



TOWN OF
SEDGEWICK

AGENDA

**Annual Organizational Meeting of Council
Thursday October 19th, 2017 – 6:00 p.m.
Council Chambers of the Town Office
Sedgewick, AB**

Call to Order

Opening Values Statement

Adoption of Agenda

BUSINESS - New

1. **Oaths of Office**
2. **Appointment of Deputy Mayor**
3. **Code of Conduct**
4. **Board and Committee Appointments**
5. **Schedule and Location of Regular Council Meetings**
6. **Council Remuneration**

Adjournment

OATHS OF OFFICE

EXECUTIVE SUMMARY

As per Section 156 of the Municipal Government Act, a councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the Oaths of Office Act.

BACKGROUND

As per Section 2 of the Oaths of Office Act, when by a statute of Alberta a person is required to take an official oath on

(a) being appointed to an office other than that of judge or justice of the peace, or

(b) being admitted to a profession or calling,

the oath shall be taken in the following form:

I, _____, swear that I will diligently, faithfully and to the best of my ability execute according to law the office of Councillor for the Town of Sedgewick .

So help me God.

ATTACHMENTS

1. None

APPOINTMENT OF DEPUTY MAYOR

EXECUTIVE SUMMARY

As per Section 152 of the Municipal Government Act, Council must appoint a Deputy Mayor to carry out duties in the Mayor's absence. Traditionally in Sedgewick the Councillor garnering the most votes in the election serves as Deputy Mayor. As all Councillors were acclaimed in 2017, an election did not take place and therefore it is not possible to use this method of determining the Deputy Mayor.

Administration is proposing an alphabetical 12-month rotation period allowing each Councillor to serve one full year as Deputy Mayor over the course of their term.

BACKGROUND

A proposed alphabetical rotational schedule for Deputy Mayor would look as follows:

October 2017 to September 2018	Councillor G. Imlah
October 2018 to September 2019	Councillor S. Levy
October 2019 to September 2020	Councillor T. Schmutz
October 2020 to September 2021	Councillor G. Sparrow

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may approve an alphabetical 12-month rotational schedule for Deputy Mayor
2. Council may select a Deputy Mayor in a different manner.

RECOMMENDATION

1. Administration recommends that Council approve an alphabetical 12-month rotational schedule for Deputy Mayor as follows:
October 2017 to September 2018 – Councillor Imlah
October 2018 to September 2019 - Councillor Levy
October 2019 to September 2020 – Councillor Schmutz
October 2020 to September 2021 – Councillor Sparrow
and that Mayor Robinson administer the Oath of Office of Deputy Mayor for the period of October 2017 to September 2018 to Councillor Imlah.

ATTACHMENTS

1. none



TOWN OF SEDGEWICK

Ethical Guidelines of Conduct for Members of Council

The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the people.

To this end it is imperative that:

- Government decisions and policy be made through the proper channels of government structure.
- Public office not to be used for personal gain.
- The public have confidence in the integrity of its government.

Accordingly it is the purpose of these guidelines of conduct to outline certain basic rules for elected municipal government officials in Alberta so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of council members is, at all times, service to their community and the public.

To further these objectives, certain ethical principles should govern the conduct of members of council in Alberta in order that they shall maintain the highest standards in public office and faithfully discharge the duties of office.

Members of Council Shall:

1. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta.
2. Not use confidential information for the personal profit of themselves or any other person.
3. Not communicate confidential information to anyone not entitled to receive same.
4. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
5. Preserve the integrity and impartiality of Council.
6. For a period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.

Members of a Municipal Council shall not assume that any unethical activities not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation, are therefore condoned.

Member of this Council agree to uphold the intent of these guidelines and to govern their actions accordingly.

Adopted by resolution #2014.02.55 the 20th day of February, 2014 A.D.

BOARD AND COMMITTEE APPOINTMENTS

EXECUTIVE SUMMARY

As per Section 192(1) of the Municipal Government Act, Council must hold an organizational meeting annually no later than two (2) weeks after the third Monday in October (October 16th). At this organizational meeting, the Mayor must appoint Council to the various boards and committees of the Town of Sedgewick.

