749.73	0.1%
Municipal	\$ 1,238,000.00	\$ 1,205,000.00	\$ 1,202,000.00	\$ 1,231,241.41	3.0%
Recycle	\$ 59,450.00	\$ 54,200.00	\$ 78,350.00	\$ 41,063.24	-24.1%
Administration	\$ 22,400.00	\$ 16,700.00	\$ 30,730.00	\$ 33,935.03	-27.1%
Transfer Sites	\$ 35,000.00	\$ 42,000.00	\$ 40,000.00	\$ 49,340.63	-12.5%
TOTAL REVENUE	\$ 2,442,750.00	\$ 2,415,050.00	\$ 2,524,380.00	\$ 2,400,221.77	-3.2%
Staff Salaries & Benefits	\$ 1,349,000.00	\$ 1,407,343.07	\$ 1,326,015.88	\$ 1,383,133.50	1.7%
Transportations Services	\$ 329,000.00	\$ 326,000.00	\$ 354,336.97	\$ 294,892.68	-7.2%
Landfill Expenses	\$ 99,500.00	\$ 87,000.00	\$ 124,115.00	\$ 98,219.66	-19.8%
Recycling Expenses	\$ 72,500.00	\$ 34,500.00	\$ 32,400.00	\$ 93,076.40	123.8%
Bin Services	\$ 6,500.00	\$ 11,000.00	\$ 17,000.00	\$ 11,720.82	-61.8%
Transfer Site Expenses	\$ 31,500.00	\$ 37,000.00	\$ 37,000.00	\$ 18,531.31	-14.9%
Administration	\$ 131,100.00	\$ 120,200.00	\$ 139,400.00	\$ 140,585.93	-6.0%
Marketing - Promotions	\$ 2,000.00	\$ 1,500.00	\$ 1,000.00	\$ 375.00	100.0%
Sales	\$ 1,800.00	\$ 1,500.00	\$ 1,800.00	\$ -	100.0%
Safety	\$ 5,000.00	\$ 7,000.00	\$ 6,000.00	\$ 10,298.82	-16.7%
TOTAL EXPENSE	\$ 2,027,900.00	\$ 2,033,043.07	\$ 2,039,067.85	\$ 2,050,834.12	-0.5%
NET INCOME	\$ 414,850.00	\$ 382,006.93	\$ 485,312.15	\$ 349,387.65	-14.5%
Amortization	\$ 260,000.00	\$ 268,531.93	\$ 265,000.00	\$ 332,087.70	
Capital purchase	\$ 37,971.00	\$ -	\$ -	\$ 137,326.00	
Closure - Post Closure	\$ 116,879.00	\$ 113,475.00	\$ 113,475.00	\$ 111,250.00	
surplus/deficit	\$ -	\$ -	\$ 106,837.15	-\$ 231,276.05	

Detail GL	Flagstaff Regional Solid Waste Management Association							
	Draft Budget 2018		Budget 2017		Projection 2017		2016 Actual YE	
Revenue								
Scales - Industrial, Commercial	42,000.00		71,000.00		40,500.00		54,426.29	
Scales - Residential	0.00		0.00		2,900.00		0.00	
Property Income - Agri Lease	2,700.00		2,600.00		2,750.00		2,720.40	
Property Income - Gas Lease	2,700.00		2,750.00		2,700.00		2,750.00	
Other landfill Revenue	500.00		1,000.00				2,458.75	
Sub total Scales & Property		47,900.00		77,350.00		48,850.00		62,355.44
Overweight charges - Asbestos	0.00		0.00		750.00		750.00	
Contracts - Asbestos	100,000.00		75,000.00		185,000.00		74,786.29	
Sub Total Asbestos		100,000.00		75,000.00		185,750.00		75,536.29
Permanent - 40Y, 20Y, Gravel Boxes	65,000.00		65,000.00		63,000.00		63,893.30	
Temporary - 40Y, 20Y, Gravel Boxes	130,000.00		125,000.00		140,000.00		155,522.96	
Permanent - 6 Y Bins	210,000.00		220,000.00		200,000.00		201,336.94	
Temporary - 6Y Bins	10,000.00		15,000.00		8,000.00		13,397.14	
Permanent - 3 YBins	504,300.00		510,000.00		500,000.00		463,313.49	
Permanent - 2Y Bins	700.00		800.00		700.00		678.00	
All Fuel Surcharge	10,000.00		9,000.00		15,000.00		8,607.90	
Overweight charges	10,000.00		0.00		12,000.00		0.00	
Sub total Bin Rentals/Service		940,000.00		944,800.00		938,700.00		906,749.73
Allied Paper	0.00		0.00		0.00		391.41	
Municipal Requisitions	1,220,000.00		1,190,000.00		1,190,000.00		1,230,850.00	
Fees for Service - Partners	18,000.00		15,000.00		12,000.00		0.00	
Sub total Municipal		1,238,000.00		1,205,000.00		1,202,000.00		1,231,241.41
Cardboard Sales	20,000.00		25,000.00		31,000.00		24,722.87	
Paint Sales	1,000.00		1,000.00		1,000.00		1,365.60	
E - Waste Sales	3,800.00		3,000.00		4,500.00		4,821.90	
Concrete - Crush Sales	10,000.00		11,000.00		10,000.00		5,780.49	
Plastic Sales	0.00		500.00		0.00		121.00	
Paper Sales	1,000.00		500.00		1,200.00		597.26	
Metal Sales	20,000.00		10,000.00		27,000.00		609.94	
Propane Bottles Sales	150.00				150.00		0.00	
Freon	1,500.00		1,200.00		1,800.00		1,372.48	
Mattress Revenue	1,000.00				1,200.00		202.17	
Battery Sales	500.00		1,500.00		500.00		1,259.53	
Used Oil & Filters Sales	500.00		500.00		0.00		210.00	
Sub total Recycle		59,450.00		54,200.00		78,350.00		41,063.24
Bank Interest Earned	12,000.00		11,000.00		16,000.00		10,903.05	
Patronage Dividends Income	4,000.00		200.00		4,600.00		3,687.12	
NSF Charges	0.00		100.00		0.00		70.00	
Overdue Interest Collected	400.00		500.00		400.00		738.24	
Gain on Sale of Capital assets	4,000.00		0.00		5,000.00		13,904.97	
Residential Bag Tags	200.00		400.00		100.00		0.00	
Other income	0.00		0.00		130.00		133.13	
WCB Partners in Injury & Surplus	1,800.00		4,500.00		4,500.00		4,498.52	
Sub total Administration		22,400.00		16,700.00		30,730.00		33,935.03
Transfer Site - Fees	35,000.00		42,000.00		40,000.00		49,340.63	
Sub-Total Transfer Sites		35,000.00		42,000.00		40,000.00		49,340.63
TOTAL REVENUE		2,442,750.00		2,415,050.00		2,524,380.00		2,400,221.77
EXPENSE								
WCB	15,000.00		13,000.00		15,000.00		15,202.23	
Wages/Salary	1,100,000.00		1,138,572.81		1,075,000.00		1,124,492.57	
EI - Paid by Employer	20,000.00		24,008.20		22,667.69		24,042.59	
CPP - Paid by Employer	39,000.00		43,283.47		40,866.71		43,517.15	
Benefits - Paid by Employer	54,000.00		61,489.53		52,582.92		60,309.77	

