



TOWN OF
SEDGEWICK

Agenda

Regular Meeting of Council

Thursday, March 22nd, 2018

Town of Sedgewick Council Chambers

6:00pm

1. Call to Order

2. Adoption of Agenda

3. Minutes Regular Meeting ([February 15th, 2018](#))

4. Old Business

None

5. New Business

- 5.1 [Policy 18-04](#) - Respectful Workplace Policy
- 5.2 [Bylaw 538](#) - Code of Conduct Bylaw
- 5.3 [Sedgewick Lake Park Pasture Lease](#)
- 5.4 [Policy 18-05](#) - Snow Removal Policy
- 5.5 [Subdivision Lot 14 Estimate](#)
- 5.6 [Spruce Drive Servicing](#)
- 5.7 [Electronic LED Sign](#)
- 5.8 [Walking Trail Lighting](#)
- 5.9 [Recreation Centre Naming Rights](#)
- 5.10 [Bylaw 539](#) – Tax Payment and Penalty Bylaw
- 5.11 [Sedgewick Public Library](#) – Records Inspection
- 5.12 [Proposal for Assessment Services](#)
- 5.13 [Emergency Services Committee](#) – Draft Business Plan

6. Reports

6.1 Committee Reports

Mayor P. Robinson

- [Flagstaff Intermunicipal Partnership](#) – Minutes from March 5th, 2018

Councillor G. Imlah

- [Emergency Services Committee](#) – Minutes from February 22nd, 2018

Councillor S. Levy

- [FRSWMA](#) – Minutes from February 26th, 2018

- Sedgewick Public Library – Minutes from February 27th, 2018

- [Sedgewick Public Library](#) - Minutes from March 13th, 2018 (Addition)

Councillor T. Schmutz

- Nothing to report

Councillor G. Sparrow

- [Recreation Board](#) - Minutes from February 20th, 2018 (Addition)

6.2 Staff Departmental Reports

[Public Works Report](#) – For the period ending March 22nd, 2018

6.3 Chief Administrative Officer Report

[CAO Report](#) – For the period ending March 22nd, 2018

7. Correspondence

1. [Alberta Health Services](#) – Municipalities and Cannabis Regulation
2. [Alberta Cannabis Secretariat](#) – Municipal Fact Sheet
3. [BRAED](#) – Value-Added Agricultural Project Update
4. [FRSWMA](#) – Annual Calculation
5. [Sedgewick Public Library](#) – Christmas Event 2018
6. [Letter from AUMA to Minister of Justice](#) – re: advocating for municipalities to receive share of cannabis excise tax
7. [ToofartoofastCanada](#) – Motion to ban Cannabis Outlets
8. [Sedgewick Recreation Centre](#) – December and January Financials
9. [Letter from W. Cumberland](#) - Tax Arrears (Addition)
10. [Flagstaff Intermunicipal Partnership](#) - Presentation from Chair to Council (Addition)

8. In-Camera

- 8.1 Security Upgrades
- 8.2 Recreation Plan

9. Round Table/Question Period

10. Adjournment



TOWN OF SEDGEWICK

Minutes

Regular Meeting of Council

February 15, 2018

Town of Sedgewick Town Office

6:00pm

Council Present	Also Present
Mayor Perry Robinson Councillor Grant Imlah Councillor Stephen Levy Councillor Tim Schmutz Councillor Greg Sparrow	Jim Fedyk CAO

1. Call to Order – 6:01pm

2. Agenda

2018-02-20	MOTION by Clr. Imlah		CARRIED
That the agenda be approved as presented.			

3. Minutes

2018-02-21	MOTION by Mayor Robinson		CARRIED
That the Regular Meeting Minutes from January 18, 2018 be approved as presented.			

4. Financial Statement

4.1 2018-02-22	MOTION by Clr. Levy		CARRIED
That the financial reports for the months of July through December 2017 be accepted as presented.			

5. Old Business

5.1 Bylaw 537/18 – Town of Sedgewick Boulevard Bylaw			
2018-02-23	MOTION by Clr. Sparrow		CARRIED
That Council give second reading to Bylaw 537/18, the Town of Sedgewick Boulevard Bylaw.			
2018-02-24	MOTION by Clr. Imlah		CARRIED
That Council give third reading to Bylaw 537/18, the Town of Sedgewick Boulevard Bylaw.			

6. New Business

6.1 Policy 18-03 – The Community BBQ Policy			
2018-02-25	MOTION by Clr. Schmutz		CARRIED
That Council approve Community BBQ Policy 18-03 as presented.			
6.2 Subdivision Cost Estimate			
2018-02-26	MOTION by Clr. Sparrow		CARRIED
That Council authorize Associated Engineering to initiate the design and construction administration of Phase I (Option 1B) to include lots 1 through 12 on the north and south side of 54 th Avenue and that Council be provided a further estimate on the cost of developing lot #14.			
6.3 Spruce Drive Dust Suppressant			
2018-02-27	MOTION by Clr. Schmutz		CARRIED
That Council approve the application of Clearview dust suppressant on Spruce Drive in 2018			



TOWN OF SEDGEWICK

Minutes

Regular Meeting of Council

February 15, 2018

Town of Sedgewick Town Office

6:00pm

with a budget of \$8,000.

6.4 March Meeting Date

2018-02-28	MOTION by Clr. Imlah		CARRIED
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That Council postpone the March regular Council meeting from March 15th to March 22nd, 2018.

7. Reports

7.1 Committee Reports

Clr. Schmutz departed the meeting at 7:19pm.
Clr. Schmutz returned to the meeting at 7:22pm.
Clr. Sparrow departed the meeting at 7:23pm.
Clr. Sparrow returned to the meeting at 7:24pm.

2018-02-29	MOTION by Mayor Robinson		CARRIED
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That the Committee Reports be accepted as information.

7.2 Staff Departmental Reports

2018-02-30	MOTION by Clr. Levy		CARRIED
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That the Public Works Report be accepted as information.

7.3 CAO Report

2018-02-31	MOTION by Mayor Robinson		CARRIED
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That Councillors Levy and Imlah be appointed to the Inter-municipal Development Plan Committee.

2018-02-32	MOTION by Clr. Imlah		CARRIED
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That the CAO Report be accepted as information.

8. Correspondence

- 8.1 Sedgewick Community Hall Board – Minutes from January 22, 2018
- 8.2 Sedgewick Lake Park Association – 2018 Budget
- 8.3 AUMA - Campaign for equitable police funding model
- 8.4 Alberta Municipal Affairs – Acceptance of 2017 MSI Operating Plan
- 8.5 Flagstaff Community Adult Learning – Flagstaff Welcoming Community Project
- 8.6 Farm Safety Centre – 2018 Contribution Request

2018-02-33	MOTION by Clr. Schmutz		CARRIED
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That the correspondence items be accepted as information.

9. Round Table/Question Period

Clr. Schmutz asked that public works refrain from piling snow next to the ball diamonds as the melt delays the start of the ball season.
Administration will speak to staff on the issue.

10. Adjournment

2018-02-34	MOTION by Mayor Robinson		CARRIED
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That the meeting be adjourned at 8:51 pm.



TOWN OF
SEDGEWICK

Minutes

Regular Meeting of Council

February 15, 2018

Town of Sedgewick Town Office

6:00pm

Perry Robinson, Mayor

Jim Fedyk, CAO



POLICY 18-04 – RESPECTFUL WORKPLACE POLICY

EXECUTIVE SUMMARY

Administration has prepared a Respectful Workplace Policy for Council's review. This policy is referred to in the draft Code of Conduct and is an important document in regards to issues with liability and ensuring a healthy work environment for staff, Councillors and board members.

BACKGROUND

Policy 18-04 defines and provides guidelines for investigating inappropriate behaviour in the workplace or by individuals associated with the Town and possible penalties.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may approve Policy 18-04, the Respectful Workplace Policy, as presented.
2. Council may direct Administration to make changes to Policy 18-04, the Respectful Workplace Policy, and bring changes back to a future Council meeting
3. Council may accept Policy 18-04, the Respectful Workplace Policy, as information.

RECOMMENDATION

1. That Council approve Policy 18-04, the Respectful Workplace Policy, as presented.

ATTACHMENTS

1. Policy 18-04



1. Policy Purpose

The purpose of this policy is as follows:

- 1.1.** To foster a respectful and supportive workplace environment within the Town of Sedgewick for Municipal Council, Board Members and Employees that contributes to the safety and security of individuals.
- 1.2.** To ensure that workplace violence is considered a serious offence and addressed appropriately in accordance with the Town of Sedgewick legal obligations, values and principles of a just culture.
- 1.3.** To set out strategies for the prevention of and response to violence against and by Town of Sedgewick representatives and employees in the workplace.
- 1.4.** To enhance awareness of the rights and responsibilities of and support for individuals who are subject to, or who become aware of, situations involving physical or non-physical violence (including sexual abuse, harassment and cyber-bullying) against Town of Sedgewick Council or Employees in the workplace.
- 1.5.** To recognize behaviours or practises, which may have a direct or adverse impact based on: age, ancestry, colour, family status, marital status, mental or physical disability, place of origin, race, religious beliefs, sexual orientation, source of income, or gender (including pregnancy and sexual harassment), or any other ground covered by the *Alberta Human Rights Act*.

2. Definitions:

- 2.1.** “Board Member” means a person appointed to a Council board, commission or committee.
- 2.2.** “CAO” means the Chief Administrative Officer, pursuant to the Act.
- 2.3.** “Contractor/Supplier” means a company or an individual who has a formal or non-formal agreement to provide services or goods to the Town of Sedgewick.
- 2.4.** “Councillor” means a member of the Council for the Town of Sedgewick.
- 2.5.** “Employee” means an individual who has a formal position and works for the Town of Sedgewick.
- 2.6.** “Town” means the Town of Sedgewick.
- 2.7.** “Volunteer” means an individual who freely offers to take part in an enterprise or a task for the Town of Sedgewick.

3. Guidelines

- 3.1.** This policy applies to the following people:
 - 3.1.1.** Town of Sedgewick Employees, including job applicants;
 - 3.1.2.** Contractors providing service to the Municipality;
 - 3.1.3.** Suppliers delivering supplies to the Municipality;
 - 3.1.4.** Volunteers;
 - 3.1.5.** Members of Town Council; and,
 - 3.1.6.** Members of the Public who are accessing Town services or Town-operated facilities.

3.2. This policy applies to the following places:

- 3.2.1.** Town buildings, facilities, sites, offices or work environments;
- 3.2.2.** Locations visited by Employees while traveling on Town-related business;
- 3.2.3.** Town-related business including conferences, meetings, vendor/shippers of customer sites; and,
- 3.2.4.** Locations of work-based social gatherings.

3.3. Policy Exemptions:

- 3.3.1.** None identified.

4. Responsibilities

4.1. Employees

- 4.1.1.** Every Employee has the right to be treated in a fair, reasonable and respectful manner.
- 4.1.2.** For this policy to be a normal part of the environment, everyone must find strategies which will prevent differences from escalating and resolve them quickly when they do occur.
- 4.1.3.** Employees of the Town of Sedgewick are responsible for creating a respectful workplace environment by:
 - 4.1.3.1.** Ensuring their behaviour is respectful and appropriate at all times;
 - 4.1.3.2.** Accepting responsibility for their own actions, reactions and behaviours and the impact on others;
 - 4.1.3.3.** Making their concerns known promptly if something is troubling them;
 - 4.1.3.4.** Being a part of the solution; and,
 - 4.1.3.5.** Immediately informing a supervisor if there is an imminent threat or risk of violence that would compromise an individual's safety, per this policy.

4.2. Leadership (Town Council & Board Members)

- 4.2.1.** As Leaders in the Community, Council and Board Members have additional responsibilities to create and sustain a respectful workplace environment. They include:
 - 4.2.1.1.** Being a role model for corporate behaviour standards such as the Respectful Workplace Policy and the Council Code of Conduct Bylaw.
 - 4.2.1.2.** Ensuring awareness of and compliance with the Respectful Workplace Policy in their representative roles.
 - 4.2.1.3.** Taking appropriate action in a prompt, impartial and confidential manner when Respectful Workplace Policy issues come to their attention.

5. Principles

5.1. Town of Sedgewick Council, Board Members and Employees agree and commit to the following principles:

- 5.1.1.** Prevention of harassment, sexual harassment and violence in the workplace and promotion of a harassment/sexual harassment/violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of harassment, sexual harassment or violence committed by or against any Councillor, Board Member or an Employee is unacceptable and such conduct will not be tolerated;

- 5.1.2. Attendance to educational or training sessions;
- 5.1.3. Address all incidents of harassment/sexual harassment/violence that individual Councillors, Board members or Employees witness or are made aware of;
- 5.1.4. Ensuring incidents of harassment, sexual harassment and violence are investigated in an objective and timely manner;
- 5.1.5. Taking necessary action in response to such incidents; and
- 5.1.6. Providing appropriate support for complainants.

6. Policy Contraventions

6.1. Harassment/Sexual Harassment

- 6.1.1. Harassment includes any comment, action or type of behaviour that is threatening, insulting, intimidating, or discriminatory and upsets the workplace environment.
- 6.1.2. Any actions or words with a sexual connotation that interfere with a Councillor's, Board Member's or Employee's ability to work or create an uncomfortable atmosphere are considered sexual harassment.

6.2. Violence

- 6.2.1. Acts of Violence can take the form of physical contact or the threat of violence, either overt or covert. Abuse in any form erodes the mutual trust and confidence that are essential to the Town's operation effectiveness.
- 6.2.2. Acts of Violence may occur as a single event or may involve a continuing series of incidents. Violence can involve both men and women and may be directed by or towards Councillors, Board Members, Town Employees, customers and members of the general public.
- 6.2.3. An incident involving workplace violence constitutes an accident that has the potential of causing serious injury to a worker pursuant to the Occupational Health and Safety Act. As a result, the Town must investigate the incident and prepare and maintain a report.

7. Investigations

- 7.1. A complaint alleging a breach of the Respectful Workplace Policy may be made by a Councillor, Board Member, Employee, Volunteer or a member of the public.
- 7.2. A complaint must be filed in writing either by mail, email or facsimile and shall contain the following information:
 - 7.2.1. the name of the complainant;
 - 7.2.2. the nature of the alleged complaint; and,
 - 7.2.3. name(s) of any witnesses to the incident.
- 7.3. An investigation will not be started without first having reasonable grounds to believe that the suspected breach is likely to occur or has already occurred. This will be determined by the CAO in the event of an Employee or Volunteer complaint and, by Council in the event of a Councillor, Board Member or CAO complaint, by weighing the seriousness of the alleged action and determining whether the Respectful Workplace Policy has jurisdiction over the alleged incident. As well, the method of investigation itself will be reasonable with regard to the totality of the circumstances. The method of investigation is to be determined by the CAO or Council as applicable to the complaint. Both parties to the investigation will be advised of the decision to pursue an investigation within five (5) business days after the receipt of the complaint.

- 7.4. Investigations will be carried out in accordance with the following:
 - 7.4.1. Incidents will be investigated as promptly as possible;
 - 7.4.2. Only those individuals absolutely necessary to verifying the complaint will be interviewed in order to maintain the confidentiality of the complainant and the respondent to the greatest extent possible. In all cases, both the complainant and the respondent will be interviewed and the respondent will be advised of the allegations they face and provided an opportunity to answer the same. The respondent will be notified of the complaint within five (5) working days of receipt of the complaint and will be given five (5) working days to respond to the complaint in writing either by mail, email or facsimile;
 - 7.4.3. Individuals with knowledge of the incident will be encouraged not to discuss the details with others; and,
 - 7.4.4. The safety of the complainant will be a paramount consideration throughout the investigation process.
- 7.5. With respect to any alleged breach of the Respectful Workplace Policy by a Councillor or Board Member, where found to be warranted by a majority of Councillors, a third party investigator may be brought in to conduct the inquiry.
- 7.6. With respect to an alleged breach of the Respectful Workplace Policy by the CAO, where found to be warranted by a majority of Councillors, a third party investigator will be brought in to conduct the inquiry.
- 7.7. With respect to an alleged breach of the Respectful Workplace Policy by:
 - 7.7.1. An Employee or Volunteer
 - 7.7.2. A Member of the Public or,
 - 7.7.3. A Contractor,
 - 7.7.3.1. The CAO will conduct the investigation and a third party investigator may be brought in to assist with the inquiry.
- 7.9. Should a complaint by or against a Councillor, Board Member, the CAO or a Volunteer, filed under this Section 6 be found to be valid, Council will meet as a whole to determine what censure under Section 8 is appropriate to the nature of the breach.
- 7.10. Should a complaint by or against an Employee filed under this Section 7 found to be valid; the CAO will determine what disciplinary action is appropriate to the nature of the breach.