BACKGROUND

Below is the list of Council appointed Boards and Committees for Council's review. Council may want to add to the committees, form new committees, or reduce the amount of committee commitments depending on Council priorities, relevance to Council mandates, and time commitments for Council.

	Number	Current Members
Internal Committees		
Administration	three	Robinson, Imlah, Sparrow
Policy Review	three	Robinson, Sparrow, Schmutz
Transportation	three	Schmutz, Sparrow, Imlah
Beautification	three	Robinson, Levy
Land	three	Imlah, Levy, Schmutz
Cemetery	three	Robinson, Imlah, Levy



BACKGROUND (CONT.)

External Committees (local)		
Sedgewick Fire Department	one	Grant Imlah
Sedgewick and District Recreation Board	one	Greg Sparrow
Sedgewick Golf Club	one	Greg Sparrow
Sedgewick Lake Park Board	one	Tim Schmutz
Sedgewick and District Municipal Library	one	Stephen Levy
Sedgewick Community Hall	one	Tim Schmutz
Health Unit Contact	one	Grant Imlah

External Committees (regional)		
Citizen's Advisory Committee	one	Tim Schmutz
Regional Emergency Services Committee	one	Grant Imlah
Sedgewick-Killam Natural Gas System	three	Imlah, Schmutz
Flagstaff Regional Solid Waste Management Association	one	Perry Robinson (alternate)
Parkland Regional Library	one	Stephen Levy
Flagstaff Family and Community Services	one	Perry Robinson
Battle River Alliance for Economic Development	one	Perry Robinson
Flagstaff Inter-Municipal Partnership	one	Perry Robinson
Flagstaff Regional Housing Group	one	Greg Sparrow



BUDGET IMPLICATIONS

None

RECOMMENDATION

1. Administration recommends that all internal committees be disbanded with these issues addressed at regular Council meetings or by Administration when applicable and that appointments to the external committees be approved as follows with all councillors designated as alternate members of all committees:

Sedgewick Fire Department- Grant Imlah

Sedgewick and District Recreation Board- Greg Sparrow

Sedgewick Golf Club- Greg Sparrow

Sedgewick Lake Park Board- Tim Schmutz

Sedgewick and District Municipal Library- Stephen Levy

Sedgewick Community Hall- Tim Schmutz

Health Unit Contact- Grant Imlah

Citizen's Advisory Committee- Tim Schmutz

Regional Emergency Services Committee- Grant Imlah

Sedgewick-Killam Natural Gas System- Perry Robinson, Grant Imlah, Tim Schmutz

Flagstaff Regional Solid Waste Management Association- Stephen Levy

Parkland Regional Library- Stephen Levy

Flagstaff Family and Community Services- Perry Robinson

Battle River Alliance for Economic Development - Perry Robinson

Flagstaff Inter-Municipal Partnership- Perry Robinson

Flagstaff Regional Housing Group- Greg Sparrow

ATTACHMENTS

None



SCHEDULE AND LOCATION OF REGULAR COUNCIL MEETINGS

EXECUTIVE SUMMARY

As per Section 193(1) of the Municipal Government Act, Council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.

BACKGROUND

Currently Council holds Regular Council Meetings on the third Thursday of the month starting at 6pm at the Town of Sedgewick Council Chambers.
The reason this time was selected was due to minimal interference with the many boards and committees that Council sits on.

2018

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30					

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3						1	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
30																					30	31					

RECOMMENDATION

1. That Council maintain the practice of holding regularly scheduled Council meetings on the third Thursday of the month starting at 6pm at the Town of Sedgewick Council Chambers.

COUNCIL REMUNERATION

EXECUTIVE SUMMARY

As per Policy C1(e), Council per diem rates will be reviewed annually at the Organizational Meeting.