Detail GL	Flagstaff Regional Solid Waste Management Association							
	Draft Budget 2018		Budget 2017		Projection 2017		2016 Actual YE	
Lapp	121,000.00		126,989.06		119,898.56		115,569.19	
Staff Salaries & Benefits		1,349,000.00		1,407,343.07		1,326,015.88		1,383,133.50
Misc Fleet Expenses	500.00		500.00		530.00		1,489.54	
Shop Supplies, Repair, Maintenance	15,000.00		12,000.00		20,783.16		14,494.45	
Fuel	155,000.00		155,000.00		145,000.00		124,425.15	
Tires	24,000.00		24,000.00		24,000.00		23,659.38	
Repairs	125,000.00		125,000.00		152,920.81		121,450.35	
Lubrication	4,000.00		4,000.00		4,000.00		4,332.10	
Miscellaneous	1,000.00		1,000.00		2,000.00		505.71	
Fleetmatics	4,500.00		4,500.00		5,103.00		4,536.00	
Transportations Services		329,000.00		326,000.00		354,336.97		294,892.68
Landfill Engineering	28,000.00		28,000.00		28,000.00		62,222.32	
Landfill Repair & Maintenance	6,000.00		5,000.00		7,000.00		2,484.49	
Landfill Fuel	15,000.00		16,500.00		14,500.00		14,887.41	
Landfill Equipment R & M	2,000.00		4,000.00		2,000.00		1,679.99	
Landfill Supplies	1,000.00		1,500.00		1,000.00		2,819.14	
973 Cat	11,000.00		10,000.00		22,000.00		5,018.73	
Old Bob Cat	2,000.00		2,000.00		2,200.00		597.52	
New Bob Cat	1,000.00		1,500.00		1,000.00		1,040.69	
Cat 816 B Compactor	4,000.00		4,000.00		5,000.00		1,687.95	
Lawnmovers/Tractors	1,500.00		500.00		1,350.00		546.49	
misc landfill equipment	2,000.00				6,000.00			
Landfill Pit/Development	20,000.00		10,000.00		29,265.00		5,120.00	
Landfill Road Maintenance	5,000.00		3,000.00		4,000.00		0.00	
Landfill Miscellaneous	1,000.00		1,000.00		800.00		114.93	
Landfill Expenses		99,500.00		87,000.00		124,115.00		98,219.66
Recycle - processing	10,000.00		12,000.00		10,500.00		8,904.25	
Recycle - Allied Paper	1,500.00		15,000.00		9,300.00		11,205.05	
Recycle Supplies	5,000.00		5,000.00		5,000.00		5,796.41	
Recycle Miscelaneous	1,000.00		1,000.00		0.00		731.79	
Concrete Grind	50,000.00		0.00		0.00		65,881.40	
Hazardous Waste Disposal	5,000.00		1,500.00		7,600.00		557.50	
Recycling Expenses		72,500.00		34,500.00		32,400.00		93,076.40
Bin Services - Bin Repair	5,000.00		10,000.00		9,000.00		8,619.53	
Bin Services - Miscellaneous	1,500.00		1,000.00		8,000.00		3,101.29	
Bin Services		6,500.00		11,000.00		17,000.00		11,720.82
Transfer Site Equipment & Supplies	1,500.00		3,000.00		1,500.00		2,690.95	
Mileage	5,000.00		8,000.00		5,500.00		8,482.02	
Transfer Site Repair & Maintenance	25,000.00		26,000.00		30,000.00		7,358.34	
Transfer Site Expenses		31,500.00		37,000.00		37,000.00		18,531.31
Management Services	1,000.00		0.00		8,500.00			
Audit & Legal Fees	20,000.00		12,000.00		24,000.00		25,267.53	
Cleaning Services	12,500.00		12,500.00		12,500.00		14,400.00	
Bad Debt							1,352.47	
Staff Training & Development	6,000.00		8,000.00		6,000.00		7,403.55	
Staff Awards, Recognition	1,000.00		1,000.00		1,000.00		5,542.24	
Liability Insurance	800.00		0.00		700.00		699.71	
Property & Equipment Insurance	8,000.00		0.00		7,500.00		7,455.44	
Vehicle Insurance	14,000.00		19,500.00		12,000.00		11,115.00	
Credit card fees	3,300.00				3,200.00		0.00	
Bank Service Charges	200.00		0.00		200.00		126.72	

Detail GL	Flagstaff Regional Solid Waste Management Association							
	Draft Budget 2018		Budget 2017		Projection 2017		2016 Actual YE	
Late Fees Paid	1,500.00		1,000.00		3,500.00		1,511.41	
Memberships/Subscriptions	2,000.00		1,500.00		2,000.00		1,834.45	
Meals & Lodging & Mileage	3,500.00		5,000.00		3,000.00		5,461.19	
Telephones	15,000.00		18,000.00		13,000.00		16,902.88	
Utilities	13,000.00		10,000.00		12,000.00		9,896.33	
Postage & Courier	7,500.00		6,000.00		7,500.00		5,626.12	
Security	800.00		800.00		800.00		604.94	
POS - 1st data	0.00		3,000.00		300.00		3,350.09	
Photocopier - lease, supplies	5,000.00		4,500.00		5,000.00		5,129.12	
Office Supplies	8,000.00		7,500.00		8,000.00		9,263.80	
Computer - Hardware/software	3,500.00		4,000.00		3,200.00		1,555.16	
Operations Advertising	3,000.00		4,000.00		4,000.00		4,083.43	
Internet	1,500.00		1,500.00		1,500.00		1,604.11	
Admin-Miscellaneous	0.00		400.00		0.00		400.24	
Sub-total Administration		131,100.00		120,200.00		139,400.00		140,585.93
Marketing - Promotions	1,000.00		1,000.00		1,000.00		375.00	
Education Supplies, Transportation	1,000.00		500.00		0.00		0.00	
Sub-total Marketing & Communications		2,000.00		1,500.00		1,000.00		375.00
Sales Strategy Development	1,800.00		500.00		1,800.00		0.00	
Sales Implementation	0.00		1,000.00		0.00		0.00	
sub-total sales		1,800.00		1,500.00		1,800.00		0.00
Safety Supplies	3,000.00		4,500.00		4,000.00		3,802.54	
Safety Training	2,000.00		2,000.00		2,000.00		1,104.29	
Safety Miscellaneous	0.00		500.00		0.00		5,391.99	
Sub -total Safety		5,000.00		7,000.00	0.00	6,000.00		10,298.82
TOTAL EXPENSE		2,027,900.00		2,033,043.07		\$ 2,039,067.85		2,050,834.12
Amortization	260,000.00		268,531.93		265,000.00		332,964.61	
Capital purchase	37,971.00						137,326.00	
Closure - Post Closure	116,879.00		113,475.00		113,475.00		111,250.00	
NET INCOME		\$ -		\$ -		\$ 106,837.15		-232,152.96

Estimated Cost by Department - For Requisitions

Budget 2018									
			From GL	Surplus	Short fall				
Expense	Landfill	Asbestos	Bin Serv	Collection	Recycle	Transfer	Agricultural	Admin	Total Direct/Indirect applied
Human Resources	\$ 250,779.10	\$ 26,980.00	\$ 341,566.80	\$ 188,860.00	\$ 183,598.90	\$ 175,370.00	\$ 40,470.00	\$ 141,375.20	\$ 1,349,000.00
% of HR	18.59%	2.00%	25.32%	14.00%	13.61%	13.00%	3.00%	10.48%	100.00%
Transport Services	\$ 42,770.00	\$ 13,160.00	\$ 138,180.00	\$ 49,350.00	\$ 46,060.00	\$ 23,030.00	\$ 9,870.00	\$ 6,580.00	\$ 329,000.00
% of TS	13%	4%	42%	15%	14%	7%	3%	2%	100.0%
Capital & Depreciation	\$ 54,600.00	\$ 7,800.00	\$ 130,000.00	\$ 23,400.00	\$ 18,200.00	\$ 5,200.00	\$ 7,800.00	\$ 13,000.00	\$ 260,000.00
% of CD	21.0%	3.0%	50.0%	9.0%	7.0%	2.0%	3.0%	5.0%	100.0%
Closure/Post Closure Funding	\$ 14,025.48	\$ 3,506.37	\$ 64,283.45	\$ 15,194.27	\$ 2,337.58	\$ 10,519.11	\$ 3,506.37	\$ 3,506.37	\$ 116,879.00
	12.0%	3.0%	55.0%	13.0%	2.0%	9.0%	3.0%	3.0%	100.0%
Direct Expense	\$ 99,500.00	\$ -	\$ 6,500.00	\$ -	\$ 72,500.00	\$ 31,500.00	\$ -	\$ 139,900.00	\$ 349,900.00
less Administration Revenue								\$ (22,400.00)	\$ (22,400.00)
Net Administration Expense								\$ 117,500.00	
Sub-Total Expenses	\$ 461,674.58	\$ 51,446.37	\$ 680,530.25	\$ 276,804.27	\$ 322,696.48	\$ 245,619.11	\$ 61,646.37	\$ 281,961.57	\$ 2,382,379.00
Administration Expense Applied	\$ 54,019.45	\$ 7,673.38	\$ 100,533.68	\$ 41,286.21	\$ 37,317.57	\$ 31,936.52	\$ 9,194.75		
Exp Sub-Total by Department	\$ 515,694.03	\$ 59,119.75	\$ 781,063.93	\$ 318,090.48	\$ 360,014.05	\$ 277,555.63	\$ 70,841.12		\$ 2,382,379.00
less Dept Specific Revenue	\$ (47,900.00)	\$ (100,000.00)	\$ (958,000.00)		\$ (59,450.00)	\$ (35,000.00)			\$ (1,200,350.00)
Net Expense by Department	\$ 467,794.03	\$ (40,880.25)	\$ (176,936.07)	\$ 318,090.48	\$ 300,564.05	\$ 242,555.63	\$ 70,841.12		\$ 1,182,029.00
2018 Municipal Requisition	\$ 287,948.72	\$ -	\$ -	\$ 318,090.48	\$ 300,564.05	\$ 242,555.63	\$ 70,841.12	\$ -	\$ 1,220,000.00
Net Business	\$ (179,845.31)	\$ 40,880.25	\$ 176,936.07	\$ -	\$ -	\$ -	\$ -		\$ 37,971.00
% funded by Requisition	61.6%	0.0%	0.0%	100.0%	100.0%	100.0%	100.0%		