8. Retaliation

- 8.1. Intentionally making false, bad faith, or malicious allegations may result in disciplinary action up to and including termination of employment, privileges, contractual or other relationship with the Town of Sedgewick;
- 8.2. Retaliation by an Employee against a complainant who reports an incident of contravention of the Respectful Workplace Policy will be investigated by the CAO, who may implement actions that may lead to disciplinary action up to and including termination of employment with the Town of Sedgewick.
- 8.3. Retaliation by a Councillor against a Councillor, Board Member or an Employee who reports an incident of contravention of the Respectful Workplace Policy will be investigated by the CAO, with support from a third party investigator and presented to Council, who may endorse disciplinary action up to and including reduction of privileges and/or remuneration and/or public ensure.

9. Disciplinary Actions/Penalties

- 9.1. If a complaint against a Councillor is found to be valid, Council as a Whole may endorse disciplinary actions up to and including reduction of Councillor Privileges and/or remuneration, and/or public censure.
- 9.2. If a complaint against the CAO is found to be valid, Council as a Whole may endorse disciplinary actions up to and include termination of employment.
- 9.3. If a complaint against an Employee is found to be valid, the CAO may implement actions that may lead up to and include termination of employment with the Town of Sedgewick.
- 9.4. If a complaint against a Contractor is found to be valid, the CAO may write a letter of censure to the Contractor and/or direct Employees to cease using the Contractor’s services.
- 9.5. If a complaint against a Volunteer or Member of the Public is found to be valid, Council may direct that a letter of censure be sent to the individual and/or ban the individual from Town specified or non-specified facilities.

10. Revision/Review History

- 10.1. Upon completion of any Respectful Workplace Policy complaints, the CAO shall review the policy to ensure the processes used in complaint, remain applicable to the clauses in the Policy.

TOWN OF SEDGEWICK

DATE

MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER



CODE OF CONDUCT BYLAW

EXECUTIVE SUMMARY

As per section 146.1(1) of the Modernized Municipal Government Act, municipalities must establish a code of conduct bylaw that governs the conduct of councillors. The code must be established by July 23rd, 2018. Previously, councillor conduct was addressed locally.

BACKGROUND

Residents of the Town of Sedgewick deserve Councils and Boards that perform in an ethical and professional manner.

Council may establish a code of conduct that governs the conduct of members of council committees and other boards established by the council who are not councillors. The code must apply to all councillors equally and not allow Council to remove councillors from office.

The proposed Code of Conduct outlines appropriate behaviour and actions of councillors and board members as well as protocols to aid in compliance. These include:

- Restricting or limiting power or duties
- Redirecting, reducing or suspending remuneration insofar as it corresponds to a reduction in duties
- Restricting communication with administration or third parties
- Restricting attendance of conferences
- Issuing letters of reprimand that may be published
- Requesting letters of apology which may be published
- Requiring to attend additional training

The Code of Conduct is to be reviewed at least once every four years which can align with the municipal election cycle.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may give first reading to Bylaw 538/18, the Code of Conduct Bylaw.
2. Council may give first, second and third reading to Bylaw 538/18, the Code of Conduct Bylaw.
3. Council may direct Administration to make changes to the Code of Conduct Bylaw and present to Council at a future regular meeting of Council.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

MARCH 22, 2018

CODE OF CONDUCT BYLAW

RECOMMENDATION

1. That Council give first, second and third reading to Bylaw 538/18, the Code of Conduct Bylaw.



ATTACHMENTS

1. Code of Conduct Implementation Fact Sheet
2. Bylaw 538/18 – Code of Conduct Bylaw

Implementation Fact Sheet

Amendments to the Municipal Government Act, 2015-17

Code of Conduct for Elected Officials

Legislation	Municipal Government Act (MGA) 
Regulation	Code of Conduct for Elected Officials Regulation 
Category	Governance
Section Numbers	s. 146, s. 153

Previous MGA requirement:

No municipal code of conduct was required. Councillor conduct was addressed locally.

What's changed?

- Municipalities must establish a code of conduct bylaw that governs the conduct of councillors. [s. 146.1\(1\)](#)
- The code must apply to all councillors equally. [s.146.1\(2\)](#)
- The council may establish a code of conduct to govern the conduct of members of council committees and other boards established by the council who are not councillors. [S.146.1\(3\)](#)
- The code must not allow councils to remove councillors from office. [s.146.1\(4\)](#)

What do municipalities need to know?

- Ensure that the existing/newly established code of conduct bylaws meet the standards established by the Code of Conduct Regulation. [s.146.1\(5\)](#)
- If a matter required to be included in a code of conduct is already addressed in a separate bylaw, the contents of that bylaw can be incorporated by reference into the code of conduct.
- At a minimum, the following topics must be covered:

Topic	Intent / Rationale
Representing the municipality	To build and inspire public trust and confidence in local government by upholding high standards and ideals.
Communicating on behalf of the municipality	To promote public confidence by respecting the process established by council for communicating with the public on behalf of council or the municipality.
Respecting the decision-making process	To support effective decision-making through the processes set out in legislation and local bylaws for making decisions, including respect for the role of the chair.
Adherence to policies, procedures and bylaws	To promote service of the public interest and show leadership by upholding legislation, local bylaws, and policies adopted by council.

Implementation Fact Sheet

Amendments to the Municipal Government Act, 2015-17

Topic	Intent / Rationale
Respectful interactions with councillors, staff, the public and others	To promote treatment of council members, municipal employees, and others with dignity, understanding and respect.
Confidential information	To promote public trust by refraining from using information in a way that would be detrimental to the public interest.
Conflicts of interest	To promote public trust by refraining from exploiting the position of councillor for private reasons or that would bring discredit to the office. *Bylaw provisions do not diminish or change the effect of existing legislated pecuniary interest provisions.
Improper use of influence	To promote the priority of municipal interests over the individual interests of councillors, and to refrain from seeking to influence decisions for personal reasons.
Use of municipal assets and services	To promote stewardship and public trust by refraining from the use of municipal assets or resources for personal reasons.
Orientation and other training attendance	To promote effective leadership and personal development by accessing training opportunities.

- The code of conduct bylaw must set out a complaint system that addresses who may make a complaint; how a complaint is made; the process used to determine the validity of the complaint; and what sanctions may be imposed if a complaint is determined to be valid.
- Review and update the code of conduct bylaw at least once every four (4) years starting from the date when the code of conduct is passed. Municipalities could choose to align the review with the municipal election cycle, so that the code of conduct is reviewed following each municipal election.

What if a councillor does not comply?

- If a councillor has failed to adhere to the code of conduct, a council may choose to impose a sanction that can include the following:
 - letter of reprimand for the councillor;
 - a request to the councillor to issue a letter of apology;
 - publication of a letter of reprimand or request for apology and the councillor's response;
 - requirement to attend training;
 - suspension or removal of the appointment of a councillor as the Chief Elected Official/Mayor/Reeve, Deputy Chief Elected Official or Acting Chief Elected Official and presiding duties;

Implementation Fact Sheet





Amendments to the Municipal Government Act, 2015-17

- suspension or removal from some or all council committees and bodies to which the council has a right to appoint members; and
- reduction or suspension of remuneration corresponding to a reduction in duties, excluding allowances for attendance at council meetings.
- The code of conduct and any sanctions imposed under a code of conduct cannot remove a councillor from council and must not prevent a councillor from fulfilling the legislated duties of a councillor, including the general duties of councillors outlined in s.153 of the Act.

When does this change take place?

- These sections come into force October 26, 2017.
- Municipalities must establish a code of conduct bylaw by July 23, 2018 (270 days (9 months) from the date it came into force.

What resources are/will there be available to assist?

- Sample Code of Conduct and Bylaws are under development (AUMA/AAMDC) 
- [Municipal Affairs Regional Training Sessions](#). 
- [Elected Officials Education Program](#) (EOEP) – www.eoep.ca (AAMDC/AUMA) 
- Council Conflict Workshop. (schedule TBD)
- [Municipal Government Amendment Act, 2015](#) 



For more information:

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TOWN OF SEDGEWICK
BYLAW NO. 538/18
COUNCIL CODE OF CONDUCT BYLAW

**A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, TO
ESTABLISH A CODE OF CONDUCT FOR THE COUNCIL IN THE TOWN OF SEDGEWICK.**

WHEREAS the citizens and taxpayers of the Town of Sedgewick have the right to be served by a Council committed to conducting its service in an ethical and professional manner.

AND WHEREAS Council must pass bylaws respecting the conduct of Council, Council Committees and other bodies established by Council under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta, Chapter M-26 and amendments thereto;

AND WHEREAS the Code of Conduct for Officials Regulation, Alberta Regulation 200/2017 provides that a Code of Conduct must contain certain provisions;

AND WHEREAS each individual Councillor of the Town of Sedgewick hereby commits to upholding this Code of Conduct for the purpose of ensuring that all Councillors of the Town of Sedgewick maintain appropriate conduct when carrying out their roles as Councillors;

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

1. Title

1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

2. Interpretation

- 2.1. Council shall use this Bylaw as a guide to conduct themselves in a manner that reflects the spirit and intent of the position they hold. This Bylaw is to be given a broad, liberal interpretation in accordance to applicable legislation.
- 2.2. This Bylaw shall be brought forward for review at the beginning of each term of Council, to meet legislative requirements, or as required.
- 2.3. References to provisions of statutes, rules or regulations shall be deemed to include all references to such provisions as amended, modified or re-enacted from time to time.
- 2.4. Nothing in this Bylaw relieves any person from compliance with any other bylaw or applicable federal or provincial law, regulations or enactment.

3. Definitions

- 3.1. "*Act*" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto.
- 3.2. "*Applicant*" means the registered owner of land or his/her representation or agent certified as such applying for re-designation, subdivision or development approval of land situated within the Town of Sedgewick.
- 3.3. "*Bias*" means common law bias and includes such situations where a Councillor or Board member has prejudged a matter to be decided to the extent of being no longer capable of persuasion. In situations where the Councillor or Board Member is engaged in a "quasi-judicial" function or role, "bias" will also include situations where the Councillor may be perceived as being incapable of deciding the matter fairly. Situations leading to a reasonable perception of bias includes the following:
 - 3.3.1. relationships with persons involved in the matter: Where the Councillor or Board Member has a "sufficiently close" personal relationship with someone who has a

direct interest in the outcome of the decision, that relationship may give rise to a “reasonable apprehension or bias”;

3.3.2.outside knowledge or involvement in the matter: The primary concerns in this scenario is that the Councillor will be unable to avoid making use of information that he/she obtained outside the hearing thereby violating the rule that all parties “must know the case to be met” and be given full opportunity to respond to all relevant information that may form the basis of Council or a Board Member’s decision; or

3.3.3.inappropriate comments, activity or behaviour: If a Councillor or Board member makes any comments or engages in any activity or behaviour which is consistent with the Councillor or Board member being perceived by a “reasonable person” as not being impartial, this may result in a finding of bias.

3.4. “*Board*” means a Council board, commission or committee.

3.5. “*Board Member*” means a person appointed to a Council board, commission or committee.

3.6. “*Bullying*” means repeated and hostile or demeaning behaviour by an individual in the municipality, either directly or through any medium whatsoever, where the behaviour results in harm, fear or distress to one or more individuals in the municipality including, but not limited to, physical harm, psychological harm or harm to an individual’s reputation.

3.7. “*CAO*” means the Chief Administrative Officer, pursuant to the *Act*.

3.8. “*Censure Motion*” means a motion passed by council prescribing consequences for non-compliance with the Council Code of Conduct Bylaw.

3.9. “*Conflict of Interest*” means a situation where a Councillor’s personal or private interests may or may be perceived as influencing the Councillor on a matter of public interest before Town of Sedgewick including situations which may result in common law bias, which include direct or indirect pecuniary interest, prejudgement, closed mindedness or undue influence.

A conflict of interest situation also includes using the Councillor’s position, confidential information or Town of Sedgewick employees, materials or facilities for personal or private gain or advancement in the expectation of personal or private gain or advancement. A Conflict of Interest may include advancing the specific interests of the Councillor’s family, friends, neighbours or business associates.

3.10. “*Councillor*” means a member of Council for the Town of Sedgewick.

3.11. “*Develop*” means re-designation, development, subdivision or other type of development as defined in the *Act* and/or the Town of Sedgewick Land Use Bylaw that will involve Council as the decision maker.

3.12. “*Developer*” means a person or company that develops or proposes to develop land situated within the Town of Sedgewick.

3.13. “*Harassment*” includes, but is not limited to:

3.13.1. Written or verbal comments, posts, actions, gestures or other behaviours that are humiliating, offensive, hurtful or belittling;

3.13.2. Bullying or intimidation;

3.13.3. Abusing authority;

3.13.4. Deliberately excluding a Councillor, Board Member or an employee from relevant work activities or decision-making; or

3.13.5. Attempting to discredit a Councillor, Board Member or an employee by spreading false information about him/her.

3.14 “*Investigation*” means the process of examining and determining the evidence and facts related to a complaint made pursuant to this Bylaw alleging that an individual is in breach of the Code of Conduct.

3.15 “*Pecuniary Interest*” has the same meaning as stated in the Act.

3.16 “*Special Interest Groups*” means a person, group of people or an organization who attempt to influence Town policy or decision making in a way that benefits a particular set of interest, cause or issue.

3.17 “*Sexual Harassment*” means unwanted sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature that:

3.17.1 implicitly or explicitly makes submission to such conduct a term and condition of an individual’s work;

3.17.2 affects access to employment;

3.17.3 creates an unwelcome, intimidating, hostile or offensive work environment;

3.17.4 intimidates, embarrasses, offends, coerces or humiliates an individual in the workplace; and/or

3.17.5 arises out of relationship that is not based on mutual consent

3.18 “Town” means the municipal incorporation of the Town of Sedgewick, pursuant to the MGA.

3.19 “*Violence*” means the threatened, attempted or actual conduct of a person that causes, or is likely to cause, physical injury whether at the worksite or work related. For the purposes of this Bylaw, worksite shall include the locations where Council and Board meetings take place.

4. Code of Conduct – Behaviour

For the purpose of providing ethical and effective leadership for the Town of Sedgewick and its residents, the Town of Sedgewick Council has adopted the following principles to ensure that all Councillors and Board Members act honestly, in good faith and in the best interests of the Town of Sedgewick as a whole.

Town Council and Board members agree and commit to the following principles of conduct:

4.1 To act honestly and in good faith at all times.

4.2 To engage in respectful, fulsome and healthy debate on matters in Council or Board meetings and then support the majority decision of Council or the Board.

4.3 To respect the personal opinions of other Councillors and Board Members.

4.4 Unless authorized by Council to represent Council’s position on an issue, ensure that any public statements are clearly stated to reflect the personal opinion of the Councillor, not the opinion or position of the Council.

4.5 Unless authorized by the Board to represent the Board’s position on an issue, ensure that any public statements are clearly stated to reflect the personal opinion of the Board Member, not the position of the Board.

4.6 To publicly express his/her personal opinions in such a manner that maintains respect for Council or Board, other councillors, Board Members, or Town Administration and any majority decisions made by Council or a Board.

4.7 To adhere to the Pecuniary Interest requirements established in the Act.

- 4.8** To avoid situations which may result in a Conflict of Interest or Bias.
- 4.9** To avoid situations where it may be perceived that the Councillor or Board Member is using his/her position on Council or a Board to gain a personal benefit including but not limited to seeking the award of service or supply contracts or influencing the hiring of Town of Sedgewick Administration.
- 4.10** To act with integrity, professionalism and respect when interacting with other Councillors or Board Members, Town of Sedgewick Administration, members of the public and other government officials.
- 4.11** To consider the welfare and interests of the Town of Sedgewick as a whole.
- 4.12** To actively participate in all meetings respectfully, responsibly and consistent with approved procedures.
- 4.13** To fulfill the duties and obligations of Elected Officials as established by the Act.
- 4.14** To keep in confidence all matters discussed in camera at a Council or Board meeting until that matter is discussed in at public meeting or otherwise required by law.
- 4.15** To demonstrate fairness, accountability and impartiality on all matters.
- 4.16** To not make use of his/her position as an Elected Office or Board member to:
 - 4.16.1** gain or attempt to gain or advance, directly or indirectly, a personal or private interest for him/herself or another person;
 - 4.16.2** cause or attempt to cause detriment to the Town of Sedgewick, Council, any individual councillor, any board, any individual Board Member, or any member of Administration, any member of the public or third parties; or,
 - 4.16.3** seek personal benefit or gain from any information obtained through his/her position as a Councillor of Board Member.