BACKGROUND

The current Council per diem rates are as follows:

- Councillor Monthly Remuneration \$100 (\$1200/year)
- Mayoral Monthly Allowance \$225 (\$2700/year)
- Council hourly rate \$25
- Council Half-day rate \$100
- Council full day rate \$200

Following are some comparables:

Killam (as of Nov. 2016)

Mayor receives \$14,000 per year plus approved expenses

Councillors receive \$8000 per year plus approved expenses

Half-day rate \$100

Full-day rate \$200

Forestburg (as of Mar. 2017)

Mayor receives \$6,900 per year plus expenses

Deputy Mayor receives \$5,750 per year plus expenses

Councillors receive \$4,600 per year plus expenses

Includes attendance at regular Council meetings

Half-day rate \$75/meeting

Full-day rate \$150/meeting

Hardisty (as of Mar. 2015)

Mayor receives \$7,800 per year plus expenses

Councillors receive \$6,600 per year plus expenses

Honorariums to increase by \$25/month in 2018 and another \$25/month in 2019

Honorariums are used to compensate Council for such things as:

- Regular, Special, and Budget Council Meetings
- Committee and Yearly Strategic Planning Meetings
- Ceremonies, grand openings, public open houses and banquets by invitation in official duty as the representative of the Town

Mayor half-day rate \$100

Mayor full-day rate \$200

Councillor half-day rate \$90

Councillor half-day rate \$180

Per Diems can be claimed for conventions, regional governance meetings and seminars.

BACKGROUND (CONT...)

Daysland (as of Dec. 2016)

Mayor receives \$6,000 per year plus expenses
Councillors receive \$3,600 per year plus expenses
Includes attendance at regular Council meetings
Half-day rate \$70
Full-day rate \$150

BUDGET IMPLICATIONS

Depending on Council's decision, this may affect the Councillor Fees item line in the 2018 budget.

ALTERNATIVES

1. Council may approve a \$100/month increase to Councillor's monthly remuneration and a \$225/month increase to the Mayor's monthly remuneration.
2. Council may approve to maintain the current per diem rates.
3. Council may wish to make different changes to the per diem rates.

RECOMMENDATION

That Council approve a \$100/month increase to Councillor's monthly remuneration and a \$225/month increase to the Mayor's monthly remuneration.

ATTACHMENTS

1. none

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2016

8. SEGMENTED DISCLOSURE

The Town of Sedgewick provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (schedule 6)

9. SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for municipal officials, the chief administrative officer as required by Alberta Regulation 313/2000 is as follows:

	2016			2015
	Salary	Benefits & Allowances	Total	Total
Dame	-	-	-	3,919
Higginson	3,963	74	4,037	1,096
Imlah	5,138	112	5,250	3,924
Levey	5,763	113	5,876	-
Robinson	10,112	217	10,329	10,614
Rose	2,836	65	2,901	5,470
Schmutz	5,125	111	5,236	-
Skoberg	-	-	-	4,338
Sparrow	3,900	71	3,971	4,966
Watkins	-	-	-	2,527
CAO	107,200	19,476	126,676	103,490

1. Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

2. Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short-term disability plans, professional memberships and tuition.

TOWN OF KILLAM

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2016

10. SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for municipal officials, the chief administrative officer as required by Alberta Regulation 313/2000 is as follows:

	2016			2015
	Salary	Benefits & Allowances	Total	Total
James	14,100	-	14,100	15,500
Eskra	6,100	-	6,100	6,000
Gordon	6,700	-	6,700	6,525
Grove	6,600	-	6,600	6,625
Kinzer	6,000	-	6,000	6,000
Krys	6,000	-	6,000	6,000
McDermott	6,500	-	6,500	6,525
CAO	95,000	24,720	119,720	110,094

1. Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.
2. Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short-term disability plans, professional memberships and tuition.

11. CONTINGENCIES

The town is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of the membership, the town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

The town is a member of the Flagstaff Regional Solid Waste Management Association. Under the terms of the membership, the town could become liable for its proportionate share of any landfill closure and post-closure costs in excess of the funds held by the association. Any liability incurred would be accounted for as a current transaction in the year the shortfall is determined.