Proposed 2018 Budget with Allocations to Municipalities

Municipality	Population	Landfill	Collection	Transfer		Recycling	Ag Services	Proposed Fees - 2018	2017 Fees	Difference 2017 - 2018	% Change
Alliance	154	\$5,187.05	\$9,497.08	\$4,834.97	R	\$5,414.30		\$24,933.41	\$27,137.03	-\$2,203.63	-8.12%
Daysland	824	\$27,754.09	\$50,815.54	\$25,870.25	R	\$28,970.03		\$133,409.91	\$125,859.69	\$7,550.22	6.00%
Forestburg	875	\$29,471.88	\$53,960.68	\$27,471.44	R	\$30,763.08		\$141,667.08	\$137,244.77	\$4,422.31	3.22%
Galahad	119	\$4,008.18	\$7,338.65	\$2,618.00	T	\$4,183.78		\$18,148.61	\$17,577.78	\$570.82	3.25%
Hardisty	554	\$18,659.91	\$34,164.82	\$17,393.35	R	\$19,477.42		\$89,695.50	\$99,658.42	-\$9,962.92	-10.00%
Heisler	160	\$5,389.14	\$9,867.10	\$3,520.00	T	\$5,625.25		\$24,401.49	\$22,304.58	\$2,096.90	9.40%
Killam	989	\$33,311.65	\$60,990.98	\$21,758.00	T	\$34,771.07		\$150,831.70	\$144,905.94	\$5,925.75	4.09%
Lougheed	256	\$8,622.63	\$15,787.35	\$5,632.00	T	\$9,000.40		\$39,042.38	\$40,325.51	-\$1,283.13	-3.18%
Rosalind	188	\$6,332.24	\$11,593.84	\$4,136.00	T	\$6,609.67		\$28,671.75	\$28,065.37	\$606.38	2.16%
Sedgewick	811	\$27,316.23	\$50,013.84	\$17,842.00	T	\$28,512.98		\$123,685.04	\$126,589.59	-\$2,904.55	-2.29%
Strome	228	\$7,679.53	\$14,060.61	\$5,016.00	T	\$8,015.98		\$34,772.12	\$33,678.45	\$1,093.67	3.25%
Flagstaff Cty	3391	\$114,216.18	\$0.00	\$106,463.62	R	\$119,220.11	\$ 70,841.12	\$410,741.02	\$386,652.85	\$24,088.17	6.23%
	8549	\$ 287,948.72	\$ 318,090.48	\$ 242,555.63		\$ 300,564.05	\$ 70,841.12	\$ 1,220,000.00	\$1,190,000.00	\$30,000.00	2.52%

Total 2018		\$287,948.72	\$318,090.48	\$242,555.63		\$300,564.05	\$70,841.12	\$1,220,000.00
cf 2017		\$346,523.56	\$310,582.06	\$213,620.35		\$248,419.77	\$70,854.26	\$1,190,000.00
		-\$58,574.84	\$7,508.42	\$28,935.28		\$52,144.28	-\$13.14	\$30,000.00
		-16.9%	2.4%	13.5%		21.0%	0.0%	2.52%

Annual Rates Per Capita				
Service	Urban - Transitional	Urban Regional	Rural Regional	
Landfill	\$ 33.68	\$ 33.68	\$ 33.68	
Collection	\$ 61.67	\$ 61.67	\$ -	
Transfer	\$ 22.00	\$ 31.40	\$ 31.40	
Recycling	\$ 35.16	\$ 35.16	\$ 35.16	
Ag Services	\$ -	\$ -	\$ 20.89	
2018 Total:	\$ 152.51	\$ 161.91	\$ 121.13	
2017 total	\$ 147.71	\$ 155.96	\$ 119.19	
\$ change	\$ 4.80	\$ 5.95	\$ 1.94	
% change	3.25%	3.81%	1.62%	

Transfer Site Fees (per capita)			
	Population	Weighted Share	
R = Regional	5798	\$31.40	\$182,033.63
T = Transitional	2751	\$22.00	\$60,522.00
Total	8549		\$242,555.63

70.07%

Impact of Population Data			
	2011 Census	2016 Census	% change
Alliance	174	154	-11.5%
Daysland	807	824	2.1%
Forestburg	880	875	-0.6%
Hardisty	639	554	-13.3%
Heisler	151	160	6.0%
Killam	981	989	0.8%
Lougheed	273	256	-6.2%
Rosalind	190	188	-1.1%
Sedgewick	857	811	-5.4%
Galahad	119	119	0.0%
Strome	228	228	0.0%
Flagstaff Cty	3244	3391	4.5%
Total	8543	8549	0.07%

NB. All requisitions are calculated on a per capita basis. 2017 requisiton used 2011 StatsCan data, while 2018 requisiton used 2016 data

2018 Capital Budget

Description

Budget

Additions

	number	Price	Extension
Bobcat Replacement program	1	\$ 8,500.00	\$ 8,500.00
3 yd bins (contingent on sales)	20	\$ 825.00	\$ 16,500.00
40 yd open top	2	\$ 7,200.00	\$ 14,400.00
Front end truck	1	\$ 310,000.00	\$ 310,000.00
Admin computer (with support)	2	\$ 4,000.00	\$ 8,000.00
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
TOTAL EXPENSES			\$ 357,400.00

Funding

From Reserves			\$ 319,429.00
From General Operations			\$ 37,971.00
			\$ -
			\$ -
			\$ -
TOTAL FUNDING			\$ 357,400.00



REQUEST FOR DECISION

OCTOBER 19TH, 2017
EXTENSION OF FIRE CHIEF SERVICES
AGREEMENT

EXTENSION OF FIRE CHIEF SERVICES AGREEMENT

EXECUTIVE SUMMARY

At the September 26th, 2017 Emergency Services Committee meeting the following resolution was approved:

Clr. Grove moved to recommend to councils to extend the Fire Chief Services agreement until December 31, 2018.

BACKGROUND

A three-year agreement was entered into between the Town of Sedgewick and Flagstaff County for the Town to obtain the services of a Regional Fire Chief through the County to assist in fire protection services within the Town's boundaries. The agreement is set to expire on December 31st, 2017.

The purpose behind the agreement is to allow the Town to benefit from the Regional Fire Chief's expertise and experience. The Town continues to have its own Fire Chief throughout the course of the agreement.

Extension of the agreement will allow for the preparation of the formation of the Flagstaff Regional Emergency Services Society by December 31st, 2018.

BUDGET IMPLICATIONS

No fees or other compensation payable to the County are part of the agreement.

ALTERNATIVES

1. Council may approve the extension of the Fire Chief Services agreement until December 31st, 2018.
2. Council may decline approving the extension of the Fire Chief Services agreement.

RECOMMENDATION

1. That Council approve the extension of the Fire Chief Services agreement until December 31st, 2018.

ATTACHMENTS

None



February 24, 2016

Town of Sedgewick
Box 129
Sedgewick, AB T0B 4C0

Dear Amanda:

Re: Regional Fire Chief Services Agreement

At the February 24th, 2016, Flagstaff County Council meeting, Council reviewed and discussed the Regional Fire Chief Services Agreement with the Town of Sedgewick.

Please be advised that Council approved to enter into a Regional Fire Chief Services Agreement.

Enclosed is a signed copy of the Regional Fire Chief Services Agreement for your records.

If you have any questions, please contact the office.

Yours truly,

A handwritten signature in blue ink, which appears to read 'S. Armstrong', is written over the 'Yours truly,' text.

Shelly Armstrong, CLGM
Chief Administrative Officer

/kk

REGIONAL FIRE CHIEF SERVICES AGREEMENT

THIS AGREEMENT made this 19 day of February, 2016

BETWEEN:

FLAGSTAFF COUNTY
(the "County")

AND:

Sedgewick
(the "Municipality")

WHEREAS the County employs the Regional Fire Chief;

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

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

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

ARTICLE 1

1.1 Definitions

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

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

ARTICLE 2

2.1 Engagement

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

2.2 Term of Agreement

This Agreement shall continue in full force and effect for a period of three (3) years from the 1st day of January, 2015, until the 31st day of December, 2017 (the "Term"). Notwithstanding the foregoing, the County has an option to renew this Agreement on the same terms and conditions, except the option to renew, for an additional term of three (3) years by providing written notice to the Municipality if its intention to renew at least 90 calendar days prior to the expiry of the initial Term.

2.3 Purpose of Agreement

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

2.4 Availability of Regional Fire Chief

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

2.5 No Fees Payable

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

ARTICLE 3

3.1 Covenants of the Municipality

The Municipality shall:

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

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

ARTICLE 4

4.1 Covenants of the Regional Fire Chief

The Regional Fire Chief:

- (a) may attend any Fire Call within the Service Area to provide Services to the Municipality; and
- (b) may assume Incident Command at any Fire Call, as determined in the Regional Fire Chief's sole discretion; and
- (c) shall cooperate with the Municipality's fire chief.
- (d) will submit a written report to the municipality if the Regional Fire Chief assumes Incident Command without the request from the Municipality

ARTICLE 5

5.1 Termination upon Notice

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

ARTICLE 6

6.1 Cure

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

ARTICLE 7

7.1 Municipality's Insurance

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

- (a) commercial general liability insurance in the amount of not less than Five Million (\$5,000,000.00) Dollars inclusive per occurrence, against bodily injury, death and property damage, including loss of use thereof; and

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

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

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

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

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

If the Municipality fails to satisfy the requirements of Article 7, Flagstaff County may terminate the agreement.