5. Code of Conduct – Actions

The Town of Sedgewick Council and Board Members agree to commit to the following principles of conduct:

Decision Making

- 5.1** The appropriate forum for healthy and fulsome debate and discussion of matters before Council or a Board is in a Council or a Board meeting.
- 5.2** All Elected Officials and Board Members should be given full opportunity to address issues before Council or a Board in a full, open and professional manner to encourage and promote healthy debate of issues.
- 5.3** Council decisions are made by majority vote by the Elected Officials. Board decisions are made by majority vote by the Board Members. The decision of Council or a Board must be accepted and respected by all Elected Officials and Board Members even if some individual Elected Officials or Board Members do not agree with the majority decision.
- 5.4** While an individual Elected Official or Board Member may publicly state that he/she did not vote with the majority of Council or a Board on an issue, this type of statement must be made in a manner that respects Council or a Board, Council's or the Board's decision and other Elected Officials, Board Members or Town Administration.

Use of Town Assets and Services

- 5.5** Councillors and Board members shall not use electronic devices provided by the Town for business use. Use of Town electronic devices for personal use is allowed providing this use is in adherence with Town policies.
- 5.6** Councillors and Board Members may not use any other Town resources, property, equipment, services, information or supplies to pursue their private interest or the interest of someone they know.

Expenditures

- 5.7** When incurring expenditures, Councillors and Board Members shall act responsibly and respect that public money must be used for the public good.
- 5.8** Councillors and Board members shall avoid waste, abuse and extravagance in the provision or use of public monies and resources.
- 5.9** Councillors and Board Members shall be transparent and accountable with respect to all expenditures.
- 5.10** Councillors and Board Members shall strictly adhere to all Town of Sedgewick bylaws, policies and guidelines addressing expenditures and reimbursement.

Interaction with Administration and the Public

- 5.11** Councillors and Board members shall respect the professional opinions of Administration.
- 5.12** Councillors and Board members shall not abuse relationships or dealings with Administration by attempting to take advantage of their positions as Councillors or Board Members. Councillors and Board Members will, at all times, refrain from behaviour that may be perceived to be Bullying of staff including behaviour exhibiting intimidation and coercion.
- 5.13** Requests for information shall be directed through the CAO or his/her designate in accordance with Town policies.
- 5.14** Councillors and Board Members will treat all members of Administration and the public with professionalism, courtesy and respect.
- 5.15** Councillors and Board Members will treat all individuals in good faith and without bias and shall not discriminate against any person on the basis of:
- 5.15.1** differences in personal opinions; or
- 5.15.2** race, ancestry, place of origin, colour, ethnic origin, culture, citizenship, religion, creed, language, gender, sexual orientation, age, family status, disability or occupation.
- 5.16** It is recognized that it is the sole responsibility of the CAO to hire, discipline and terminate staff and that all information pertaining to staff employment matters is considered confidential. No member(s) of Council or a Board, either as an individual or as group, shall interfere with the CAO's role in the hiring, disciplinary action or termination of any staff member by way of coercion, persuasion, threats, intimidation, Bullying or any other form of influence. The CAO shall immediately report any incident of this nature to Council as a whole during an in camera meeting.

Attendance at Orientation and Other Training

- 5.17** Unless excused by Council, Elected Officials are expected to attend:
- 5.17.1** orientation at the start of each Council term; and
- 5.17.2** any training organized at the direction of Council or mandated by the Province of Alberta.
- 5.18** Councillors may attend training/conferences of their choosing so long as there is budget available within the Elected Officials' Training account.

Pecuniary Interest

- 5.19** It is the Councillor's or Board Member's personal responsibility to review and understand the Pecuniary Interest provisions of the Act.
- 5.20** The decision with respect to whether or not the Councillor or Board Member may have a Pecuniary Interest is the individual Councillor's or Board Member's decision to make.
- 5.21** It is the individual responsibility of each Councillor or Board Member to seek independent legal advice, at his or her own expense, with respect to any situation that may result in a Pecuniary Interest.

- 5.22** If a Councillor or a Board Member believes that he/she may have or may reasonably be perceived to have a Pecuniary Interest in a matter before Council, he/she shall strictly adhere to the Pecuniary Interest provisions under the Act.
- 5.23** Where a Councillor or a Board Member believes that he/she may have a Pecuniary Interest in a matter before Council, he/she should notify the Mayor or Chair of the meeting, before the matter is considered, that the Councillor or Board Member has a Pecuniary Interest in the matter.
- 5.24** Receipt of gifts can result in a perceived Conflict of Interest, with the exception of token and minor gifts, having an estimated value under One Hundred (\$100) Dollars. Councillors and Board Members shall provide a written declaration to Council detailing the acceptance of any gifts including the estimated value and donor or the gift.
- 5.25** While token and minor gifts can be accepted by Councillors and Board Members, substantial or material gifts should either be rejected by Councillors and Board Members or accepted on behalf of Council or the Board and donated to a non-profit organization that is not associated with the Councillor or Board Member.
- 5.26** This Bylaw does not apply to gifts donated to the Town of Sedgewick community nor to gifts or hospitality that are normally received as a matter of protocol or social obligations that normally accompany the position of Councillor or Board Member and that are not related to any particular transaction or activity of the Town of Sedgewick or decision by Council.
- 5.27** Councillors and Board Members shall not engage in any activity that is incompatible or inconsistent with the ethical discharge of a Councillor's or Board Member's duties and obligations as a Councillor or Board Member in the Town of Sedgewick.

Bias

- 5.28** A Councillor or Board Member shall be free from Bias with respect to any matter that requires a decision of Council or a Board.
- 5.29** Councillors or Board Members may attend open houses or exchange communication with potential Applicants, Developers and Special Interest Groups prior to the submission of a Development application being submitted to the Town of Sedgewick and should:
- 5.29.1** state that any opinions expressed by the Councillor or Board Member are personal and do not in any way represent Council or the Boards possible opinion or ultimate decision with respect to a potential Development;
- 5.29.2** make it clear to potential Applicants, Developers or Special Interest Groups that the Councillor or Board Member can provide only general information on the Development application process but cannot give definitive advice about the Development's chance of success;
- 5.29.3** suggest that the Applicant, Developer or Special Interest Group seek independent professional advice; and
- 5.29.4** if applicable, encourage potential Applicants, Developers or Special Interest Groups to seek preliminary information on their Development proposal by utilizing the pre-application process with Administration.
- 5.30** After a Development Permit Application has been filed with the Town of Sedgewick, where Council or a Board will have a decision-making role in the Development approval process or where a Councillor or Board Member is a member of the Subdivision and Development Appeal Board and the matter may be appealed, Councillors and Board Members should not meet with the Applicants, Developers or Special Interest Groups to discuss the Development prior to the public hearing, formal consideration of the Development application by Council, Board or appeal hearing and decision being issued by Council, the Board or the Subdivision and Development Appeal Board.
- 5.30.1** All Development inquiries should be directed to Administration.
- 5.30.2** Any information forwarded by an Applicant, Developer or Special Interest Group to a Councillor or Board Member with respect to a pending Development Application should be forwarded to the CAO, who will record the information

received and determine what further distribution or disclosure of the information is required.

5.30.3 In the event that a Development Application should proceed to any type of court proceeding, no meeting between Councillors, Board Members, Applicants, Developers or Special Interest Groups should take place.

Use and Disclosure of Information

- 5.31** Councillors and Board Members shall not use information gained through their position on Council or a Board for any private or personal benefit or gain.
- 5.32** Councillors and Board Members shall inform themselves of and strictly adhere to the provisions of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, Chapter F-25, and any amendments thereto, with respect to the access to, gathering, use and disclosure of information.
- 5.33** Councillors and Board Members shall not release, disclose, publish or comment on confidential information including any information received during an “in camera” meeting until such information is disclosed at a public meeting as part of an approved agenda. This obligation continues in perpetuity.
- 5.34** Councillors and Board Members shall not release information that is subject to solicitor-client privilege unless expressly authorized by Council, the Board or required by law to do so.
- 5.35** Councillors and Board Members shall not misuse confidential information that they have knowledge of by virtue of their position as an Elected Official or Board Member that is not in the public domain, including emails and correspondence from other Elected Officials, Board Members or third parties such that it may cause harm, detriment or embarrassment to the Town of Sedgewick, Council, other Elected Officials, a Board or other Board Members, Administration, members of the public or third parties.

Representations on Behalf of the Town or Board

- 5.36** Public or media statements or the release of information conveying the Town of Sedgewick’s position or decisions on matters made by the Council will only be communicated by the Mayor, or in his absence the Deputy-Mayor, or in the absence of both the Mayor and Deputy-Mayor the Acting Mayor.
- 5.37** Public or media statements or the release of information conveying a Board’s decision or decisions on matters made by the Board will only be communicated by the Chair, or in his absence the Vice-Chair, or in the absence of both the Chair and Vice-Chair, the Acting Chair.

6. Harassment/Sexual Harassment/Violence-Free Workplace

- 6.1** Town of Sedgewick Councillors and Board Members are required to read and adhere to the “**Town of Sedgewick Respectful Workplace Policy.**”
- 6.2** Elected Officials and Board Members are responsible for cooperating with any type of Workplace Harassment investigation and for respecting the confidentiality related to the investigation process.
- 6.3** No Elected Official or Board Member shall take retaliatory action against a complainant with the intention of dissuading or punishing an individual for participating in the complaint process.

7. Investigations

- 7.1** A complaint alleging a breach of the Code of Conduct may be made by a Councillor, member of Administration or a member of the public.
- 7.2** A complaint must be filed in writing either by mail, email or facsimile and shall contain the following information:
 - 7.2.1** the name of the complainant;
 - 7.2.2** the nature of the alleged complaint; and
 - 7.2.3** name of any witnesses to the incident.

- 7.3** An investigation will not be started without first having reasonable grounds to believe that the suspected breach is likely to occur or has already occurred. This will be determined by Council weighing of the seriousness of the alleged action and the determination of whether the Code of Conduct has jurisdiction over the alleged incident. As well, the method of investigation itself will be reasonable with regard to the totality of the circumstances. The method of investigation is to be determined by Council. Both parties to the investigation will be advised of the decision to pursue an investigation within five (5) business days after the receipt of the complaint.
- 7.4** Investigations will be carried out in accordance with the following:
- 7.4.1** incidents will be investigated as promptly as possible;
 - 7.4.2** only those individuals absolutely necessary to verifying the complaint will be interviewed in order to maintain the confidentiality of the complainant and the respondent to the greatest extent possible. In all cases, both the complainant and the respondent will be interviewed and the respondent will be advised of the allegations they face and provided an opportunity to answer the same. The respondent will be notified of the complaint within five (5) working days of receipt of the complaint and will be given five (5) working days to respond to the complaint in writing wither by mail, email or facsimile.
 - 7.4.3** individuals with knowledge of the incident will be encouraged not to discuss the details with others; and
 - 7.4.4** the safety of the complainant will be a paramount consideration throughout the investigation process.
- 7.5** With respect to any alleged breach of the Code of Conduct by a Councillor or Board Member, where found to be warranted by a majority of Councillors, a third party investigator may be brought in to conduct the inquiry.
- 7.6** With respect to an alleged breach of the Code of Conduct by the CAO, a third party investigator will be brought in to conduct the inquiry.
- 7.7** Should a complaint filed under this Section 7 be found to be valid, Council will meet as a whole to determine what censure under Section 9 is appropriate to the nature of the breach.

8. Bylaw Compliance

- 8.1** Elected Officials and Board Members shall strictly comply with the Code of Conduct Bylaw.
- 8.2** Elected Officials and Board Members shall report violations of the Code of Conduct Bylaw using one or more of the following options:
- 8.2.1** An Elected Official or Board member who perceives or is aware of a violation of the Code of Conduct may speak directly with the person;
 - 8.2.2** Elected Officials may discuss concerns of a violation of the Code of Conduct with the Mayor or Deputy Mayor.
 - 8.2.3** Board Members may discuss concerns of a violation of Code of Conduct:
 - 8.2.3.1** with the Chair or Vice-Chair in event the Chair or Vice Chair is an Elected Official; or
 - 8.2.3.2** with the Mayor in the event the Chair or Vice-chair is not an Elected Official.
 - 8.2.4** Where a situation warrants, Elected Officials and Board Members may report the concern to the whole of Council in an in camera session at a meeting of Council. An inquiry and/or investigation will be undertaken as directed by Council and may result in:
 - 8.2.4.1** private verbal or written warning;
 - 8.2.4.2** public verbal or written warning; and/or

8.2.4.3 a Censure Motion (Section 9) as determined by Council in order to restore the accountability of the Office of Council.

9. Censure Motions

In determining an appropriate Censure Motion, Council should have some practical rationale for doing so in the interest of proportionality and fairness. Once a Censure Motion has been passed, only a motion of Council can rescind the Censure Motion unless the Motion was date specific.

Censure Motions by position are as follows:

Mayor

- 9.1** Restrict or limit the Mayor's power such as presiding over Council meetings and/or being a member of all Council Boards as set out in Section 154 of the Act.
- 9.2** Direct the Deputy-Mayor to assume the Mayor's official obligations and responsibilities including presiding over meetings, calling special meetings, signing bylaws and cheques.
- 9.3** Redirect the Mayor's additional compensation for performing the above duties to the Deputy-Mayor as set out in Section 275.1 of the Act.
- 9.4** Restrict the Mayor from attending meetings as the Town's representative and acting as the Town's spokesperson.
- 9.5** Restrict the Mayor in his/her communications with Administration and third parties such as the Provincial and Federal governments and other municipalities.
- 9.6** Direct the Mayor to adhere to the statutory obligations under the Act and the Town's Council Code of Conduct Bylaw.
- 9.7** Restrict the Mayor from attending FCM, AUMA and/or other conferences.
- 9.8** Any other sanction or requirement Council may decide upon including but not limited to:
 - 9.8.1** a letter of reprimand addressed to the Mayor which may be published;
 - 9.8.2** a request for the Mayor to issue a letter of apology which may be published;
 - 9.8.3** a requirement for the Mayor to attend training;
 - 9.8.4** suspension or removal of the appointment of a Mayor as Chief Elected Official under Section 150(2) of the Act;
 - 9.8.5** suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members; and
 - 9.8.6** reduction or suspension of remuneration corresponding to a reduction in duties, excluding allowances for attendance at Council meetings.

Deputy Mayor

- 9.9** Restrict or limit the Deputy-Mayor's power such as presiding over Council meetings when the Mayor is absent or presiding over any Boards of council and/or being a member of all Council Boards.
- 9.10** Direct one of the Councillors to assume the Deputy-Mayor's official obligations and responsibilities in the absence of the Mayor, including presiding over meetings, calling special meetings, signing bylaws and cheques.
- 9.11** Restrict the Deputy-Mayor from attending meetings as the Town's representative and acting as the Town's spokesperson.
- 9.12** Restrict the Deputy-Mayor in his/her communications with Administration and third parties such as the Provincial or Federal governments and other municipalities.
- 9.13** Direct the Deputy-Mayor to adhere to the statutory obligations under the Act and the Town's Council Code of Conduct Bylaw.
- 9.14** Restrict the Deputy-Mayor from attending FCM, AUMA and/or other conferences.

9.15 Any other sanction or requirement Council may decide upon including but not limited to:

9.15.1 a letter of reprimand addressed to the Deputy-Mayor which may be published;

9.15.2 a request for the Deputy-Mayor to issue a letter of apology which may be Published;

9.15.3 a requirement for the Deputy-Mayor to attend training;

9.15.4 suspension or removal of the appointment of a Deputy-Mayor as Chief Elected Official under Section 150(2) of the Act;

9.15.5 suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members; and

9.15.6 reduction or suspension of remuneration corresponding to a reduction in duties, excluding allowances for attendance at Council meetings.

Councillors

9.16 Restrict or limit the Councillor's power such as presiding over Council Committee meetings;

9.17 Restrict the Councillor in his/her communications with Administration and third parties such as the Provincial or Federal governments and other municipalities;

9.18 Direct the Councillor to adhere to the statutory obligations under the Act and the Town's Council Code of Conduct Bylaw;

9.19 Restrict the Councillor from attending FCM, AUMA and/or other conferences;

9.20 Any other sanction or requirement that Council may decide upon including but not limited to:

9.20.1 a letter of reprimand addressed to the Councillor which may be published;

9.20.2 a request for the Councillor to issue a letter of apology which may be published;

9.20.3 a requirement of the Councillor to attend training;

9.20.4 suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members; and

9.20.5 reduction or suspension of remuneration corresponding to a reduction in duties, excluding allowances for attendance at Council meetings.