TOWN OF DAYSLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2016

11. SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for municipal officials, the chief administrative officer as required by Alberta Regulation 313/2000 is as follows:

	2016			2015
	Salary	Benefits & Allowances	Total	Total
Dickau	5,950	-	5,950	6,260
Kusalik	6,720	-	6,720	6,610
McNabb	4,300	-	4,300	4,680
Robertson	9,590	-	9,590	7,970
Watt	11,460	-	11,460	12,820
CAO	117,368	1,337	118,705	115,060

1. Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.
2. Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short-term disability plans, professional memberships and tuition.

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves 244,621 people and 426 employers. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The town is required to make current service contributions to the LAPP of 11.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 15.84% on pensionable earnings above this amount. Employees of the town are required to make current service contributions of 10.39% of pensionable salary up to the year's maximum pensionable salary and 14.84% on pensionable salary above this amount.

Total current service contributions by the town to the LAPP in 2016 were \$36,437. Total current service contributions by the employees of the town to the LAPP in 2016 were \$33,378.

At December 31, 2015, the LAPP disclosed an actuarial deficiency of \$923 Million.

Village of Forestburg

Notes to the Financial Statements

December 31, 2016

13. Salary and benefits disclosure

Disclosure of salaries and benefits for municipal officials and the Chief Administrative Officer as required by Alberta Regulation 313/2000 is as follows:

	2016			2015
	Salary	Benefits & Allowances	Total	Total
Councilor 1	\$ 15,405	\$ 112	\$ 15,517	\$ 14,794
Councilor 2	8,570	112	8,682	7,689
Councilor 3	6,475	112	6,587	6,719
Councilor 4	6,760	112	6,872	7,349
Councilor 5	5,335	112	5,447	5,234
Chief Administrative Officer	\$ 89,124	\$ 23,272	\$ 112,396	\$ 109,635

Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

Employer's share include all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships, and tuition.

14. Contingencies

The Village is a member of the Flagstaff Regional Solid Waste Management Association and pays an annual requisition to this organization in exchange for waste management services. The estimated closure and post closure costs of the landfill controlled by the Association were budgeted at \$2,773,107 using current dollars. The current capacity of the landfill should be approximately 67%, as of December 31, 2016. An accrued liability of the Association of \$1,863,528 has been disclosed in the Association's financial statements. The Association currently has cash reserves of \$1,088,726. The total unfunded accrued liability of the Association is \$774,802. The portion of the unfunded accrued liability attributable to the Village of Forestburg is \$79,302. No amount has been reported on the financial statements of the Village related to this liability. The Village has established an internal reserve (currently \$40,000) to help fund their portion of the above liability should it arise.

The Village of Forestburg is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of membership, the Village of Forestburg could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

TOWN OF HARDISTY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2015

11. SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for municipal officials, the chief administrative officer as required by Alberta Regulation 313/2000 is as follows:

	2015			2014
	Salary	Benefits & Allowances	Total	Total
Beringer	6,380	38	6,418	6,057
Buelow	5,750	17	5,767	5,406
Gaetzman	4,250	11	4,261	6,491
Lane	6,380	38	6,418	5,912
Lefebvre	6,530	43	6,573	8,082
Lesmeister	5,750	17	5,767	7,937
Miller A	8,850	120	8,970	9,099
CAO	80,000	18,434	98,434	114,084

1. Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

2. Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short-term disability plans, professional memberships and tuition.

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves 237,612 people and 423 employers. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The town is required to make current service contributions to the LAPP of 11.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 15.84% on pensionable earnings above this amount. Employees of the town are required to make current service contributions of 10.39% of pensionable salary up to the year's maximum pensionable salary and 14.84% on pensionable salary above this amount.

Total current service contributions by the town to the LAPP in 2015 were \$31,006. Total current service contributions by the employees of the town to the LAPP in 2015 were \$28,477.

At December 31, 2014, the LAPP disclosed an actuarial deficiency of \$2.45 billion.