7.2. County's Insurance

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

ARTICLE 8

8.1 Indemnity

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

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

8.2 No Service Level Required

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

ARTICLE 9**9.1 Dispute Resolution**

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

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

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

ARTICLE 10**10.1 Waiver**

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

10.2 Unenforceability

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

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

10.3 Entire Agreement

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

10.4 Amendments

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

10.5 Further Assurances

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

10.6 Notices

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

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

Flagstaff County
Box 358
Sedgewick, Alberta
T0B 4C0

Phone: (403) 384-4100
Fax: (403) 384-3635
Email: _____

Attention: Chief Administrative Officer

(ii) the Municipality:

Town of Sedgewick
Box 129
Sedgewick, Alberta
T0B 4C0

Phone: 780-384-3504
Fax: 780-384-3545
Email: caoc@sedgewick.ca

Attention: Amanda Davis, CAO

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

10.7 Headings

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

10.8 Singular, Plural and Gender

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

10.9 Assignment

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

10.10 Enurement

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

10.11 Governing Law and Submission to Jurisdiction

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

10.12 Survival

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

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

FLAGSTAFF COUNTYPer: *S. A. Thompson*Per: *S. Armstrong**Town of Sedgewick*Per: *G. Rose*Per: *A. Davis*

PARKLAND REGIONAL LIBRARY 2018 BUDGET

EXECUTIVE SUMMARY

Parkland Regional Library has submitted their 2018 budget.

BACKGROUND

Attached is the 2018 Parkland Regional Library proposed budget. Following are some key points:

- The 2018 increase to the municipal per capita requisition is 1% or eight cents which is a \$16,890.88 increase over 2017
- The Town of Sedgewick paid a \$6,890.28 requisition in 2017 and the 2018 estimate is \$6,958.84. This is an increase of \$68.56 or less than 1%.
- This is an estimate only and is subject to change in accordance with the PRL's membership agreement.

BUDGET IMPLICATIONS

A requisition increase of \$68.56.

ALTERNATIVES

1. Council may approve the 2018 Parkland Regional Library budget as presented.
2. Council may reject the 2018 Parkland Regional Library budget as presented

RECOMMENDATION

1. That Council approve the 2018 Parkland Regional Library budget as presented.

ATTACHMENTS

1. 2018 PRL proposed budget
2. 2018 PRL TOS notes

Notes for the Parkland Regional Library Budget 2018

- Generally, speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level.
- For 2018, the increase to the municipal per capita requisition is eight cents or 1% per capita.
- Based on estimates, this means for 2018, PRL is only asking its member municipalities for \$16,890.88 above the 2017 requisition.
- For 2018, we project that the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant.
- We assume that provincial grant levels will be based on 2016 population statistics.
- For 2018 we estimated that approximately 42% of Parkland's income will come from the Government of Alberta.
- Allotment funds issued to libraries (line 2.2) remains unchanged at \$1.13 per capita.
- Computer Maintenance Agreements. Software Licences (Line 2.4) has increased due to escalating software costs.
- Internet Connection Fees (Line 2.8) has been reduced significantly by switching internet service provider.
- Line 2.17, eContent Materials Allotment has been reduced primarily because we have had to decrease support of the hoopla digital media streaming service.
- The 2018 budget supports a new, revised salary grid.
- Individual steps on the salary grid have been reduced from 5% to 2.5%.
- The grid, beginning in 2019, will have a cost of living allowance (COLA) added to it in order to keep the grid up to date.

The Town of Sedgewick paid a \$6,890.28 requisition in 2017 to Parkland. In 2018, we estimate the Town of Sedgewick will pay \$6,958.84. The estimated increase between the 2017 and 2018 requisition is \$68.56.

Please note that the 2018 amount is only an estimate and subject to change in accordance with PRL's membership agreement which states municipalities will be invoiced using the most current population statistics available in 2018.



Proposed BUDGET 2018

Proposed 2018 Budget
PARKLAND REGIONAL LIBRARY

	Present Budget	Proposed Budget
	2017	2018
Income		
1.1 Provincial Grants	1,088,682	1,100,455
1.2 Membership Fees	1,689,091	1,711,794
1.3 Alberta Rural Library Services Grant	428,737	428,738
1.4 Interest Income	35,000	27,000
TOTAL Income	3,241,510	3,267,987
Support Materials & Services Directly to Libraries		
2.1 Alberta Rural Library Services Grant	428,737	428,738
2.2 Allotment Funds issued to Libraries	237,404	239,125
2.3 Cataloguing Tools	4,000	4,000
2.4 Computer Maint. Agree. Software licenses	145,000	164,081
2.5 eContent Platform fees, Subscriptions	17,750	18,250
2.6 FN Provincial Grant expenses	20,000	
2.7 Freight	7,500	7,500
2.8 Internet Connection Fees	23,500	10,800
2.9 Member Library Computers	63,027	63,245
2.10 Outlets - Contribution to Operating	800	800
2.11 Periodicals	1,975	1,975
2.12 Postage Reimbursement	8,000	7,000
2.13 Supply purchased Cataloguing/Mylar	0	25,000
2.14 Vehicle expense	41,000	37,000
2.15 Workshop/Training expense	15,000	15,000
PRL Circulating Collections		
2.16 Audio Book	5,500	5,000
2.17 eContent	92,000	80,600
2.18 Large Print	13,000	13,000
2.19 Programming Box	750	750
2.20 Reference	6,000	6,000
TOTAL Support Materials & Services Directly to Libraries	1,130,943	1,127,864
Cost of Services		
3.1 Audit	14,000	16,200
3.2 Bank expenses	1,500	1,500
3.3 Bank Investment Fees	4,500	4,500
3.4 Building-Repairs/Maintenance	28,000	28,000
3.5 Communications/Marketing/Advocacy	7,000	5,000
3.6 Continuing Education	20,000	20,000
3.7 Dues/Fees/Memberships	11,000	11,500
3.8 Insurance	15,500	13,750
3.9 Janitorial expense	29,000	29,500
3.10 Legal/Consulting/Advocacy	2,000	0
3.11 Photocopy/Printing	9,000	9,000
3.12 Postage	6,000	5,000
3.13 Promotion/Trade Shows/Publicity	6,500	6,500
3.14 Recruitment/Advertising	1,500	0
3.15 Salaries	1,498,321	1,537,027
3.16 Salaries - Employee Benefits	325,885	338,146
3.17 Supplies/Stationery/Building	40,861	30,000
3.18 Telephone	13,000	12,500
3.19 Travel	15,000	15,000
3.20 Trustee expense	25,000	22,000
3.21 Utilities	37,000	35,000
TOTAL Cost of Services	2,110,567	2,140,123
TOTAL Expenses (library materials & cost of service)	3,241,510	3,267,987
Surplus/Deficit		0
AMOUNT PER CAPITA REQUISITION	8.04	8.12

1%

Notes for the Parkland Regional Library Budget 2018

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRL Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRL Board.*
- 8.5 The PRL Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. The increase to the municipal per capita requisition is eight cents or 1%. Based on estimates, this means for 2018, PRL is only asking its member municipalities for \$16,890.88 above the 2017 requisition.

In the budget, nine expense lines of the budget experienced increases, twelve lines had decreases, and sixteen lines remained at the 2017 level. One new budget line was added and three were eliminated altogether.

PRL's budget projections for 2018 uses the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For 2018, we project that the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2016 population statistics. For 2018 it is estimated that approximately 42% of Parkland's income will come from the Government of Alberta.

Points within the budget to note include:

Under Income:

- For budgeting purposes, the provincial operating grant for regional systems is calculated using 2016 population statistics and \$4.70 per capita. First Nations (FN) Provincial Grant income is calculated at \$10.25 per capita and is based on a total reserve residence population of 10,695. This grant is supposed to be ongoing (line 1.1).

Under Library Materials:

- Allotment funds issued to libraries (Line 2.2) is set to remain at the 2017 rate of \$1.13 per capita.
- Computer Maintenance Agreements. Software Licences (Line 2.4) has increased due to escalating software costs.
- Line 2.6, First Nations (FN) Provincial Grant expense line was eliminated due to other budgeting priorities.
- Internet Connection Fees (Line 2.8) has been reduced significantly by switching PRL's internet service provider.
- Line 2.17, eContent Materials Allotment has been reduced primarily because PRL has had to decrease its support of the hoopla digital media streaming service.