9.21 This Code of Conduct, or sanctions imposed under this Code of Conduct shall not prevent any Councillor from fulfilling the legislated duties of a councillor.

Legal Rights

9.22 Nothing in this section restricts or attempts to revoke a Mayors, Deputy-Mayor's or Councillor's legal right to challenge a decision by Council through established legal channels.

10. Severability

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

11. Enactment

11.1 This Bylaw shall take effect at the date of final passing thereof.

First Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this ____ day of ____, 2018.

Second Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this ____ day of ____, 2018.

Third Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this ____ day of _____, 2018.

TOWN OF SEDGEWICK

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT



TOWN OF SEDGEWICK

REQUEST FOR DECISION

MARCH 22, 2018

SEDGEWICK LAKE PARK PASTURE LEASE

SEDGEWICK LAKE PARK PASTURE LEASE

EXECUTIVE SUMMARY

In 2012, The Town of Sedgewick entered into a three (3) year lease with Tim Guhle for approximately 163 acres of pasture land near Sedgewick Lake for cattle grazing. In 2015 the lease was extended through to March 31st, 2018.

BACKGROUND

The Town has received \$3500 for each year of the agreement. The lease has been uneventful except for the issue of cattle getting too close to the Town's lagoon cells. This has caused problems to the banks of the cells.

There is currently a fence in place to protect the cells, however it has fallen into disrepair because the ground is too wet and soft around the wooden posts. Administration is suggesting that a new fence be installed far enough away from the lagoon where the ground is more suitable. The fence would cost approximately \$2000 in materials and would take away approximately 31.3 acres of pasture from the current lease agreement.

Mr. Guhle is interested in entering into another 3 year lease with the Town and has agreed to the reduction in pasture space if it coincides with a \$500 reduction in the annual lease payment. As the fence is cutting off a water source from the cattle, and the loss in pasture is approximately 20% this appears to be fair based on the proposed compensation.

BUDGET IMPLICATIONS

Revenue of \$3000/year for the next 3 years compared to \$3500/year previously.

Expense of \$2000 plus in-house labour to build a new fence.

ALTERNATIVES

1. Council may approve entering into a three (3) year agreement with Tim Guhle for the lease of 132 acres of pasture at Sedgewick Lake Park for \$3000 per year.
2. Council may direct Administration to invite bids for a three (3) year agreement for the lease of 132 acres of pasture at Sedgewick Lake Park.
3. Council may decide to not lease out the pasture land at Sedgewick Lake Park.

RECOMMENDATION

1. That Council approve entering into a three (3) year agreement with Tim Guhle for the lease of 132 acres of pasture at Sedgewick Lake Park for \$3000 per year.

ATTACHMENTS

1. Sedgewick Lake Park Pasture Lease Agreement

Sedgewick Lake Park Pasture Lease Agreement

THIS AGREEMENT MADE IN DUPLICATE THIS _____ DAY OF _____, 20____.

BETWEEN

THE TOWN OF SEDGEWICK

(Hereinafter called the "LESSOR")

AND

Tim Guhle

of Daysland, Alberta

(Hereinafter called the "LESSEE")

- 1. Schedules** The following Schedules form part of this Agreement:

(a) Schedule "A" – Parcel Diagram (NE 16-44-12-W4)
- 2. Land** The land leased under this Agreement is described as follows (the "**Land**"):

 - all that piece of land in the Province of Alberta which includes part of NW 16-12-44-W4 containing 50 acres more or less, which abuts a lake known as Sedgewick Lake and all that portion of the NE Quarter of Section 16-44-12-W4 containing 145 acres more or less (EXCEPTING THEREOUT, 31.68 acres, more or less subdivided under plan 772 2695 identified in Schedule "A" as LOT 1 and 31.3 acres, more or less, of additionally fenced off land identified in Schedule "A" as LOT 2.
- 3. Grant** Subject to the conditions and covenants as stipulated herein, the lessor, being the registered owner of the land, subject however to such reservations, exceptions, encumbrances, liens and interests as are presently noted on or registered on the title(s) to the Land, does hereby lease to the Lessee the Land in return for the payment as outlined in this Agreement without further deduction.
- 4. Term** The term of the rental under this Agreement will be for a period of three (3) years from the 1st day of April, 2018 (the "**Start Date**") to the 31st day of March, 2021 (the "**End Date**").
- 5. Payment** The Lessee agrees to pay to the Lessor the amount of \$3000 plus GST to be paid to the Lessor no later than the 1st day of June annually or when cattle first enter the property, whichever comes first.
- 6. Conditions**

 - 1) The Lessee agrees to the following conditions:
 - 2) The lessee will pay all utility charges and other expenses now or hereafter payable in respect of any activity carried on by the lessee in connection with the land, during the term of this lease.
 - 3) The lessee will maintain and keep in repair all buildings or other structures including fences for use by the lessee which may be hereafter on the land.

Sedgewick Lake Park Pasture Lease Agreement

6. Conditions (cont.)

- 4) The lessee will not, without prior written consent of the lessor:
 - a) transfer, assign or sublet the land or any part thereof or otherwise by any act or deed procure the land or any part thereof to be transferred or sublet, or assign their interest in this lease without the prior written consent of the lessor.
 - b) Change the natural course of any waterways on the land, or
 - c) Alter, destroy or remove any buildings or other structures and equipment situated on the land, or
 - d) Terminate the use of the lands as a pasture
 - e) Make improvements to the land (other than what is consider normal repair and maintenance), or sell, remove dispose of or encumber any improvements, and for the purposes of the lease, improvements include, but are not restricted to water development, erosion control, fencing and building construction, clearing.
- 5) The lessee will not, at any time during the term, use, exercise of, carry on, or permit or suffer to be used, exercised or carried on, in or upon the land, or any part thereof any noxious, noisome or offensive act, trade, business, occupation or calling; and no act, matter or thing shall at any time during the term be done in or upon the land or any part thereof, which shall or may be or grow to the annoyance, nuisance, damage or any disturbance of the occupiers or owners of adjoining land or properties.
- 6) The lessee will not do or suffer to be done on the land any act or thing which shall or may increase the risk of fire to any buildings or other improvements on the land.
- 7) If the lessee fulfills the terms and conditions of this lease they shall and may peaceably possess and enjoy the land for the term without any interruption or disturbance for the lessor or any representative of the lessor.
- 8) The lessor or his representative has the right at all reasonable times to attend and inspect the land.
- 9) The lessee will:
 - a.) carry liability insurance and agrees upon the request of the lessor to provide the lessor with a copy of the said insurance policy.
 - b.) Undertake weed control as required by good husbandry practices.
- 10) The lessee will promptly pay all expenses and costs relating to its use of the lands and save the lessor harmless in respect thereof.

Sedgewick Lake Park Pasture Lease Agreement

- 6. Indemnification** The lessee does hereby indemnify and save harmless the lessor, it's employees and agents from and against any and all claims, demands, damages, losses, costs and charges howsoever occasion to or suffered by or imposed upon the lessor in respect of any manner or thing in consequence of or in connection with or arising out of the lessee occupancy or use of the land or any operation connected herewith or any business connected thereon, including injury or the death of any person and damage to or destruction of property.
- 7. Termination** Upon termination of the lease, or renewal thereof, the lessee shall have the right to remove the buildings from the said lands, providing the lessee pays all moving costs and leaves the premises in the same condition as a normal and prudent owner. In the event the Lessee does not remove the said buildings within thirty (30) days from the termination of the lease, the title to the same buildings shall rest with the Lessor.

I, _____, affirm that I do hereby agree with all terms of this agreement on this _____ day of _____ (month), 20_____.

Lessor

Town of Sedgewick

Signature

Signature

Print Name

Print Name

Date

Date

Sedgewick Lake Park Pasture Lease Agreement

SCHEDULE "A" - PARCEL DIAGRAM (NE 16-44-12-W4)



Pasture Lease Agreement

Lessee's Initials



SNOW REMOVAL POLICY

EXECUTIVE SUMMARY

Administration has prepared a policy which describes the priorities and procedures of the Town in regards to snow removal from roads, sidewalks and trails.

BACKGROUND

The Town of Sedgewick is responsible for snow removal from the following locations:

Streets

- Alleys
- Sidewalks adjacent to Town-owned lots
- Sidewalks in commercial district
- Town trail system
- Parking lots of Town facilities (Rec Centre)

These areas have been prioritized and the level of service for each has been described in the policy.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may approve the Snow Removal Policy as presented.
2. Council may direct Administration to make changes to the Snow Removal Policy and present to Council at a future meeting.
3. Council may accept the Snow Removal Policy as information.

RECOMMENDATION

1. That Council approve Policy 18-05, the Snow Removal Policy as presented.

ATTACHMENTS

1. Draft Snow Removal Policy



TOWN OF SEDGEWICK

SNOW REMOVAL POLICY

POLICY # 18-05

APPROVAL DATE:

RESOLUTION NUMBER:

1. Policy Purpose

- 1.1. The purpose of this policy is to prioritize snow removal based on need and to outline the Town's responsibilities. It is the Town's objective to provide residents with maximum mobility during the winter months and it is acknowledged that this policy may minimize but not eliminate all hazardous conditions.

2. Guidelines

2.1. Priority Descriptions

The priority rankings of streets within the Town of Sedgewick (see Schedule A for a detailed view) are as follows:

Priority Ranking	Identification Color	Description
Priority 1	Red	47 th Street Commercial School and area -50 th Avenue West (of 50 th Street) -51 st Avenue West (of 50 th Street) -53A Street -Rec Centre Parking Lot
Priority 2	Yellow	51 st Avenue 50 th Street 48 th Avenue 48 th Street 46 th Street (south of 50 th Avenue) 45 th Street (north of 50 th Avenue) Meadowlark Drive MacKenzie Drive
Priority 3	Green	All remaining residential streets
Priority 4	Blue	Back alleys

2.2. Level of Service

The descriptions of level of service for the above priorities are as follows:

Priority Ranking	Service Level Description
Priority 1	Snow is cleared/windrowed as close to bare pavement as possible Overnight snow fall is cleared/windrowed prior to 8:30am on weekdays Trigger: 3 inches of accumulated snow

Priority 2	Snow is cleared/windrowed within 36 hours and during normal working hours Trigger: 3 inches of accumulated snow
Priority 3	Snow is cleared/windrowed within 72 hours and during normal working hours Trigger: 3 to 5 inches of accumulated snow
Priority 4	Snow is attempted to be cleared prior to Thursday garbage pickup (dependant on date of snowfall) Trigger: as deemed significant by the Public Works Foreman

2.3. Major Snow Events

A major snow event will be defined as snow accumulation of more than 5 inches. In this situation, service levels identified in Section 2.2 will carry over into after-hours work.

2.4. Snow Clearing and Removal Operations (Roads)

- 2.4.1. Snow clearing and removal operations will be undertaken by the Town of Sedgewick's Public Works Department. In some circumstances a third party may be contracted to assist.
- 2.4.2. It will be at the discretion of the Public Works Foreman on whether to clear snow after hours or engage a third party contractor (within approved budget levels).
- 2.4.3. When clearing snow, the snow will be windrowed in the center of the street and removed using heavy equipment.
- 2.4.4. Property owners will be responsible for clearing sidewalks and driveways of residual snow left by the snow clearing equipment in front of their property.
- 2.4.5. Should another snow fall event occur before all streets are fully cleared, snow removal priorities may be reset to Priority 1.
- 2.4.6. The Town of Sedgewick will attempt to have windrows removed within 24 hours.

2.5. Sanding Operations (Roads)

- 2.5.1. Public Works staff will inspect streets a minimum of once per day including weekends and holidays depending on weather conditions. Streets will be sanded when road conditions become a hazard to public safety as determined by Public Works staff.
- 2.5.2. The following locations shall receive sanding:
 - Intersections
 - Inclines
 - Any other area where road conditions are deemed to be unsafe or warrant sanding
- 2.5.3. Sanding operations will be undertaken by the Public Works Department during normal working hours and work days.

2.6. Sidewalks and Trails

- 2.6.1. The Town of Sedgewick shall be responsible for removing snow from sidewalks and trails as identified in Schedule B after each snowfall. Response time will be dependent on conditions and staff availability with the downtown core taking priority.
- 2.6.2. Town of Sedgewick staff will monitor sidewalks identified in Schedule B during normal working hours and apply their choice of product to de-ice or provide increased traction if deemed necessary.

2.7. Communications

- 2.7.1. Parking bans may be issued at the discretion of the Public Works Foreman.
- 2.7.2. Road signage may be placed out prior to snow removal at the discretion of the Public Works Foreman.
- 2.7.2. The Town of Sedgewick will make efforts to provide snow clearing updates using social media.

3. Persons Affected

Public Works Department and the general public.

4. Revision/Review History

TOWN OF SEDGEWICK

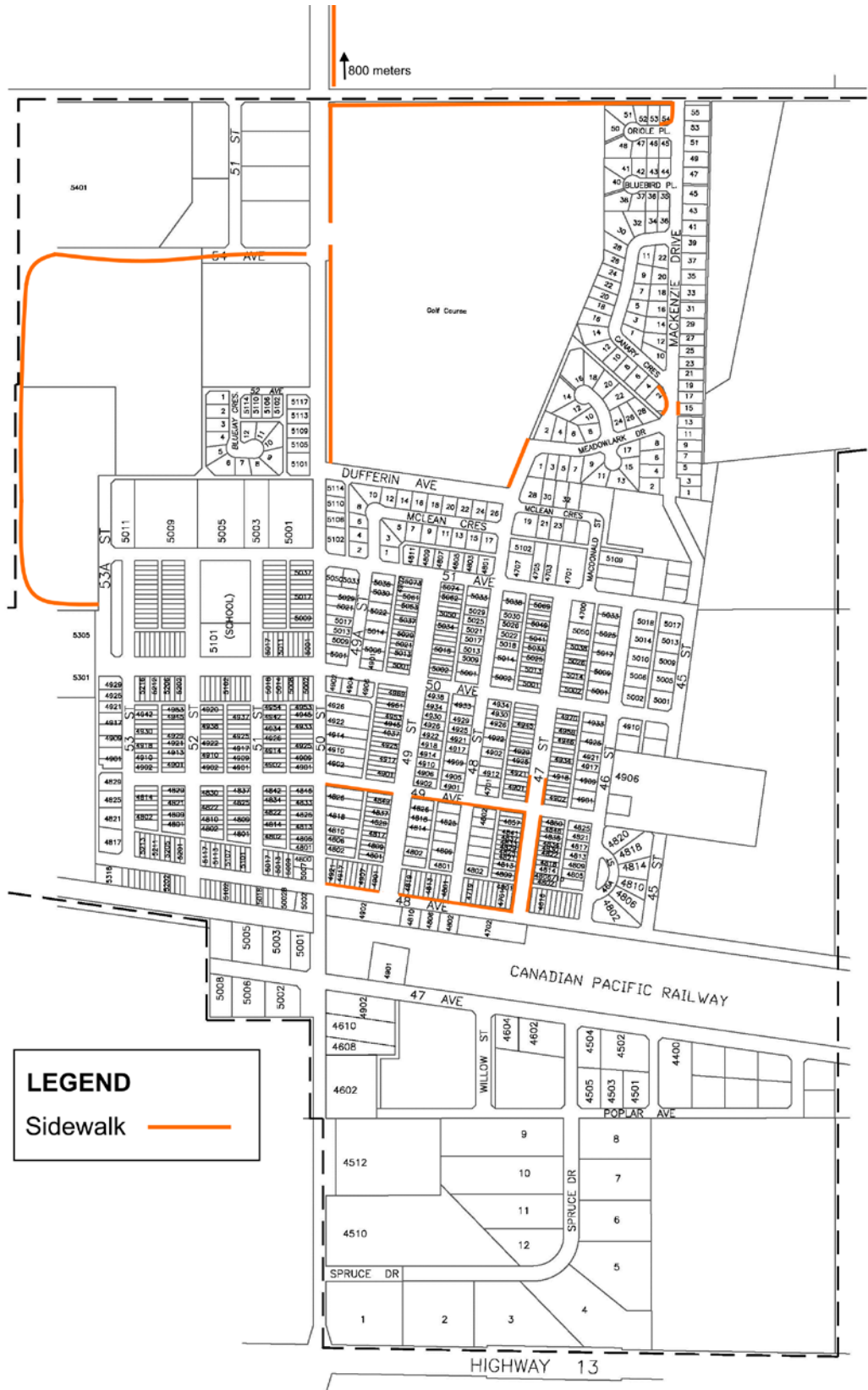
DATE MAYOR

DATE CHIEF ADMINISTRATIVE OFFICER

Schedule A - Roads



Schedule B – Sidewalks and Trails





SUBDIVISION LOT #14

EXECUTIVE SUMMARY

Council approved proceeding with Phase I of the proposed subdivision which consists of 12 lots at the regular council meeting of February 15th, 2018. Council directed administration to get the cost associated with also developing lot #14 as part of Phase I.

BACKGROUND

Lot 14 is located on the corner of 54th Avenue and 51st Street in the current design of the subdivision. The lot is planned to be 1590 square meters making it the largest lot in the subdivision.

The cost of developing the first 12 lots of the subdivision was estimated at \$920,875. The new cost of including lot 14 in the development is \$1,030,250.

Including lot 14 would bring the total number of lots to be developed in Phase 1 to thirteen.

BUDGET IMPLICATIONS

The 2018 capital budget for the subdivision has been set at \$1.1 million. The estimated cost of developing lot 14 is an additional \$109,375.

ALTERNATIVES

1. Council may approve the development of Lot 14 to be included within Phase 1 of the 54th Avenue subdivision.
2. Council may decide to maintain the scope of Phase 1 at 12 lots in total.

RECOMMENDATION

1. That Council approve the development of Lot 14 to be included within Phase 1 of the 54th Avenue subdivision.

ATTACHMENTS

1. Cost estimate for Phase 1 including Lot #14

Phase 1 Cost Estimate



Client

Town of Sedgewick

Project

Sedgewick Subdivision

Subject

Cost Estimate - Phase 1

Proj. No. 2018-3149

Date March 7, 2018

Item	Description	Unit	Total	Unit Price	Extension
1.0	MOBILIZATION / DEMOBILIZATION				
1.1	Mobilization / Demobilization	LS	1	\$ 90,000.00	\$ 90,000.00
	TOTAL PART 1.0 - MOBILIZATION / DEMOBILIZATION				\$ 90,000.00
2.0	REMOVALS AND EARTHWORKS				
2.1	Removal of Asphalt	m ²	150	\$ 5.00	\$ 750.00
2.2	Common Excavation, Stockpile	m ³	7600	\$ 10.00	\$ 76,000.00
	TOTAL PART 2.0 - EARTHWORKS				\$ 76,750.00
3.0	STORM SEWERS				
3.1	Storm Sewer Pipe	lm	160	\$ 250.00	\$ 40,000.00
3.2	Manhole, 1200 mm dia. With slab top (frame and cover included)	vm	15	\$ 2,500.00	\$ 37,500.00
3.3	Catch basin leads	ea	60	\$ 150.00	\$ 9,000.00
3.4	Catch basins, (frame and cover included)	ea	5	\$ 2,500.00	\$ 12,500.00
	TOTAL PART 3.0 - STORM SEWERS				\$ 99,000.00
4.0	WATERMAINS				
4.1	Supply and Install Watermain, 200 mm PVC DR 18	lm	170	\$ 200.00	\$ 34,000.00
4.2	Supply and Install 200 mm Gate Valve c/w Valve Box	ea	3	\$ 2,500.00	\$ 7,500.00
4.3	Supply and Install Fittings				
	.1 Tees	ea	1	\$ 1,200.00	\$ 1,200.00
4.4	Supply and Install Fire Hydrants	ea	1	\$ 10,000.00	\$ 10,000.00
4.5	Water Service, Complete Including Trenching, Pipe Installation, Main Stop, Saddle, Curb Stop, Plug and Compacted Backfill				
	.1 20 mm Internal Diameter	ea	12	\$ 1,000.00	\$ 12,000.00
	TOTAL PART 4.0 - WATERMAINS				\$ 64,700.00
5.0	SANITARY SEWERS				
5.1	Sanitary Sewer, 200 mm PVC SDR 35	lm	260	\$ 175.00	\$ 45,500.00
5.2	Manholes, 1200 mm (including frame and cover)	vm	20	\$ 2,500.00	\$ 50,000.00
5.3	Sanitary Service, Complete Including Trenching, Pipe Installation, Plug and Compacted Backfill				
	.1 100 mm Diameter	ea	12	\$ 1,000.00	\$ 12,000.00
	TOTAL PART 5.0 - SANITARY SEWERS				\$ 107,500.00

Phase 1 Cost Estimate



Client

Town of Sedgewick

Project

Sedgewick Subdivision

Subject

Cost Estimate - Phase 1

Proj. No. 2018-3149

Date March 7, 2018

Item	Description	Unit	Total	Unit Price	Extension
6.0	SURFACE WORK				
6.1	Supply and Install Concrete Structures				
	.1 Rolled Face Curb and Gutter	lm	320	\$ 200.00	\$ 64,000.00
	2. Mono Walk - 1.5 m width	lm	320	\$ 250.00	\$ 80,000.00
	.3 Type A1 Pararamp	m ²	35	\$ 150.00	\$ 5,250.00
6.2	Subgrade Preparation - 300 mm Depth	m ²	3100	\$ 10.00	\$ 31,000.00
6.3	Granular Base - 250 mm Depth	m ³	775	\$ 60.00	\$ 46,500.00
6.4	Hot Mix Asphalt				
	.1 Top Lift - 40 mm Depth	m ²	3100	\$ 20.00	\$ 62,000.00
	.2 Bottom Lift - 60 mm Depth	m ²	3100	\$ 25.00	\$ 77,500.00
	TOTAL PART 6.0 - SURFACE WORK				\$ 366,250.00
7.0	LANDSCAPE				
7.1	Landscape	LS	1	\$ 20,000.00	\$ 20,000.00
	TOTAL PART 7.0 - LANDSCAPE				\$ 20,000.00
	TOTAL PART 1.0 - MOBILIZATION / DEMOBILIZATION				\$ 90,000.00
	TOTAL PART 2.0 - EARTHWORKS				\$ 76,750.00
	TOTAL PART 3.0 - STORM SEWERS				\$ 99,000.00
	TOTAL PART 4.0 - WATERMAINS				\$ 64,700.00
	TOTAL PART 5.0 - SANITARY SEWERS				\$ 107,500.00
	TOTAL PART 6.0 - SURFACE WORK				\$ 366,250.00
	TOTAL PART 7.0 - LANDSCAPE				\$ 20,000.00
	Subtotal				\$ 824,200.00
	Contingency (25%)				\$ 206,050.00
	Total				\$ 1,030,250.00



SPRUCE DRIVE SERVICING

EXECUTIVE SUMMARY

After discussion with Council, administration approached our engineers to perform an initial review regarding the servicing of Spruce Drive .

BACKGROUND

Current sanitary sewer service along Spruce Drive runs from the north end of the road and ends at the veterinary clinic. Past this point, businesses are making use of septic tanks.

A water main runs from the north end of Spruce Drive and terminates at the curve where the road turns to the west.

It was found by the Engineers that the topography was relatively flat with the low point being evident through water collection just west of the Spruce Drive curve. The contours have led the engineers to identify 4 possible catchment areas (2 of which are in Flagstaff County).

Area 1 includes the remaining portion of the road that runs north/south. This is basically between the vet clinic and Bonness Oilfield Supply. A gravity system from the existing manhole is expected to work in this section allowing for service to 3 businesses. Town water already runs through this area.

Area 2 is the portion of Spruce Drive that runs east/west and would have two different options for sanitary sewer. There are currently no water mains in this area.

Option 1 would include installing a lift station at the low spot by the curve. The flow would be pumped to the Area 1 extension and would result in all lots on Spruce Drive being serviced for sanitary sewer. Water mains could be extended.

Option 2 is to install a low-pressure sewer system which would require each property to install a small pump that would contribute to the network. The flow would again discharge into the Area 1 extension. This system is superior to a gravity only system in that it can limit inflow which impacts wastewater treatment facility. Water mains could be extended.

Areas 3 and 4 are in Flagstaff County with **Area 3** being the acreages on the west side of 50th Street and **Area 4** being the industrial park just south of Highway 13. They can be serviced the same way as Area 2, although the capacity of the network will have to be confirmed.

Servicing areas 3 and 4 would coincide with the annexation of the properties.

It is noted that the above concept is dependent on the capacity of the treatment facility to accept additional flow and more evaluation is required. Also more planning of future development may be necessary to ensure the correct size of system is installed.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

MARCH 22, 2018
SPRUCE DRIVE SERVICING

BUDGET IMPLICATIONS

Estimated cost of construction for Area 1 is \$99,000.

Estimated cost of construction for Option 1 of Area 2 and Area 3 is \$1,550,600.

Estimated cost of construction for Option 2 of Area 2 and Area 3 is \$856,000.

A tabletop evaluation of the sewer system capacity is estimated at \$10,000.

ALTERNATIVES

1. Council may accept the Spruce Drive Servicing Report as information.
2. Council may decide to gather further information by having a table top evaluation performed by engineers of the existing sanitary sewer capacity.

RECOMMENDATION

1. Council should decide if the servicing of all or some of Spruce Drive is a strategic priority and if so, what is the timeline that they would like to see servicing accomplished and to what degree.

If deemed as a priority, the first step would be:

That Council approve including \$10,000 within the 2018 operational budget to have engineers conduct a tabletop evaluation of the existing sanitary sewer capacity.

ATTACHMENTS

1. Servicing map of Spruce Drive
2. Spruce Drive Sanitary Sewer Extension report – Associated Engineering



February 9, 2018
File: 2018-3149.00.E.05

Jim Fedyk
CAO
Town of Sedgewick
Box 129
Sedgewick, AB T0B 4C0

Re: SPRUCE DRIVE SANITARY SEWER EXTENSION

Dear Mr. Fedyk:

During our recent discussions the Town inquired about the potential for servicing the Spruce Drive area with sanitary sewer services. The following summarizes our initial discussion and possible servicing concepts for your consideration.

1 BACKGROUND INFORMATION

The area under consideration is in the southwest part of the Town of Sedgewick with an area of approximately 36 ha. The proposed service area is bounded to the south by Highway 13, to the west by 50th Street, Poplar Ave to the north and the extension of Maple Street to the east. The area is primarily used as commercial or industrial land use. The businesses are typically large open industrial sites with warehouse / shops for buildings. There is a number of smaller commercial buildings including one known medical clinic.

There is an existing highway commercial development south of Highway 13 on the intersection of 50th Street. This area (kiddy corner to Kal-Tire), may also be considered in the servicing evaluation as part of the over all servicing concept, albeit stages for future phases.

Currently, the area is serviced with water for a short length on the northeast end of Spruce Drive. The remainder of the subdivision is services through water cisterns and there may be some private water wells. Additional research is required to confirm source of potable water and the fire flow capacity of the existing line.

The limits of the Town sanitary sewer system are on the northern boundary of the area. Sanitary sewer collection in the subdivision is through holding tanks and truck haul to the local Town lagoon. The existing sanitary sewer information was derived from the Town's GIS data base. Topography of the proposed area was derived from LIDAR data acquired by Associated Engineering to develop contour plans for general surface information.

February 9, 2018
Jim Fedyk
Town of Sedgewick
- 2 -

2 CONCEPT DEVELOPMENT

Generally, the topography is relatively flat. Relief tends to flow toward the center of the proposed area where the low point is noted. The low point is evident in the field from the existing wetland area crossing Spruce drive near the turn where the alignment changes from west/east to north/south. There is a higher ridge 100-200 m south of the north boundary of the subdivision. The existing sanitary manhole is at the north boundary. Using the topography contours we have identified 4 catchment areas.

Area 1 is the northeast section separated by the higher ridge and the north boundary

Area 2 is the remainder of the Spruce Drive Industrial Area.

Area 3 is the west side of 50th St (RR 124) and south of the rail line

Area 4 is the west side of 50th Street and south of Highway 13.

2.1 SPRUCE DRIVE INDUSTRIAL AREA

Area 1 can be serviced using a sanitary gravity system extended from the existing manhole. The depth of the mainline will need to be considered as the length of the lateral services will be long due to the land use. Extending the gravity line will allow the Town to service at least 3 existing businesses including the local medical clinic. Water service is already existing along this section of road. Fire flow appropriate to the land uses will need to be confirmed.

Areas 2, have two different servicing options.

The first option is to develop a gravity sewer collection system along Spruce Drive at the appropriate depths. The system will be designed to flow towards the low area in the topography to a proposed sanitary sewer lift station (pumps). The Lift station will then convey the flow through a pressure force main to the extension of the sanitary sewer in Area 1. This option provides the gravity sewer collection system and ensure services to all the lots. However, the Town assumes the operation and maintenance of a new lift station.

The second option, is to install a shallow low-pressure sewer system. In this option, each private property to installs a small pump that contributes to the pressurized network. Under pressure the network can discharge into the extension of the sanitary sewer in Area 1. This option is a lower capital cost option and the Town does not operate the pumps. The private property owners provide the power pump into the systems. A low-pressure sewer system has the advantage of limiting the amount of inflow and infiltration contribution from a typical gravity system. Reducing Inflow and infiltration has an immediate impact on the wastewater treatment facility (lagoon capacity).

February 9, 2018
Jim Fedyk
Town of Sedgewick
- 3 -

Area 3 and 4 can be serviced in the similar way as Area 2. However, the discharge locations need to be identified and confirmed to ensure that the overall network is sized accordingly. That is if the catchment areas all flow towards Area 1, the size of the gravity main will need to be considered.

2.2 ADDITIONAL STUDY REQUIRED

The concept developed is based on the premise that the existing sanitary sewer collection system and wastewater treatment facility can accommodate the additional flow. Prior to design the proposed system and evaluation of the capacity of the existing truck sewers through Town must be undertaken. This can be a simple desk top evaluation using the GIS system and basic sanitary sewer flow calculations. Alternatively, a more robust sanitary sewer model can be developed including flow monitoring for calibration to confirm actual design flows.

The calculation of sanitary sewer contribution is also dependent on the current and future land use of the areas. The over all network construction can be staged during implementation, however as the downstream sections are generally constructed first it is important that the system is design sustainably and efficiently. If pipes are oversized, they require more maintenance. If they are undersized, development can be limited. Long term growth and future for the area need to be established to design the system appropriately. It is important that the Town revisit the Area Structure Plans and Land-use By-laws for the study areas and evaluate if a change is required.

2.3 PROBABLE COSTS

The estimated cost breakdown to service Area 1 is shown in Table 1.

Table 1
Area 1 Sanitary sewer Extension Cost Estimate

Description	Unit	Total	Unit Price	Extension
Sanitary Sewer (gravity)	lm	200	\$250	\$50,000
Manhole	ea	2	\$8,000	\$16,000
Contingency (50%)				\$33,000
			Total	\$99,000.

The estimated cost breakdown to service Areas 2, 3 and 4 are shown in Table 2 and Table 3.

February 9, 2018
Jim Fedyk
Town of Sedgewick
- 4 -

Table 2
Areas 2, and 3 Servicing Cost Estimate
Option 1: Gravity Collection System

Description	Unit	Total	Unit Price	Extension
Sanitary Sewer (gravity)	lm	760	\$300	\$228,000
Manhole	ea	7	\$8,000	\$56,600
Lift Station	ea	1	\$500,000	\$500,000
Water Main Extension	lm	760	\$350	\$266,000
Contingency (50%)				\$500,000
			Total	\$1,550,600

Table 3
Areas 2, and 3 Servicing Cost Estimate
Option 2: Low Pressure Sewer System

Description	Unit	Total	Unit Price	Extension
Sanitary Sewer (low pressure system)	lm	760	\$250	\$190,000
Lot Pumps	Ea	10	\$10,000	\$100,000
Water Main Extension	lm	760	\$350	\$266,000
Contingency (50%)				\$300,000
			Total	\$856,000

3 CONCLUSION AND RECOMMENDATIONS

The conceptual review of the area topography suggests that the servicing of the Spruce Drive Industrial area is feasible. Area 1 can be serviced immediately by extending the existing sewer main approximately 200m. Detailed design will be required and requires a confirmation of the service tank location to ensure the depth of the sewer will work adequately.

A sewer collection system for Area 2 is also feasible. A gravity sewer system will work and provides the most flexibility to the Town for future servicing. A low-pressure sewer collection system will be approximately two thirds of the capital cost but transfer the operating and maintenance costs.

February 9, 2018
Jim Fedyk
Town of Sedgewick
- 5 -

The total estimated construction cost is therefore in the range of \$1M to \$1.7M. The Town may consider implementing the project in stages to distribute the investment over a longer period. The Town may also consider alternative funding models such as local improvement by-law or some other form of business contribution. Provincial and Federal Grants may also be available to support the project.