Under Cost of Service

- Line 3.10, Legal/Consulting/Advocacy has been eliminated.
- Line 3.14, Recruitment/Advertising has been eliminated.

The 2018 budget also supports a new, entirely revised salary grid. Individual steps on the grid have been reduced from 5% to 2.5%. The grid, beginning in 2019, will also have a cost of living allowance (COLA) added to it in order to keep the grid up to date. It is hoped this new grid will be both fair to employees and acceptable to Parkland's funders.

In section 1 of the Budget Supplement document that follows the budget notes, you will see there are two vehicles being purchased in 2018. In the same section, there is one transfer from the Technology reserve. This will pay for routine planned computer hardware purchases and computers for both PRL and member libraries.

In section 3 of the Budget Supplement is the amount of \$63,245 that will be transferred into the Technology Reserve (matching line 2.9 in the Budget under Support Materials & Services Directly to Libraries).

Section 5 of the Budget Supplement, shows the estimated amount needed to cover off the amortization expense for purchases made prior to Dec 31, 2008 before the Amortization Reserve was created.

Also of note, at the end of May 2018, the Summer Village of White Sands completes its four year locked in rate as a new member of regional system. According to the PRL master agreement, when municipalities join the regional systems, they do not receive a rate increase within the first four years of joining.

Brief Notes – September 2018

INCOME

- 1.1 The Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita. The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.2 Estimated requisition to municipalities to balance budget
- 1.3 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.4 Reduced to reflect the anticipated returns on investments

LIBRARY MATERIALS

- 2.1 Estimate, based on announcement from PLSB – see 1.3 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 Based on actual costs and held at 2017 rate
- 2.4 Line increased to allow for the purchase of non-capital hardware and misc. IT items such as adapters, cables, and supplies. In addition, the US dollar has increased some of our licensing costs upon renewal. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRL and member library computers, PRL's management of wireless networks
- 2.5 Line to pay for platform fees/subscriptions for eContent
- 2.6 This line eliminated due to other budget priorities, was used in 2017 to spearhead outreach activities and services to First Nations (FN)
- 2.7 Held at \$7,500
- 2.8 Reduced additional internet bandwidth was necessary - savings were found due to obtaining a new internet service provider
- 2.9 Based on current population at \$0.30 per capita
- 2.10 Held at \$800
- 2.11 Held at the 2017 amount
- 2.12 Reduced slightly – based on the last two years actual cost
- 2.13 New line for purchasing library material processing such as mylar book covers, cataloguing records, and multimedia cases
- 2.14 Based on anticipated maintenance costs for three vehicles and fuel, and a 5 year review of actual costs – reduced to \$37,000 partly due to lower fuel costs
- 2.15 Held at 2017 level of \$15,000 used for projects for training library managers and staff, and library conference expenses

PRL Circulating Collections

- 2.16 Reduced slightly to \$5,000
- 2.17 Line reflects materials allotment for the purchase of eContent, reduced in 2018 due to the need to restrict the hoopla streaming media service
- 2.18 Held at the 2017 amount
- 2.19 Held at the 2017 amount
- 2.20 Held at the 2017 amount

COST OF SERVICES

- 3.1 The fee for 2018 is \$16,200, also covers the annual legal letter required from PRL's lawyer for the auditor
- 3.2 Held at \$1,500 - to cover the cost of cheques and electronic banking services
- 3.3 Held at \$4,500
- 3.4 Held at \$28,000 - based on five-year averages
- 3.5 Line used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards – reduced to \$5,000
- 3.6 Held at \$20,000
- 3.7 Increased slightly to \$11,500 – to cover PRL's cost to belong to member organizations (e.g. LAA, ALTA, TAL, etc.)
- 3.8 Reduced slightly to \$13,750 based on a 5 year review of actual costs
- 3.9 Increased slightly to \$29,500 – includes snow removal, yard maintenance, and janitorial services
- 3.10 Line eliminated – will use reserve funds should the need arise
- 3.11 Held at \$9,000
- 3.12 Reduced slightly to \$5,000 – based on five year averages
- 3.13 Held at \$6,500
- 3.14 Line eliminated - will use reserve funds should the need arise
- 3.15 Increased to reflect predicted staff salary costs based on current staff levels
- 3.16 Increased to reflect predicted staff benefits costs based on current staff levels
- 3.17 Reduced as miscellaneous IT purchases are moved to line 2.4, and mylar processing (book jacket covers) moved to new line 2.13 - based on a five-year review
- 3.18 Reduced slightly, based on actual - \$12,500
- 3.19 Held at 2017 level - \$15,000
- 3.20 Reduced to \$22,000 to support trustee activities
- 3.21 Based on five-year averages – reduced slightly to \$35,000

Complete Notes to the 2018 Budget

Proposed 2018 Budget PARKLAND REGIONAL LIBRARY

	Present Budget	Proposed Budget
	2017	2018
Income		
1.1 Provincial Grants	1,088,682	1,100,455
1.2 Membership Fees	1,689,091	1,711,794
1.3 Alberta Rural Library Services Grant	428,737	428,738
1.4 Interest Income	35,000	27,000
TOTAL Income	3,241,510	3,267,987

Income – line details

1.1 Provincial Grants: for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually. The First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve residents found within Parkland's regional borders. The grant is to provide system level services to FN reserve residents.

1.2 Membership Fees: \$8.12 per capita – requisition to municipalities to balance budget.

1.3 Alberta Rural Library Services Grant: grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRL of municipalities and municipal districts, which do not appoint a library board – the grant is passed entirely to libraries, as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Directly to Libraries.

1.4 Interest Income:

estimate based on the returns from the RBC Dominion investment program, the Servus Credit Union short-term investments, and current bank account – reduced slightly to reflect the anticipated returns on investments.

Support Materials & Services Directly to Libraries		2017	2018
2.1	Alberta Rural Library Services Grant	428,737	428,738
2.2	Allotment Funds issued to Libraries	237,404	239,125
2.3	Cataloguing Tools	4,000	4,000
2.4	Computer Maint. Agree. Software licenses	145,000	164,081
2.5	eContent Platform fees, Subscriptions	17,750	18,250
2.6	FN Provincial Grant expenses	20,000	
2.7	Freight	7,500	7,500
2.8	Internet Connection Fees	23,500	10,800
2.9	Member Library Computers	63,027	63,245
2.10	Outlets - Contribution to Operating	800	800
2.11	Periodicals	1,975	1,975
2.12	Postage Reimbursement	8,000	7,000
2.13	Supply purchased Cataloguing/Mylar	0	25,000
2.14	Vehicle expense	41,000	37,000
2.15	Workshop/Training expense	15,000	15,000
PRL Circulating Collections			
2.16	Audio Book	5,500	5,000
2.17	eContent	92,000	80,600
2.18	Large Print	13,000	13,000
2.19	Programming Box	750	750
2.20	Reference	6,000	6,000
TOTAL Support Materials & Services Directly to Libraries		1,130,943	1,127,864

Support Materials & Services Directly to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as determined by the municipalities – see line 1.3 under income.

2.2 Allotment Funds Issued

to Libraries:

reflects allotment rate of \$1.13 per capita – held at 2017 level.

2.3 Cataloguing tools:

based on actual – held at 2017 level – includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; among

other resources, all of which are used to prepare books and other materials for libraries.

2.4 Computer Maint. Agree.

Software Licenses:

for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRL's management of wireless networks, PRL's computers, and licensed services for the Horizon integrated library system increased to reflect the US dollar exchange, increased quantity of licensing, and now includes small non-capital IT items as needed such as monitors and bar code scanners.

2.5 eContent Platform fees and Subscription fees:

to pay for platform fees for 3M ebooks, Novelist, Novelist Select subscriptions, or other eContent.

2.6 FN Provincial Grant Expense:

line used in 2017 to provide initial FN outreach initiatives – line eliminated due to other budget priorities.

2.7 Freight:

vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts – held at 2017 level.

2.8 Internet Connection Fees:

for internet service provision to member libraries and HQ – decreased because of a contract with a new internet service provider.

2.9 Member Library Computers:

income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

2.10 Outlet - Contribution to Operating:

amounts set by board policy, up to \$200 annually, if local library outlet sponsor provides matching funds – held at \$800.

2.11 Periodicals:

held at 2017 level; includes public performance rights licensing fee.

*2.12 Postage**Reimbursement:*

decreased slightly, based the last 2-year estimates – reimbursement for items interlibrary loaned or mailed directly to patrons by member libraries.

*2.13 Supplies purchased**Cataloguing/Mylar:*

new line for purchasing library materials processing such as precut "mylar" book covers, cataloguing records, and multimedia cases.

2.14 Vehicle Expense:

includes fuel and accounts for fluctuation in fuel prices, repairs and tire replacements for two cargo vans and a vehicle for staff use – based on averages, decreased slightly.