However, the viability of the project is dependent on the existing system accommodating the additional flows. The first steps prior to proceeding to a detailed design will be to initiate the preliminary engineering required to confirm the boundary conditions.

3.1 RECOMMENDATIONS

If the Town chooses to proceed with the project, Associated Engineering recommends the following:

1. That the Town complete an overall evaluation of the existing sanitary sewer capacity and wastewater treatment facility capacity.
2. That the Town develop an overall servicing concept plan for the study area based on confirmed Area Structure Plan and Land Use By-laws.
3. Subject to the existing system having capacity, that the Town Implement Area 1 sanitary sewer servicing to accommodate the initial stage of development with Town sewer collection.

4 CLOSURE

We trust the above provides the information you are looking for. Should you have any questions or require additional information, please call at your convenience. Associated Engineering looks forward to working with the Town on this endeavour.

Yours truly,



Nelson Dos Santos, P.Eng.
Division Manager Civil Infrastructure

NS/bp



ELECTRONIC SIGN

EXECUTIVE SUMMARY

At the regular Council meeting of January 18th, 2018, Council allocated up to \$60,000 towards the purchase and installation of a LED messaging sign on Highway 13. Council had asked administration to bring back an estimate in regards to updating the LED sign to full color.

After further research, administration is presenting Council with further information and options on the installation of a pylon sign on Highway 13.

BACKGROUND

1) Sign

Administration has engaged with different companies and investigated in different methods to install a pylon sign. Council has said that they wanted to look at the cost of an upgraded LED Sign versus previous quotes supplied for a single color sign.

Option 1

Initially, in attempting to keep costs down, the goal was to purchase an LED sign separately and contract a local fabricator to build and install the pylon sign. The best quote we have received is \$14,000 for an 8'x4' 2-sided full-color 10mm LED sign. Installation costs from the local fabricator came in at approximately \$30,000 with it being roughly \$10,000 more if 3 lightboxes for advertising are added to the sign.

Although the cheapest option, there are some concerns as follows:

- 1) The estimate for the LED sign is very low which raises flags as to quality
- 2) The fabricator is not a sign company and would have no experience, for example, ensuring the correct backlighting for lightboxes. In trying to get sign companies to supply the lightboxes, the trend is that they won't supply them without building the entire pylon sign and installing it for us.

Option 2

Administration then began working with a sign company out of Lloydminster that came recommended to us. The company has supplied a quote for the build and installation of a full pylon sign with 8'x4' full color LED sign and 3 lightboxes and a design that would play off of the new Welcome Sign. There are two options that they have provided that result in a price difference (prices include installation).

- i) LED Sign @ 16mm (between pixels) \$67,800 + GST
- ii) LED Sign @ 10mm (between pixels) \$79,700 + GST

An example of the difference between 16mm and 10mm is attached to this issue, however simply put the 10mm has pixels that are closer together and thus the overall picture is sharper.



BACKGROUND (CONT)

This is a more expensive option, however there is more assurance of quality, a 5 year warranty, and a unique design that Option 1 cannot replicate.

2) Agreement with Property Owner

Administration has again met with the property owner and a tentative agreement has been struck. The property owner has agreed to allow the sign to be placed at the front of his property, along HWY 13 based on the conditions outlined in the attached contract.

3) Alberta Transportation Permit

A permit application was submitted to Alberta Transportation on behalf of the Town on February 27th. The permit has been approved with conditions.

BUDGET IMPLICATIONS

Total budget for the project as approved by Council is \$60,000. These funds were allocated from Reserve 49741992 which has been left with \$71,800 after the transfer.

Option 1 is expected to cost approximately \$60,000

Option 2 is expected to cost between \$75,000 and \$90,000

ALTERNATIVES

1. Council may approve Option 1 and direct administration to upgrade to an 8' by 4' full color LED messaging sign and maintain a budget of \$60,000 to build and install a pylon sign on Highway 13.
2. Council may approve Option 2 and direct administration to upgrade to an 8' by 4' full color LED messaging sign and allocate a further \$30,000 to the LED Sign reserve from GL# 49741992 to build and install a pylon sign on Highway 13.
3. Council may direct administration in a different manner with a different budget allocation to build and install a pylon sign on Highway 13

-
1. Council may agree to enter into an agreement as presented with 1410521 Alberta Ltd. to encroach on their property for the purpose of erecting a pylon sign.
 2. Council may decide to locate the pylon sign in a different location.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

MARCH 22, 2018
ELECTRONIC SIGN

RECOMMENDATIONS

1. That Council approve Option 2 as presented and direct administration to upgrade to an 8' by 4' full color LED messaging sign and allocate a further \$30,000 to the LED Sign reserve from GL# 49741992 to build, install and upgrade the design of a pylon sign on Highway 13.
-

1. That Council agree to enter into an agreement as presented with 1410521 Alberta Ltd. to encroach on their property for the purpose of erecting a pylon sign.

ATTACHMENTS

1. Option 1
2. Option 2
3. LED 10mm vs 16mm examples
4. Photos of site
5. Encroachment Agreement

OPTION 1



www.ledpros.ca 780-989-1024 Address: 6031 Gateway Blvd NW Edmonton, AB. CA. T6H2H3.

P10 SMD COLOR LED DISPLAY BOARD SPECIFICATIONS

Specification Sheet

LED	Outdoor SMD LED
Dimension per cabinet	128cm x 128cm
Pitch	10mm
Resolution	128X128
Input	110VAC 60Hz, Max amps 9.5A Avg. amps 4A
Water proof	IP65
Color	True color
Max Brightness	6500-8000 cd/sgm
Photo sensor	Yes
Life Span (hrs)	≥100,000
Temperature Range (°C)	-40- 50
Humidity Range (RH)	10%~90%, No condensation
Controller	Wi-Fi or 3G
Software	PC Only interactive software

OPTION 1

LED Pros Ltd.

6031 Gateway Blvd NW
EDMONTON AB T6H2H3

780-989-1024

info@ledpros.ca

www.LEDPros.ca

GST Registration No.: 733977524



LED Pros
SIGNS & LIGHTING

www.ledpros.ca

6031 Gateway Blvd NW
Edmonton, AB T6H 2H3

ESTIMATE

ADDRESS

Jim
Town of Sedgewick

ESTIMATE # 20350666

DATE 01/30/2018

ACTIVITY	QTY	RATE	TAX	AMOUNT
Digital Sign 4' High x 8' Long P10 SMD full colour double sided sign	1	12,800.00	GST	12,800.00
Shipping Fee Shipping from Edmonton to Sedgewick	1	600.00	GST	600.00

Shipping cost is a rough estimate for the sign and is subject to change depending on final sizing and price of signage.

A 75% deposit is require to start the construction.

A 50% payment of balance before the installation and the remainder of the invoice will be pay after delivery or installation. Delivery time is around 4 to 6 weeks after the deposit has been confirmed.

SUBTOTAL 13,400.00
GST @ 5% 670.00
TOTAL \$14,070.00

TAX SUMMARY

RATE	TAX	NET
GST @ 5%	670.00	13,400.00

Accepted By

Accepted Date

OPTION 2



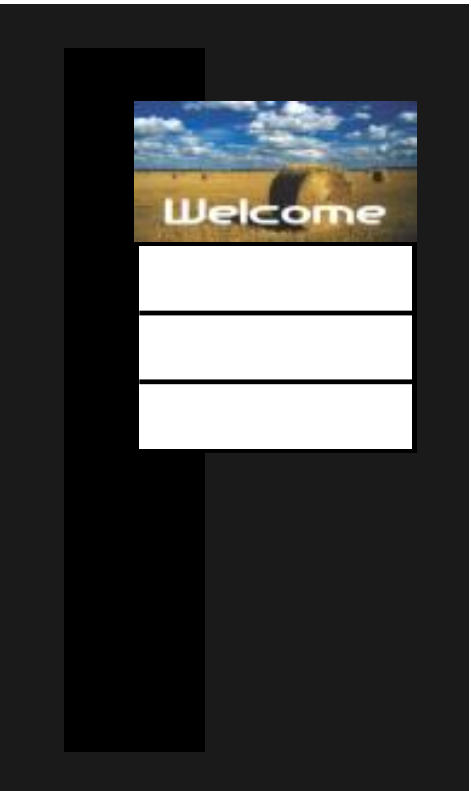
Product Sample



LUX Cedar



NIGHT



ONSITE
SIGN GROUP

5705 50th Avenue
Lloydminster, SK, S9V 2A4
P 306.825.9600
on-sitesign.com

JOB SITE Town of Sedgewick
Sedgewick AB

CONTACT

DATE February 26 2018
FILE 20180226 sedgewick
JO 8320
EST 43926
SALES AJ
PRO MNG

NOTES

UPDATES
Feb 27 2018
March 1 2018

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OFFICE USE ONLY

PROOFING	INITIALS	DATE
DESIGN		
DESIGN		

- ☐ OK - Proceed Manufacturing
☐ Corrections Required

PLEASE CHECK CAREFULLY. ALL ERRORS OR OMISSIONS NOT MARKED AT THIS STAGE ARE THE RESPONSIBILITY OF THE CUSTOMER.

Customer Signature: _____
Date: _____

OPTION 2



ON-SITE
SIGN GROUP

JOB SITE: 8320 - TOWN OF SEDGEWICK
SEDEWICK, AB

CLIENT: TOWN OF SEDGEWICK
BOX 129
SEDEWICK, AB T0B 4C0

ESTIMATE

P.O. #	JO	EST. DATE	WO
	8320	3/2/2018	43926

ITEM	DESCRIPTION	QTY	COST	TOTAL
*MANUFACTURE	SUPPLY & INSTALL ONE (1) 20' BY 4' DOUBLE-SIDED PYLON STRUCTURE WITH LUX ARCHITECTURAL CEDAR PANELS - DRAWING 1 INCLUDING: - 4' BY 8' FULL COLOR DOUBLE-SIDED 16MM DIGITAL BOARD - 6' BY 8' LED ILLUMINATED DOUBLE-SIDED TENANT CABINET - CONCRETE FOUNDATION	1	67,800.00	67,800.00
*MANUFACTURE	-UPGRADE COST FROM 16MM TO 10MM 4' BY 8' FULL COLOR DOUBLE-SIDED DIGITAL BOARD (REALLY RECOMMEND) CUSTOMER TO OBTAIN SIGN PERMITS PRICE DOES NOT INCLUDE ELECTRICAL HOOKUP 50% DEPOSIT REQUIRED UPON ORDER APPROVAL GST On Sales	0	11,900.00	0.00
			5.00%	3,390.00
Written by Rhonda Harty			SUBTOTAL	\$67,800.00
			GST	\$3,390.00
Business Number: 888646676			TOTAL	\$71,190.00

*This total is an estimate ONLY. It does NOT reflect the final costs of the job or Service Work Requested

Customer Signature: _____ Print Name: _____ Date: _____

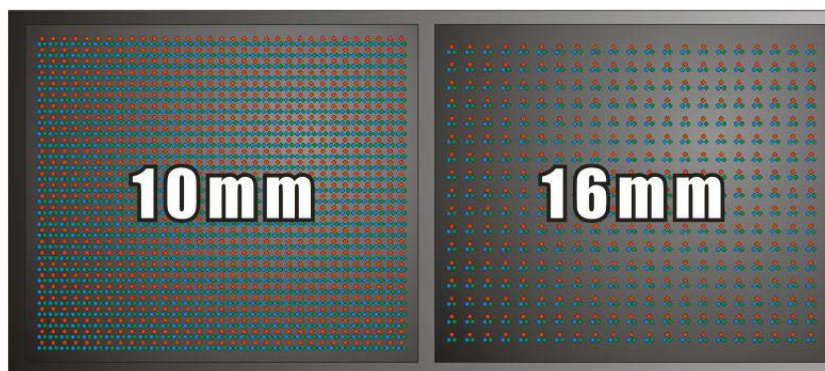
HEAD OFFICE

5705 - 50th Avenue, Lloydminster, SK S9V 2A4
Tel. (306) 825-9600 Fax (306) 500-5068
Toll Free 877-244-4440

www.on-sitesign.com

BRANCH OFFICE

Edmonton, AB (780) 487-7483
Ft. McMurray, AB (780) 743-1192
Calgary, AB (403) 262-7483
Saskatoon, SK (306) 993-7290
Grande Prairie, AB (587) 315-3500













SEDGEWICK

GROW WITH US





KAL TIRE
BRIDGESTONE | FIRESTONE

WELCOME
TO KAL TIRE

Welcome



pylon sign





WALKING PATH LIGHTING

EXECUTIVE SUMMARY

At Council's Strategic Planning session held on December 7th, 2017 there were a number of objectives that Council felt were important, but did not qualify as one of the top six objectives identified in the final plan.

One of these objectives was to add lighting on the new walking trail that surrounds the sports grounds.

BACKGROUND

The new asphalt walking path was built in 2016 and surrounds the ball diamonds, football field and rodeo grounds. Currently the path is not lit, but it is used year round with snow removed in the winter.

Administration has approached Bright Solutions Inc., an expert in sports and recreational lighting to supply quotes for Council's consideration. They have supplied the Town with both solar and wired options with solar being in the range of \$110,000 to \$272,000 and wired being between \$14,500 and \$28,000.

The most inexpensive option of \$14,500 is for 33 units placed around the trail approximately 28 meters apart and meets the needs of the trail. These lights will have sensors that allow the lighting to be dimmed or completely turned off if there is no activity on the trail. It is recommended for flat black to be used as the color of the poles and fixtures to achieve the best look.

In addition, poles and anchor rods are estimated at \$30,000.

Installation of the lighting is a separate cost and this can be done locally. An estimate is expected to be supplied in time for the council meeting.

BUDGET IMPLICATIONS

The total cost of supplying the fixtures and poles is estimated at \$45,000.
The total cost of electrical and installation will be presented at Council.
The Town currently has the following reserves available for this project:
\$3000 in the Walking Trail Reserve #49772995
\$260,391.92 in the Rec Capital Reserve #49700998
\$267,993.77 in the Rec Operating Reserve #49700997

ALTERNATIVES



TOWN OF SEDGEWICK

REQUEST FOR DECISION

MARCH 22, 2018
WALKING PATH LIGHTING

1. Council may approve adding the installation of walking path lighting to the 2018 capital budget with \$3000 in funding to come from the Walking Trail Reserve #49772995 and the remaining \$_____ to come from the Recreation Capital Reserve #49700998.
2. Council may decline installing lighting to the new walking path in 2018.

RECOMMENDATION

1. Depending on the quote for installation and electrical:
That Council approve adding the installation of walking path lighting to the 2018 capital budget with \$3000 in funding to come from the Walking Trail Reserve #49772995 and the remaining \$_____ to come from the Recreation Capital Reserve #49700998.