2.15 Workshop/Training:

includes costs for all workshops and training activities hosted or planned by PRL staff for member libraries regardless of whether they are held at PRL or other locations – held at \$15,000

PRL Circulating Collections*2.16. Audiobook Materials:*

reduced slightly from 2017 level – to support the physical audio collection.

2.17 eContent:

reduced due to other budget priorities– includes allotment for 3M eBooks, Zinio Magazines, One Click digital eAudiobooks, hoopla, and potentially other eContent.

2.18. Large Print Books:

held at 2017 level then reduced due to the trend of reduced use of the large print collection.

2.19 Programming Boxes:

held at 2017 level - to refresh and build new programming kits to use for programming in member libraries.

2.20 Reference Materials:

held at 2017 level – to purchase limited amounts of reference material for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this line.

Cost of Services		2017	2018
3.1	Audit	14,000	16,200
3.2	Bank expenses	1,500	1,500
3.3	Bank Investment Fees	4,500	4,500
3.4	Building-Repairs/Maintenance	28,000	28,000
3.5	Communications/Marketing/Advocacy	7,000	5,000
3.6	Continuing Education	20,000	20,000
3.7	Dues/Fees/Memberships	11,000	11,500
3.8	Insurance	15,500	13,750
3.9	Janitorial expense	29,000	29,500
3.10	Legal/Consulting/Advocacy	2,000	0
3.11	Photocopy/Printing	9,000	9,000
3.12	Postage	6,000	5,000
3.13	Promotion/Trade Shows/Publicity	6,500	6,500
3.14	Recruitment/Advertising	1,500	0
3.15	Salaries	1,498,321	1,537,027
3.16	Salaries - Employee Benefits	325,885	338,146
3.17	Supplies/Stationery/Building	40,861	30,000
3.18	Telephone	13,000	12,500
3.19	Travel	15,000	15,000
3.20	Trustee expense	25,000	22,000
3.21	Utilities	37,000	35,000
TOTAL Cost of Services		2,110,567	2,140,123

Cost of Services – line details

- 3.1 Audit:* 2018 is based on actual – now includes costs for an annual letter from PRL's lawyer required for the audit.
- 3.2 Bank Expenses:* held at 2017 level - to cover the cost of cheques and other banking services including enhanced electronic services.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on actual charges – held at 2017 level.
- 3.4 Building-Repair/Maintenance:* based on repairs expected in aging building with known ongoing problems – held at 2017 level based on four-year averages.

- 3.5 Communications/Marketing/Advocacy:* this line is used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards – decreased by \$2,000 as PRL is not paying for offsite office space rented for PRL’s communications staff.
- 3.6 Continuing Education:* funds PRL staff to attend the Alberta Library Conference, plus other conferences, workshops, seminars, technology courses, and other continuing education activities – held at \$20,000.
- 3.7 Dues/Fees/Memberships:* for Parkland’s membership in professional organizations; may include, but not necessarily limited to: LAA, ALTA, AALT, PLA, AAMD&C, ALA, APLAC, and TAL – increased slightly.
- 3.8 Insurance:* includes the building, contents, outlet contents, vehicle, general liability, bond and crime – decreased slightly from 2017 level, using an average of actual costs.
- 3.9 Janitorial Expense:* slight increase – also includes snow removal, yard maintenance, and small repairs.
- 3.10 Legal/Consulting/Advocacy:* eliminated – annual legal letter for audit is included in line 3.1 – reserve funds will be used to cover future costs.
- 3.11 Photocopy/Printing:* held at 2017 level – reflects actual costs and estimated usage – now includes printing costs if outside source is used for publications.
- 3.12 Postage:* slight reduced - based on actual costs.
- 3.13 Promotion/Trade Shows/Publicity:* held at 2017 level, includes, but not limited to, printing systems’ brochures and hospitality expenses for ALC, AUMA and AAMD&C conventions, plus gifts/donations, flowers for libraries’ anniversaries, and promotional items.
- 3.14 Recruitment/Advertising:* line eliminated – reserve funds will be used to cover future costs.

3.15 Salaries: estimated at the maximum level and increased to support the salary grid. The budget reflects the possibility of all eligible staff members moving up on the grid after receiving a satisfactory performance appraisal.

*3.16 Salaries-Employee
Benefits:*

increased on the basis of all eligible staff members being provided full benefits including LAPP and Blue Cross.

			Salary	Benefits
1	Technical Services	12 FT	\$625,010.00	\$137,502.20
2	Consulting Services	5 FT	\$332,439.00	\$82,349.32
3	Administration	4 FT	\$332,439.00	\$76,460.97
4	IT	2 FT	\$153,594.00	\$33,790.68
5	Delivery Services	3 PT	\$68,000.00	\$8,160.00
			<u>\$1,537,027.00</u>	<u>\$338,908.46</u>

*3.17 Supplies/Stationery/
Building:*

reduced - small non-capital IT items moved to line 2.4 and mylar cover purchases moved to new line 2.13 - based on a six-year review - includes, but not limited to, book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies.

3.18 Telephone:

includes line charges, toll free number, mobile telephones, and long distance costs – reduced slightly to \$12,500.

3.19 Travel:

includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement to staff when not using the PRL staff vehicle) – based on actual and estimates, held at 2017 level \$15,000.

3.20 Trustee Expense:

reduced - includes costs for a 10 member executive committee meeting 8 or 9 times a year, and 4 trustees attending the Alberta Library Conference; also includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board chair attends such as, Systems Directors and Board Chairs).

3.21 Utilities:

based on five-year averages – reduced slightly to \$35,000.

**Proposed 2018 Budget
PARKLAND REGIONAL LIBRARY**

	Present Budget 2017	Proposed Budget 2018
TOTAL Income	3,241,510	3,267,987
TOTAL Support Materials & Services Directly to Libraries	1,130,943	1,127,864
TOTAL Cost of Services	2,110,567	2,140,123
TOTAL Expenses (library materials & cost of service)	3,241,510	3,267,987
Surplus/Deficit		0
AMOUNT PER CAPITA REQUISITION	8.04	8.12
		1%

Budget Supplement

Explanation points to the 2018 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRL has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRL's Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The expense for amortization will be allocated and the residual value set aside in the Amortization Reserve.

There are two planned vehicle purchases in 2018.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy. Capital assets are now purchased from reserves.

Parkland Regional Library

Budget Supplement - Movement of Funds

Explanation points to the 2018 Budget dealing with Capital Assets, Amortization and Reserves
In passing the budget you agree to the movement of funds between reserves and operating as defined below
and based on policy. Capital assets will now be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2018	
Amortization Reserve		
Anticipated funds required to cover current portion of amortization expense from Jan 1, 2009 forward <i>(actual amount will be affected by asset disposals during the year)</i>	\$34,500	A
Vehicle Reserve		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$70,000	B
Technology Reserve		
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i> <i>(Estimated capital PRL assets - 2018, \$34,500)</i>	\$126,200	B
	\$230,700	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$15,500	C
	\$15,500	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRL assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$73,150	B
Vehicle Reserve		
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	\$15,500	C
Technology Reserve		
Budgeted for member library computers	\$63,245	
	\$151,895	

4 CAPITAL ASSET EXPENSE ALLOCATION

Current year Amortization estimated - PRL Assets \$31,350 **B**

(actual amounts will be based on exact purchase amounts in the year)

Amortization expense anticipated from years (Jan 2009 forward) \$34,500 **A**

(actual amount will be affected by asset disposals during the year)

\$65,850

5 Unrestricted Operating Fund - as needed to balance at year end

Current Amortization expense anticipated - from years previous to Dec 31, 2008 \$18,355

(actual amounts will be based on exact disposals amounts in the year)

CHRISTMAS PARTY

EXECUTIVE SUMMARY

The Town of Sedgewick has not held a Christmas party for a number of years. Earlier this fall, Council approved a staff/firefighter/Council BBQ which would include handing out long service awards. This never came to fruition due to low attendance numbers.

BACKGROUND

Administration has tentatively booked the Community Hall for a Town of Sedgewick Christmas party on December 8th, 2017. Invitees to the party would include all staff and their significant others, volunteer firefighter staff and significant others, and Council and their significant others. Expected attendance would be around 50 individuals. The budget for the event would look as follows:

Hall Rental \$350
One free drink ticket per attendee \$250
Catering \$1000
Miscellaneous supplies/Entertainment \$400

Total budget \$2000

BUDGET IMPLICATIONS

Up to \$2000

ALTERNATIVES

1. Council may approve a budget of \$2000 for a 2017 Town of Sedgewick Christmas party.
2. Council may approve a different amount for a 2017 Town of Sedgewick Christmas party.
3. Council may choose to accept the proposed budget as information.

RECOMMENDATION

1. That Council approve a budget of \$2000 for a 2017 Town of Sedgewick Christmas party.

ATTACHMENTS

None

ARCHIVING OF DOCUMENTS

EXECUTIVE SUMMARY

Council resolution is required for the archiving of documents. A number of historical documents are proposed to be archived due to office and storage clean-up.