ATTACHMENTS

1. Leotek Lighting specs
2. Photo of pole example

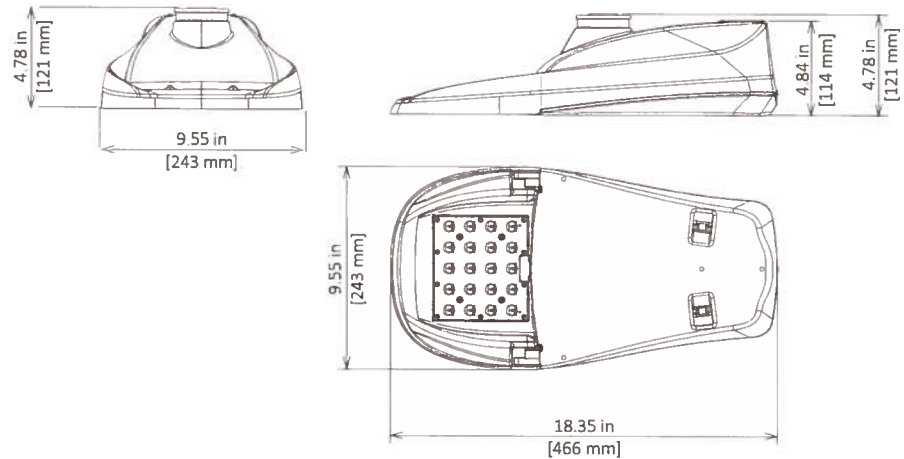
GreenCobra™ Jr. LED Street Light

GCJ H-Series Specification Data Sheet

Luminaire Data

Weight 7 lbs [3.2 kg]

EPA 0.39 ft²



Ordering Information

Sample Catalog No. GCJ1 20H MV NW 2R GY 580

Product	LED Code	Voltage	Color Temperature	Distribution	Finish ¹	GCJ0 Drive Current Code ²	Options
GCJ0	15H	MV 120-277V HV 347-480V	WW 3000K NW 4000K CW 5000K	2R Type 2 3 Type 3 4 Type 4 5 Type 5	GY Gray DB Dark Bronze BK Black	300 390 490 590 700	FDC ³ Fixed Drive Current FFA ⁴ Full Field Adjustability LPCR Less Photocontrol Receptacle PCR7 ⁵ ANSI 7-wire Photo-control Receptacle PCR7-CR ⁶ Control Ready 7-wire PC Receptacle
GCJ1	20H					GCJ1 Drive Current Code ² 350 450 530 580 700	WL Utility Wattage Label 4B 4-Bolt Mounting Bracket RWG Rubber Wildlife Guard SWTB Straight Wire Terminal Block
GCJ2	20H					GCJ2 Drive Current Code ² 700 830 900 1A	BBL Bubble Level

Notes:

- 1 Gray, Black, and Dark Bronze standard. Consult factory for other finishes.
- 2 Specified drive current code is the factory set maximum drive current. Field adjustable current selector enables standard dimming to lower wattage drive currents only. Consult factory if wattage limits require a special drive current.
- 3 Non-field adjustable, fixed drive current. Specify required drive current code. Not available with PCR7-CR option.
- 4 The FFA option enables full field adjustability from the specified drive current code to all drive currents available. This option is not DLC qualified.
- 5 Field adjustable current selector included to enable standard dimming to lower wattage drive currents only. Field changeable connectors included to enable connection to PCR7 (wireless node dimming is disabled by default).
- 6 Control-ready wired at factory for wireless node dimming. Supplied at maximum drive current. If a lower drive current is required, consult factory.
- 7 Flush mounted house side shield. Shield cuts light off at 1/2 mounting height behind luminaire.
- 8 Flush mounted cul-de-sac shield. Shield cuts light off at 1/2 mounting height behind luminaire and 1-1/2 mounting height on either side of luminaire.
- 9 Specify Color (GY, DB, BK)
- 10 Specify MV (120-277V) or HV (347-480V).

Accessories*

HSSGCI ⁷	House Side Shield, Snap-On*
CSSGCI ⁸	Cul-De-Sac Side Shield, Snap-On*
SPB ⁹	Square Pole Horizontal Arm Bracket
RPB ⁹	Round Pole Horizontal Arm Bracket
PTB ⁹	Pole Top Tenon Horizontal Arm Bracket
PTB2 ⁹	Pole Top Tenon Horizontal Arm Bracket (2@180°)
WB ⁹	Wall Horizontal Arm Bracket
BSK	Bird Deterrent Spider Kit
PC	Twist Lock Photocontrol
LLPC ¹⁰	Long-Life Twist Lock Photocontrol
SC	Twist Lock Shorting Cap

*Accessories are ordered separately and not to be included in the catalog number. For factory installed HSS, CSS specify as option in luminaire catalog number.

Performance Data: 3000K (WW)

All data nominal. IES files for all CCTs available at leotek.com.

Product	LED Code	Drive Current Code	System Wattage (W)	Delivered Lumens (Lm) ¹	Efficacy (Lm/W)
GCJ0	15H	300 ²	15	1810	121
		390 ²	19	2280	120
		490 ³	24	2840	118
		590	30	3410	114
		700	35	3910	112
GCJ1	20H	350 ³	25	3040	122
		450	29	3470	120
		530	34	3980	117
		580	39	4470	115
		700	46	5130	112
GCJ2	20H	700	45	5020	112
		830	54	5780	107
		900	58	6120	106
		1A	68	6960	102

Notes:

1 Nominal lumens. Normal tolerance $\pm 10\%$ due to factors including distribution type, LED bin variance, and ambient temperatures.

2 DLC Approved only at 120VAC.

3 DLC Approved at 120-240VAC.

Performance Data: 4000K (NW) and 5000K (CW)

All data nominal. IES files for all CCTs available at leotek.com.

Product	LED Code	Drive Current Code	System Wattage (W)	Delivered Lumens (Lm) ¹	Efficacy (Lm/W)
GCJ0	15H	300 ²	15	2000	133
		390 ²	19	2490	131
		490 ³	24	3070	128
		590	30	3650	122
		700	35	4180	119
GCJ1	20H	350 ³	25	3240	130
		450	29	3720	128
		530	34	4320	127
		580	39	4850	124
		700	46	5510	120
GCJ2	20H	700	45	5430	121
		830	54	6210	115
		900	58	6630	114
		1A	68	7430	109

Notes:

1 Nominal lumens. Normal tolerance $\pm 10\%$ due to factors including distribution type, LED bin variance, and ambient temperatures.

2 DLC Approved only at 120VAC.

3 DLC Approved at 120-240VAC.

Green Cobra™

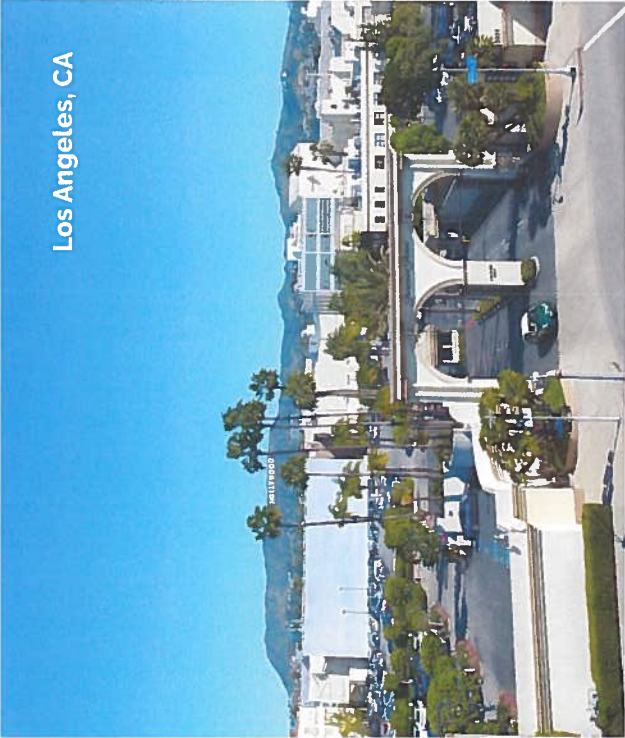
LED Street Lights

The GreenCobra™ series has received wide approval and exhibited proven performance with hundreds of thousands of luminaires installed across North America



LEOTEK®

www.leotek.com



GreenCobra™ Series

Four sizes deliver the lumen packages and appropriate housing scale for multiple mounting heights:



GCL

- Sized for residential street applications.
- Lumen packages up to 7,500 lumens.



GCM

- Mid-size covers commercial and wider local streets.
- Lumen packages up to 15,400 lumens.



Seattle, WA



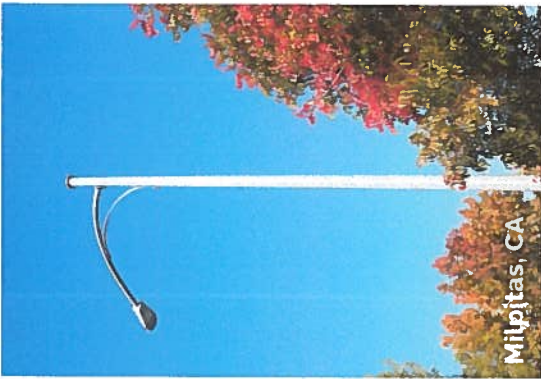
GCL

- High lumen output for commercial intersections and high-speed roadways.
- Lumen packages up to 23,000 lumens.



GCM

- High lumen output for commercial intersections and high-speed roadways.
- Lumen packages up to 39,000 lumens.



Milpitas, CA

HPS Equivalent Range



GCL



GCM



GCL



GCM

Dimensions

Length	Width	Height
18.35"	9.55"	4.78"
466mm	243mm	121mm

Length	Width	Height
21.6"	11.2"	5.4"
550.9mm	310.3mm	137mm

Length	Width	Height
25.2"	15.2"	5.7"
640mm	386mm	145mm

Length	Width	Height
30.31"	15.75"	6.45"
770mm	400mm	164mm

Leotek believes that good design integrates simplicity and functionality. The GreenCobra™ Series is built with durable high-strength materials and reliable components, and is backed by Leotek USA's Standard 10-Year Warranty and 20 years of experience building LED lighting products.

Single-Cast Housing

The single-cast GreenCobra™ housing (GCI, GCM, GCL) is made of corrosion-resistant aluminum and provides a continuous thermal path from the LED light engine to ambient air. This enables passive heat dissipation along the entire length of the luminaire.

This design approach makes it possible to introduce an elegant, low-profile luminaire without compromising efficiency.

All GreenCobra™ luminaires withstand the 5000-hour ASTM B-117 salt spray test through the use of low-copper content alloys and a robust Multi-stage polyester powder coat finish.

Robust, Efficient Light Engines

The L90 100,000-hour rated (per TM-21) integrated LED light engine design minimizes complexity while maximizing reliability.

High uniformity LED optics are constructed of durable optical polymer that is impact and UV resistant to ensure efficient light transmission over the life of the luminaire. There is 0% uplight and performance is compliant with IESNA RP-8-14.

GreenCobra™ IP-66 rated light engines use an array of discrete LEDs. Discrete LEDs are designed to offer better maintained light output than large chip-on-board LEDs. There is less glare since the LED light sources are distributed, not concentrated in a small area.

One-piece optics are more efficient than optics that use flat tempered cover glass. With secondary cover glass, a significant percentage of light is reflected back and never reaches the roadway.

Standard LED Color Temperatures

3000K (Warm White)

Color similar to incandescent lamps. Accepted by the International Dark-Sky Association as dark-sky friendly, but lower efficacy than neutral white LEDs.

4000K (Neutral White)

Most popular option for street lighting; offers no compromise in efficacy with color similar to moonlight.

5000K (Cool White)

Cool color with perceived brighter appearance; efficacy is similar to neutral white LEDs.

Control Ready for Wireless Nodes

If you plan on installing wireless nodes immediately, we recommend that you specify the control ready option, PCR7-CR. If you do not plan on installing nodes until a later date, and you initially want current selector capability to field adjust light levels, you should specify PCR7.



Power Supplies

GreenCobra™ luminaires are designed with power supplies that are rated for 100,000 hours of life with standard 1-10V dimming

Wildlife Ingress Protection

All Leotek luminaires feature a Wildlife Guard. Our exclusive rub Wildlife Guard is an option on GreenCobra™ GCI, GCM, GCL and on GC2. This guard conforms to all standard mast arm sizes with and provides extra protection to ensure long life.



Rigorous Testing and Certification Process

Each GreenCobra™ luminaire is carefully assembled and tested in California. The light engines are 100% tested prior to assembly. Each luminaire is tested for proper light output and wattage after a 2-hour burn-in

Choice of Standard Finishes



Grey



Dark Bronze



Black

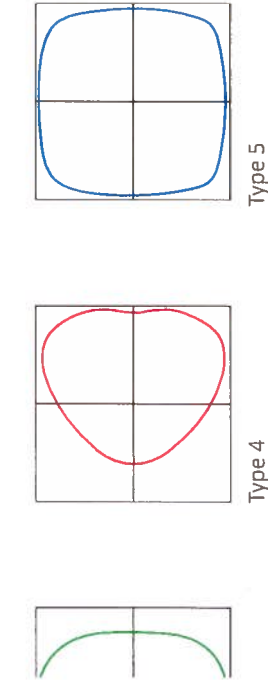
Street Light Control Options

PCR7 Option (ANSI C136.41 Compliant)

- Field-adjustable positive-lock current selector to change light output
- All factory drive current settings available
- 1-10V leads factory-wired to current selector with moxley style connectors
- Field-changeable connectors quickly enable wireless node dimming, if desired in the future
- Also accepts standard (3-wire) photocell

PCR7-CR Option (ANSI C136.41 Compliant)

- Factory-wired for "control-ready" 1-10V dimming with wireless node (by others)
- Maximum drive currents are standard (either 700 or 1A). For other drive currents, consult the factory.
- Also accepts standard (3-wire) photocell

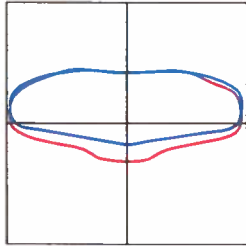


angeable between GCJ (one shield), GCM (two shields), and installation logistics.

its completely inside profile
Exclusive cul-de-sac shield
Field or factory installed



Snap-on House Side
Shield (HSS)



GCJ Type 2 Light
Distribution

Shield: ■ Without Shield: ■



id Cul-de-Sac Shield options are available
ontrol that can be easily field-installed.



PCR7 Option



PCR7-CR Option

Standard Photocontrol Receptacle

Accepts Standard Photocell



PCR7 and PCR7-CR Options

Accepts Wireless Control Node or Standard Photocell



Comparison Chart

Option Code	Receptacle	Wireless Dimming Node Control-Ready	Requires Field Connections for Wireless Node	Field-Adjustable Drive Current to Change Light Output
Standard Photocontrol Receptacle ¹	3-Wire	N/A	N/A	Yes
PCR7 ^{2,3}	7-Wire	No	Yes	Yes
PCR7-CR ^{3,4}	7-Wire	Yes	No	No

1. A 3-wire photocell is standard on the GC luminaires.
2. Five-wire receptacle (PCR5 and PCR5-CR options) available. Consult factory.
3. Current selector included to allow field selection of desired current to change light output.
4. Furnished "control-ready" at factory for wireless node (by others). Control-ready option is set at luminaire's maximum drive current (refer to specification sheet).

Visit Leotek.com to learn more about our innovative LED Lighting products



Arieta®

Suited for numerous applications, including parking lots, campuses, office complexes, streets and public parks, Arieta™ is universally retrofittable. Arieta is available in two housing sizes (AR-13 & AR-18) and a wide range of lumen packages to match the visual scale of multiple pole mounting heights.



Eseta™

Eseta's subtly distinctive form harmonizes with architecture without altering the building aesthetic. Eseta™ features ultra-high efficiency LED lighting greater than 100 lumens/watt, emergency battery system, two targeted distributions, innovative glare control, and motion sensor compatibility. Cold-weather rated for temperature range rating of -4°F to 140°F (-20°C to +60°C). An appealing and easy choice for retrofit applications.



E-Cobra™

Perfectly suited for area lighting applications, the E-Cobra™ provides a wide variety of lumen packages and light distributions. It features tool-less entry and a removable power door for ease of maintenance, and the patent-pending internal heat management system assures long LED life and minimal lumen depreciation without external heat fins.

Leotek Technology Integration Group

Leotek's Technology Integration Group (TIG) was established to address customer's unique requirements which cannot be effectively addressed with a standard cataloged product. The group consists of mechanical, optical, thermal and electrical experts who have extensive experience in lighting technology and applications. The members of our dedicated team of professionals are experts at assessing your needs and providing customized product solutions.

If you have a lighting problem, we would like to discuss a solution with you. Please contact your local Leotek sales representative with your project requirements.



Leotek Electronics USA LLC, located in California's Silicon Valley, is celebrating over twenty years as an LED lighting manufacturer, and is a leading supplier of LED street lights worldwide. Globally recognized as a pioneer in light-emitting diode technology, and with millions of LED products installed worldwide, the company has a historical legacy of proven performance. Leotek offers innovative LED lighting products for applications encompassing traffic, transit, street, and area lighting. Leotek street and area lighting products are assembled in the USA.

1955 Lundy Ave., San Jose, CA 95131  408.380.1788

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Green Cobra Brochure_041417.
Specifications subject to change without notice.



To learn more visit www.leotek.com or contact a Leotek lighting agent 408.380.1788





RECREATION CENTRE NAMING RIGHTS

EXECUTIVE SUMMARY

The March 9th, 2018 deadline for proposals to rename the Recreation Centre has passed. The RFP was placed on the Alberta Purchasing Connection website, Town website and social media pages and mailed out to more than a dozen companies in the local area.

No proposals were received as of the deadline.

BACKGROUND

The approach used by the Town thus far in obtaining sponsorship has been quite passive. A more aggressive approach would be to hire a third party contractor to pursue clients and negotiate deals.

Performance Sponsorship Group, led by Senior Partner Judy Haber, provides strategic sponsorship counsel to organizations and secures naming rights for recreational amenities. Although based in Ontario, PSG is firmly planted in the Alberta market with past clients that include Alberta Children's Hospital, University of Calgary, Rockyview General Hospital, and the municipalities of Edmonton, Calgary, Lacombe, Edson, Spruce Grove, Strathmore, and others.