BACKGROUND

Following is a proposed list of historical documents to be archived and dispersed to Sedgewick Museum, Archives and Gallery

Financial Statements

- Flagstaff Family Community Services- 1981
- Flagstaff Lodge Financial Statement- 1988
- Town of Sedgewick Financial Statements- 1916, 1917, 1919, 1923 1957, 1959, 1960-1969
- Recreation Centre Financial Statements- 1974, 1997, 200-2003, 2005-2007.
- Sedgewick Killam Natural Gas Financial Statements- 1966-1969, 1970, 1972, 1973, 1974-1979, 1982, 1983

Photo Albums and Pictures

- Homecoming Playground- 1982
- Communities in Bloom- 2004, 2005, 2006, 2007
- Aerial shots of Town of Sedgewick, Sedgewick Lake Park, Sedgewick Recreation Centre and Rodeo Grounds, Sedgewick Golf Course as taken by Alberta Aerial Video Photography & Photography Productions Inc.
- Alberta 75 year commemorative book
- Aerial Shots of Sedgewick- loose pictures
- July 1st and River Raft Races- 1980's(?)- loose pictures
- Rec Centre Grand Reopening- loose pictures
- VHS Tape of Rec Centre Fire and Rebuild

Various

- Insurance Plan for Town of Sedgewick- 1931
- Maps of Sedgewick- Various years from 1907 to 1978.
- Municipal Government Planning Act – 1977
- Newspaper Articles covering Second Best Water in Alberta and Pioneer Hotel Fire
- Peacetime Emergency Plan- 1976
- Budgets- Town of Sedgewick 1947, 1971
- Community Hall Books-January 1997-August 1999, September 1999- January 2001
- Economic Surveys- Various Years
- Election Poll Books- 1960's and 1970's and list of electors

REQUEST FOR DECISION

OCTOBER 19TH, 2017
ARCHIVING OF DOCUMENTS

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may approve the archiving of the attached documents to Sedgewick Museum, Archives and Gallery.
2. Council may accept the list of documents as information.

RECOMMENDATION

1. That Council approve the archiving of the listed documents to Sedgewick Museum, Archives and Gallery.

ATTACHMENTS

None

Sedgewick Killam Natural Gas System

Monthly Statement

Month Ending September 30, 2017

Vision Credit Union - General

As Per Books:		
Previous Month Balance	\$194,574.72	
Receipts for Month	23,202.91	
Direct Deposit Gas Alberta	656.25	
Direct Deposit Gas Alberta Refund	15,855.38	
Subtotal	\$234,289.26	
Less Disbursements	12,084.76	
Gas Alberta (Direct Withdrawal)	4,405.59	
Bank Service Charge		
Month End Balance	\$217,798.91	

As Per Bank		
Month End Balance	218,516.51	
Cash on Hand		
Subtotal	\$218,516.51	
Less O/S Cheques	717.60	
Month End Balance	\$217,798.91	

\$0.00

Outstanding Cheques							
No.	Amount	No.	Amount	NO.	Amount	No.	Amount
141	\$ 6.60						
142	\$ 534.00						
143	\$ 177.00						
Outstanding cheque total			\$ 717.60				

Mayor

Chief Administrative Officer

Sedgewick Killam Natural Gas System Monthly Statement

Month Ending September 23, 2017

ATB BUSINESS CUSTOM ACCOUNT

As Per Books:		
Previous Month Balance	\$5,129.45	
Receipts for Month		
(Matured GIC's)		
Interest Received	4.64	
Profit Share		
Subtotal	\$5,134.09	
Less Disbursements		
(GIC Re-invested)		
Bank Service Charge		
GIC's Purchased		
Month End Balance	\$5,134.09	

As Per Bank		
Month End Balance	5,134.09	
Cash on Hand		
Subtotal	\$5,134.09	
Less O/S Cheques	0.00	
Month End Balance	\$5,134.09	

			\$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

SEdgeWICK KILLAM NATURAL GAS SYSTEM

Balance Sheet As at 09/30/17

ASSET

Current Assets

Credit Union	217,798.91
ATB FINANCIAL	5,134.09
Investments - Temporary	215,712.31
Accounts Receivable	1,629.78
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	<u>648,996.50</u>
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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	<u>32,606.45</u>
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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		<u>164,942.73</u>
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TOTAL ASSET		<u><u>846,545.68</u></u>
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LIABILITY

Current Liabilities

Accounts Payable - Yr End		114,251.42
GST Charged on Sales	21,940.93	
GST Paid on Purchases	-22,439.23	
GST Filed	3,075.99	
GST Owing (Refund)		2,577.69

Total Current Liabilities		<u>116,829.11</u>
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TOTAL LIABILITY		<u>116,829.11</u>
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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	117,254.11

Total Retained Earnings	<u>729,716.57</u>
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TOTAL EQUITY	<u>729,716.57</u>
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LIABILITIES AND EQUITY	<u><u>846,545.68</u></u>
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SEDGEWICK KILLAM NATURAL GAS SYSTEM

Income Statement 01/01/17 to 09/30/17

REVENUE

Sales

Admin Fees - Killam	88,383.64
Admin Fees - Sedgewick	60,207.63
Sale of Gas - Killam	305,176.95
Sale of Gas - Sedgewick	208,218.63
Sale of Material - Killam	3,666.74
Sale of Material - Sedgewick	813.68
SKNG Replcmnt Fund - Killam	21,420.00
SKNG Replcmnt Fund - Sedgewi...	19,792.00
Return on Investments	65.41
Transportation Charges	6,850.00
Gas Alberta Inc - Rebate	15,855.38
Interest Revenue	11.46

Total Revenue	<u>730,461.52</u>
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TOTAL REVENUE

<u>730,461.52</u>

EXPENSE

General & Administrative Expe...

Auditor	2,640.00
Alta One Call	378.00
Postage	13.12
Telephone/Freight	4,717.90
Training/Seminars/Meetings	175.00
Small Tools	28.00
Insurance	887.67
Office Supplies	721.47
Maintenance Contract	90,000.00
Cath Protection/Leak Survey	302.37
Admin Services	3,000.00
Contracted Maintenance	51.65
RMO 3467	1,246.72
Town's Stock	4,988.52
Maintenance Materials	1,546.22
Natural Gas Purchases	497,393.64
Utilities	4,198.71
Instrument Repair	918.42

Total General & Admin. Expen...	<u>613,207.41</u>
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TOTAL EXPENSE

<u>613,207.41</u>

NET INCOME

<u>117,254.11</u>



October 12, 2017

Mayor Perry Robinson
PO Box 129
Sedgewick, AB T0B 4C0

Dear Mayor Robinson:

We want to thank you for entering the AMSC Rebate Contest. We had numerous municipalities enter the contest and were pleased to see the use of funds directly benefit their communities!

The following municipalities were selected to receive one free AUMA 2017 Convention registration:

Village of Ferintosh (population 202):

Purchase of a park bench along the Little Beaver Walking Trails.

Town of Vauxhall (population 1,222):

Purchase of green fire helmets for the Junior Firefighting Program with the Vauxhall Regional Fire Department. Junior Firefighters are 16-18 years old and serve in support roles for Senior Volunteer Firefighters. The green helmets will easily identify junior firefighters at training or at the scene of an emergency.

Town of Pincher Creek (population 3,642):

Donation of the whole rebate cheque to the local Pincher Creek KidSport Chapter, a not-for-profit where 100% of the funds raised go to help families overcome social and economic challenges which may prevent their children from participating in an organized sport.

City of Wetaskiwin (population 12,655):

Purchase and installation of solar lights for pathways at By the Lake Park, a day-use facility featuring a 17-acre manmade lake with a 2.5km paved trail.

We will showcase submissions at our AUMA convention and in our 2017 Annual Report.

For further information about the rebate or to discuss how we can continue to support your municipality through our services, please contact our Business Development team at 310-AUMA.

Thank you again for taking part in this fun initiative!

Sincerely,

Maureen O'Neil
Senior Director, Business Development & Innovation

CC: Jim Fedyk, Chief Administrative Officer

Sedgewick Community Hall Board Meeting
October 11/17

Members present: Pres. Steen, Secretary Cheryl, Kim, Richard, Lorna, Barb

Discussion:

- 1) Remembrance Day Ceremony by the Sedgewick Legion: The services will be held at the Community Hall as usual – no charge on November 11/17. There will not be a charge for the use of kitchen for the coffee/cookies that follow.
- 2) Michelle, at the town office, will be sending out invoices to all who rent the hall annually.
- 3) Sedgewick Legion would like to hang up a sign on the exterior of the hall similar size and shape to the Sedgewick Lions and Mason signs.
- 4) The Sedgewick Community Hall will be receiving \$8000.00 from the Sedgewick Lions Club for the renos that were recently completed.
- 5) The Recreation Grant that we applied for in September/17 was denied for operational funding of the Community Hall. We had received a letter from the CAO in December/16 stating that we, the hall board, should apply for the Operational Funding through the Recreation Grant program as the town wasn't in favor of giving the hall board operating money any more. In the past, we had received \$6000.00 per year from the town to pay for operating expenses.
- 6) Our current CAO, Jim Fedyk, had asked the question whether it was necessary (due to insurance reasons) that the hall board hold on to their "Non profit Society" status. In order for the Sedgewick Community Hall board to apply for any grants we must have "non profit" status.
- 7) Next "old time" dance is November 19.
- 8) "Caroling in the Park" – Discussion whether we want to host again. We would like to see more business involvement. Ideas: Dec. 9 from 2-5, weather permitting - bonfire on main street, Xmas music, hot chocolate, hot dogs, hay ride, caroling. Kids movie at the hall to follow with crafts by the library members, candy bags, santa. Richard Debock will ask around town if the businesses are interested in participating in any way.
- 9) Next hall board meeting is November 2/17 at 7:00 pm

FLAGSTAFF FAMILY & COMMUNITY SERVICES

BOARD MINUTES – October 11, 2017

PRESENT: Gunnar Albrecht, Flagstaff County
Perry Robinson, Town of Sedgewick
Edward Kusalik, Town of Daysland
Peter Miller, Village of Forestburg
Connie Beringer, Town of Hardisty
Murray Candlish, Town of Daysland
Wilma McLeod, Village of Alliance

UNAPPROVED

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

Absent: Village of Heisler
Village of Loughheed
Town of Killam

.....
Gunnar Albrecht called the meeting to order at 4:06 PM

Approval of Agenda

10-22-2017

Perry Robinson made a motion to approve the October 11, 2017 agenda.
Carried

Approval of Minutes

10-23-2017

Peter Miller made a motion to approve the September 13, 2017 minutes.
Carried

Financial Statements

1. Financial Statements

Brooke Grove presented the August 2017 Financial Statements.

They were accepted as information.

2. Disbursements List

Brooke Grove presented the September 2017 Disbursements List.

The list was accepted as information.

Program Reports

1. Director's Report – Lynne Jenkinson

- Presented at meeting
- Handout in booklet

2. Counsellor's Report

- Presented at meeting
- Handout in booklet

The reports were accepted as information.

Correspondence

1. Thank you from Kayleah Robbins.

Thanking FFCS for the Gail Watt scholarship.

2. Invitation to meet the new council at Killam.

3. Flagstaff County thanking Lynne for attending the senior conference.

10-24-2017

Connie Beringer made a motion to file correspondence.

Carried

Old Business

1. Counsellor Outreach Program

Previously discussed under Counsellor's report.

2. Skills Link Program

Lynne updated the board on the progress of this intake.

3. Jumpstart

Lynne updated the board on Jumpstart and there is money available.

4. Provincial Conference in Edmonton November 8-10, 2017

Will wait for conference attendee confirmations until after this fall's municipal election.

5. FFCS Highlight Reel

Included in board booklets for information.

New Business

- 1. Christmas closure: Closed Friday December 22, 2017 @ 4:30pm. Re-open, Tuesday January 2nd, 2018, @ 8:30am.**

10-25-2017

Wilma made a motion to approve the closure of FFCS, December 22, 2017 to January 2nd, 2018, @ 8:30 am.

Carried

- 2. Date of next meeting – December 13, 2017, at 6pm.**

Gunnar Albrecht adjourned the meeting at 4:40 PM.

Gunnar Albrecht, Chairperson

FLAGSTAFF COMMUNITY FOUNDATION

BOARD MINUTES – October 11, 2017

PRESENT: Gunnar Albrecht, Flagstaff County
Perry Robinson, Town of Sedgewick
Peter Miller, Village of Forestburg
Connie Beringer, Town of Hardisty
Wilma McLeod, Village of Alliance
Murray Candlish, Town of Daysland
Edward Kusalik, Town of Daysland

UNAPPROVED

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

ABSENT: Village of Loughheed
Village of Heisler
Town of Killam

.....
Gunnar Albrecht called the meeting to order at 4:42 pm.

Approval of Agenda

10-15-2017

Peter Miller made a motion to approve the October 11, 2017 agenda.
Carried

Approval of Minutes

10-16-2017

Peter Miller made a motion to approve the minutes from September 13, 2017.
Carried

Financial

1. Financial Statements

Brooke Grove presented the August 2017 Financial Statements.

They were accepted as information.

2. Disbursements List

Brooke Grove presented the Disbursements Lists for September 2017.

The list was accepted as information.

Old Business

New Business

1. Budget 2018

10-17-2017

Peter Miller made a motion to approve the 2018 Budget.

Carried

2. Date of next meeting – December 13, 2017 at 6:30 pm.

Gunnar Albrecht adjourned the meeting at 5:00 PM.

Gunnar Albrecht, Chairperson

Interagency Minutes October 3rd, 2017

<i>Name</i>	<i>Organization</i>
Ashley Leslie	Kalyna County PCN
Aisley Miles	Harm Reduction, Red Deer
Cherise Backen	Flagstaff Day Homes
Trish McGowan	Flagstaff Community Adult Learning
Jody Bergseth	Flagstaff/Beaver Coalition
Deanna Cox	Knox United Church Pastor
Sue Freadrich	Flagstaff Family and Community Services/Nights Alive
MaryAnn Schneider	Camrose PCN

Trish McGowan:

- Business IQ- Oct 16
- Business Bootcamp-Oct 11
- English Tutor starts 7:30 @ Sedgewick Nazarene Church
- Newcomer Day Nov 18, @ Lougheed Fieldhouse
- Building Blocks Oct 12 @ 10 am Lougheed, and to expand the successful program to Daysland in the near future!
- Canada Job Grant is available, you need a min of 21 hours to receive money back. You can receive roughly 2/3 money back. Brochures handed out.

Cherise Backen:

- Has 6 Day homes operating in Flagstaff. Has partnered with Coalition for literacy days Oct 4 & 5.

Deanna Cox:

- Works at Daysland, Killam and Rosalind.
- Looking for ways to become more visible in the community, and to fill any gaps to support.
- Daysland and Bawlf have created Messy Church Event on the 4th Friday of each month which is service/supper/activities. It is intergenerational, and very successful with up to 76 people at Bawlf. It is an Outreach Program

Jody Bergseth:

- Literacy Adventure Days are Oct 4&5 replacing the cow bus. There will be different stations which children will get a map to follow. Also launching pop up libraries, 1 in each community. Hosting Dr. Jody Carrington who will speak about relationships with children.

Ashley Leslie:

- Will be facilitating a Happiness Basics workshop mid Nov-Dec. Teaching people to think more positively. Ashley also does Pap tests, and works Tuesdays at the clinic. A hearty discussion followed.

MaryAnn Schneider:

- Free workshop for people who are coping with grief and loss. Thursday Nov. 30, @ Daysland Senior Centre, 9:30am to 3:30pm.
- Bereavement and Grief Workshop on Friday Nov. 17, At the Camrose Public Library, 9:30 to 3:30. To register call 780-608-4927.
- The Hospice Society Organization is putting on a Death and grieving children on Oct 17, 9am -4pm. Cost is \$40.00 for Adults, \$25.00 for students, lunch is provided. Contact the PCN, at 780-608-4927.
- The new Dr. in Daysland is fitting in great!

Aisley Miles:

- Is a harm reduction coordinator who works with people who use drugs and sex trade workers. The harm reduction team provides a selection of harm reduction tools that will prevent the transmission of HIV, Hepatitis C, etc. They provide social support, referrals, sharps containers and community building. Aisley is willing to come out and give a drug presentation, or any topic as needed.. Her number is 403-346-8858. There will be a drug presentation on Fentanyl at Viking on Oct. 25.

Sue:

- Skills Link is accepting applications for the next session beginning Nov. 29.
- FIRST is bringing in a leadership speaker Karl Subban, on Nov 17 to Daysland Theatre at 7 pm.
- Nights Alive calendar distributed, things going great at the club.
- Christmas sharing in Sedgewick on Dec. 17 from 11am- 2 pm.
- Red Silhouettes will available for distribution at end of Oct.

From: [Carol Williams](#)
To: Town_Office@sedgewick.ca
Subject: Sedgewick Public Library
Date: October-16-17 10:12:36 AM

Hello Council

This letter is to advise that Lisa Collier has resigned from the Board of The Sedgewick Public Library effective October 10th.

It was the Board's decision not to replace the position, as per Alberta Libraries Act.

Sincerely,

Carol Williams
Chair for the Sedgewick
Public Library

Letters:

Alberta Municipal Affairs- Call for nominations for the annual Minister's Awards for Excellence in Public Library Service.

Minutes:

Parkland Regional Library

Sept.14, 2017 Meeting

Brochures/Newsletters:

AMHSA – Health, Safety & Utility Conference and Trade Show

The River Current

Fall 2017

Magazines:

Alberta Conversation Assoc.

Fall/Winter 2017