PSG has received strong references from past clients who have noted their aggressive approach and described them as very good at what they do.

Terms of an agreement with PSG would include \$30,000 in fees, up to \$5000 in travel expenses (if required), and a 20% commission on all sales.

PSG will initially develop a sales document which will outline and package sponsorship opportunities which may include rec centre naming rights, as well as curling rink, bowling alley and hockey arena naming rights separately, spray park, golf course, LED message sign advertising, and other opportunities that are deemed valuable.

Council should note that the Town of Sedgewick would be the smallest municipality to become a client of PSG, with the smallest to date being the Town of Wynard, Saskatchewan that has a population of 1700.

BUDGET IMPLICATIONS

Up to \$35,000 in expenses plus 20% commission on revenues.
Recreation Operating Reserve currently sits at \$317,993.77.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

MARCH 22, 2018
RECREATION CENTRE NAMING RIGHTS

ALTERNATIVES

1. Council may approve entering into an agreement with Performance Sponsorship Group for a term of three months to sell corporate sponsorship on behalf of the Town and to be funded from the Recreation Operating Reserve with all revenues to be returned to the same Reserve.
2. Council may accept Performance Sponsorship Group's proposal as information.

RECOMMENDATION

1. That Council approve entering into an agreement with Performance Sponsorship Group for a term of three months to sell corporate sponsorship on behalf of the Town and to be funded from the Recreation Operating Reserve with all revenues to be returned to the same Reserve.

ATTACHMENTS

1. PSG Proposal
2. PSG List of Assignments
3. Draft Letter of Agreement

Tuesday March 12, 2018

Ms. Jim Fedyk
CAO
Town of Sedgewick
4818-47 Street
Sedgewick, AB
Canada
TOB 4CO

Dear Jim:

As requested, the following pages outline Performance Sponsorship Group's (PSG) approach to selling Naming Rights and sponsorship for the Sedgewick Recreation Centre. We have attempted to outline the tasks, the expected outcomes, time lines and fees to give you and your colleagues a broad view of the sponsorship process.

As you will note from the attached list of assignments and our website, PSG has a clear focus upon venue Naming Rights and major secondary sponsorships for spaces with recreational facilities. In the past 18 months we completed projects in Strathmore (Strathmore Motor Products Sports Centre), Lacombe (Gary Moe Auto Group Sportsplex) and The Wynyard Co-Op Recreation Complex in Saskatchewan. Most recently we have also enjoyed success in Edson selling Naming Rights for a new Agricultural Facility to Edson Chrysler. In all the cases listed above, we also developed Supplier Rights sponsorships for the facilities, in some cases bundling town assets to command a greater sponsorship fee from the partners.

We are familiar with the business climate in Alberta as we have audited, priced and packaged many facilities in the Province. We feel confident that our process is credible and comprehensive. Our audit/valuation experience is extensive and through that process, we have developed a strong reputation for providing fair marketplace values that provide a win/win for the sponsor and the Town.

On a personal note, having graduated with a Masters in Kinesiology from the University of Western Ontario, I take a great deal of pride in working in the business of sport, leisure and recreation. As a former Provincial tennis champion, I have also spent many years coaching, mentoring and providing leadership skills to industry colleagues.

Jim, if you have any questions or require additional clarification, please call me at (403 966 4605). I look forward to hearing from you.

Regards,

Judy Haber
Senior Partner
Performance Sponsorship Group, Inc.

Proposal for Sponsorship Services

Sedgewick Recreation Centre

Sponsorship Overview

The goal of the sponsorship program is to secure the maximum amount for Naming Rights and secondary rights for suppliers and facility sponsors.

Sponsorship Tasks

PSG will divide the sponsorship tasks into the following phases:

Phase 1 – Pricing, Positioning and Packaging of sales material or building the sales packages;

Phase 2 – Prospect list development and direct sales; and,

Phase 3 – Securing Letters of Intent.

Phase 1 – Pricing, Positioning and Packaging Task

PSG will identify the benefits, entitlements and deliverables to come up with a competitive pricing strategy for all assets within the building. PSG will then identify a specific sales strategy for each sponsorship opportunity and develop a 'generic' sales document.

The Town is responsible for the cost of digital design and production, but PSG will absorb the costs of desk-top production.

Phase 2 - Prospect List Development & Direct Sales Task

PSG will develop a list of 20 prospects for approval. This initial list will be updated on an ongoing basis as new prospects are identified. No approach will be made to any corporation without prior approval from the Town of Sedgewick.

Utilizing the pre-approved prospect list, PSG will schedule sales meetings and attend in-person presentations with potential candidates. The sales offering is made on a first come, first serve basis.

Judy Haber has lead responsibility in the sales effort. PSG will involve Town staff in the sales effort at the earliest opportunity to help develop the relationship between the sponsor and the facility.

PSG anticipates a three (3) month sales effort to secure major sponsors.

PSG will introduce the facility to a broad range of potential sponsors and secure Letters of Intent for Naming Rights and secondary sponsorship rights for key spaces within the facility as well as supplier rights sponsorships. A range of sponsorship offerings will be sold for both cash and in-kind services.

Phase 3 – Letters of Intent (LOI)

Task

PSG will secure Letters of Intent from potential Naming Rights/Sponsors/Suppliers candidates. The LOI’s will outline the sponsor’s intent to purchase the specific sales offering, the fee, and the term in exchange for a broad list of benefits. LOI’s are non-binding but they form the basis of the Letters of Agreement. Following the submission of an acceptable LOI, the specific sponsorship opportunity is withdrawn from the marketplace to allow the parties to negotiate in good faith.

Cost

Phase 1 – Pricing, Positioning and Packaging	\$15,000
Phase 2 – Prospect List Development and Sales	\$15,000
Phase 3 – LOI	no charge
Projected expenses	\$ 2,000 - \$3,500

Commission: PSG will receive a commission of 20% on all cash and pre-approved in-kind secured for the facility.

Various List of Assignments

Border Paving Athletic Centre, Spruce Grove, Alberta: Retained to audit a new sports and recreation facility for the Aerial Gymnastics Club. Naming Rights was sold for \$350,000.

Calgary Health Region, Calgary, Alberta: Developed policy for corporate sponsorship and completed an audit of six (6) Naming Right opportunities at multiple sites.

City of Edmonton, Edmonton, Alberta: Conducted two audits/evaluations for the city owned recreation and wellness facilities, namely the Southwest Community Recreation Centre and the St. Francis Xavier Field House.

City of Grande Prairie, Grande Prairie, Alberta: Retained to price, package, and renew Secondary Sponsorship for the Eastlink Centre.

City of Lacombe, Lacombe, Alberta: - Priced, packaged and sold overall Naming Rights to Gary Moe Auto Group Sportsplex and secondary Naming Rights to Freightliner of Red Deer, Red Deer Bottling Company Ltd., Can Pak Environmental Inc., Border Paving, and Central City Asphalt.

City of Martensville, Martensville, SK: Retained to audit, package and sell multiple Naming Rights opportunities for multi-use recreation facility. Sold Naming Rights to companies that include Affinity Credit Union, Dairy Queen, MacNeil Motors, North Prairie Developments, Hallmark Realty, Agrium, Loraas Disposal Services, Mocon Construction, as well as others.

City of Port Colborne, Port Colborne, Ontario: Retained to audit, package and sell Naming Rights to a new health and wellness centre. Naming Rights was sold to Vale for \$1.2 million.

Credit Union Sport and Entertainment Centre, (now called SaskTel Centre) Saskatoon, Saskatchewan: Retained to package the Naming Rights opportunity and secure a Naming Sponsor for the former Saskatchewan Place. Naming Rights was sold for a total of \$1.6 million.

East County Performing Arts Center, El Cajon, California: Conducted an audit of Naming Rights, packaged the facility, and identified a Naming Sponsor.

EDGE School/Jim Davidson Sports Complex, Calgary, Alberta: Conducted an audit of Naming Rights and secondary sponsorship opportunities. PSG sold sponsorship packages to companies that included Pepsi, Provident, ATB, Direct Energy, and Chevrolet. PSG secured more than \$3 million.

Edson Chrysler Event Centre: Retained by the Yellowhead Agricultural Society to price, package and sell Naming Rights and Secondary Sponsorships for a new Agricultural Facility. Sold secondary Naming Rights to companies that include Border Paving Ltd., the Co-Operators, Fountain Tire, Johnson & Herbert Construction (1988) Inc., Mountain Side Sales and Rentals, Olive Tree Restaurant & Lounge, Elite Holdings and GFL.

EPCOR CENTRE for the Performing Arts, Calgary, Alberta: Retained to audit, package and sell Naming Rights to the Calgary Performing Arts Centre. Naming Rights were sold for \$4 million plus in-kind savings.

Faculty of Kinesiology, University of Calgary, Calgary, Alberta: Completed an audit for the expansion of Block “A”, the new Health & Wellness Centre, the Olympic Oval and the overall Naming Rights value for the Faculty of Kinesiology.

Faculty of Medicine, University of Calgary, Calgary, Alberta: Identified assets and valued the Naming Rights opportunity for the new Health and Research Innovation Centre and Translational Research Wing for the Faculty of Medicine.

Famous Players IMAX Theatres: Retained to value Naming Rights for seven (7) separate IMAX Theatres.

Florida Hospital, Orlando, Florida: Completed an audit for multiple Naming Rights opportunities on the Orlando campus.

Grant MacEwan University, Edmonton, Alberta: Conducted an audit/evaluation for the Single Sustainable Campus. Multiple Naming Rights opportunities were identified and evaluated.

Keystone Centre, Brandon, Manitoba: Conducted a Naming Rights audit of the facility and recommended a sales strategy to the Keystone Board.

Museum Victoria, Melbourne, Australia: Conducted a ten day sponsorship sales workshop for Museum staff.

National Arts Centre, Ottawa, Ontario: Identified assets and valued five (5) Naming Rights opportunities at the National Arts Centre and conducted a sponsorship training workshop for senior NAC staff.

Paragon Gaming, Edmonton, Alberta: Identified and valued assets, built sponsorship packages in categories that included automotive, beverage, taxi, financial, and retail.

Queen's University, Kingston, Ontario: Retained to assist with the audit and packaging of Founding Partner Sponsorships.

Red Deer College, Red Deer, Alberta: Conducted an audit over 60 spaces both for overall Naming Rights and Secondary Naming Rights.

Science Alberta Foundation, Calgary, Alberta: Conducted a valuation of assets with a recommended sponsorship strategy.

Shaw Centre (former Blairmore Centre), Saskatoon, Saskatchewan: Sold Naming Rights to the Shaw Centre and sold secondary sponsorships to the new recreation centre to companies that included Western Fitness, Hamm Construction and Nordic Fencing totaling over \$2.5 million.

Strathmore Motor Products Sports Centre, Strathmore, Albert: Retained to price, package and sell Naming Rights and Secondary Sponsorships for a new recreation facility. Naming Rights was sold to Strathmore Motor Products. Secondary Sponsorships were sold to Strathmore Homes, EPCOR, and Sobey's.

Town of Wynyard Co-Op Recreation Complex, Wynyard, Saskatchewan: Retained to work with the general contractor to leverage in-kind support for the construction project. PSG has identified a Naming Rights Sponsor and is working with several secondary categories for a new multi-use recreation facility.

TransAlta Tri-Municipal Leisure Facility Corporation, Calgary, Alberta – Retained to audit, package and renew Naming Rights to the TransAlta TriLeisure Centre, as well as audit, package and sell secondary Naming Rights. Sold Naming Rights packages to companies that included Aqua Tek Scuba, Beaverbrook Pioneer Ltd., Melcor Developments, NWT Promotions Inc., Pepsi, SMS Equipment, TransAlta, and Remax.

TCU Place – Saskatoon’s Arts & Convention Centre, Saskatoon, Saskatchewan:
Priced, packaged, and identified a Naming Rights partner for the former Saskatoon Centennial Auditorium and Convention Centre. The Naming Rights sponsorship was sold for a total of \$1.1 million, plus in-kind savings.

Tuesday, March 13, 2018

Town of Sedgewick
4818-47 Street
Sedgewick, AB
TOB 4C0

Attention: Mr. Jim Fedyk, CAO

RE: Letter of Agreement for Sponsorship Services

BETWEEN: TOWN OF SEDGEWICK
4818-47 Street
Sedgewick, AB
TOB 4C0

Hereinafter called "TOS"
OF THE FIRST PART

AND: PERFORMANCE SPONSORSHIP GROUP, INC.
75 First Street, Suite 212
Orangeville, ON
L9W 5B6

Hereinafter called "PSG"
OF THE SECOND PART

WORK: SPONSORSHIP PACKAGING and SALES

WHEREAS the Town of Sedgewick (TOS) requires professional services for sponsorship solicitation regarding Corporate Sponsorship ("**Sponsorship**") for TOS, in accordance with the terms and conditions contained herein;

IN CONSIDERATION of the covenants and promises herein made by PSG to TOS, and for other good and valuable consideration, the parties agree to the following:

1. OBJECTIVE

The objective for TOS's sponsorship program is to raise the maximum amount through Corporate Sponsorships and Naming Rights for TOS.

2. WORK

To achieve the objective, PSG will undertake work ("the **Work**") in four key areas:

- 2.1 Identification and Packaging sponsorship opportunities which include developing specific sales document to be used for each Sponsorship opportunity;
- 2.2 Development of an initial list of 20 plus prospects to be submitted for client approval;
- 2.3 Approach approved prospects and add prospects as project continues; and,
- 2.4 Assist with the negotiation of the Letters of Agreement between TOS and Corporate Sponsors.

3. TIMELINES

It is anticipated that PSG will conduct its Work within the following timelines:

Writing of Sales Documents	Once LOA is signed
Sales Presentations	3 months to commence as soon as possible after the prospect list has been approved by TOS

PSG is responsible for concluding negotiations with all prospects approached during the sales phase.

PSG will remain available to TOS for the final contract negotiations and the launch of the sponsorship, but at this stage, PSG will maintain a secondary position, offering advice and clarification of terms as required. TOS will have final sign-off on all sponsorship agreements. PSG will act only for TOS, not the Corporate Sponsors, and no contract for payment will be undertaken with Corporate Sponsors without the approval of TOS.

4. FEES, EXPENSES, AND COMMISSIONS

In consideration of PSG carrying out the Work, TOS shall pay PSG, in addition to commission earned:

- 4.1 \$15,000 plus applicable taxes for the positioning and writing of the sales document to be paid once PSG/TOS Letter of Agreement (LOA) is signed;

- 4.2 Sales fee of \$15,000 plus applicable taxes for a period of up to three (3) months to be paid in full once the sales process begins.
- 4.3 A commission of 20% on all cash and pre-approved in-kind secured for the Sponsorship and Naming Rights opportunities including renewals; supplier relationships, etc.;
- 4.4 If in the case PSG is able to leverage and increase current sponsorship and/or donations from existing donors/sponsors, PSG will be compensated in the form of commission as outlined in point 4.3 above for the increased support ;
- 4.5 TOS may, at its discretion, extend the sales period beyond the initial three (3) months for a TBD term, fee and commission;
- 4.6 The sales process will begin once TOS has approved the prospect list; PSG will absorb all out-of-pocket expenses such as telephone, courier, photocopy, etc. TOS will be responsible for pre-approved travel and accommodation expenses. Out of pocket travel is estimated to be in the range of \$3,500 to \$5,000. No expense over \$100 will be incurred without prior approval from the client;
- 4.7 All travel expenses will be paid upon submission of an invoice, such invoice to contain pertinent receipts.
- 4.8 PSG is responsible for concluding negotiations with all prospects contacted during the sales phase.
- 4.9 It is understood that PSG will receive a commissions for all cash and pre-approved in-kind support secured annually through sponsorship for TOS, payable at the time such cash or approved in-kind support is received by TOS subject to the commission rates provided for in 4.3. The commission is due if a Corporate Sponsor approached by PSG, or approached by TOS, signs a contract within a 12-month period following the conclusion or termination of the PSG/TOS LOA;
- 4.10 The commission referred to in 4.9 shall be calculated and paid as follows:
 - (i) PSG will receive commissions at the rates provided for in 4.3 for all cash and pre-approved, in-kind consideration, exclusive of any taxes payable in connection therewith, received by TOS ("Sponsorship Revenue") pursuant to any Sponsorship Agreement arising from a Letter of Intent executed during the Term. Once PSG has completed the sales document, any sponsorship revenue generated by any agency or individual is commissionable revenue for PSG. The value of any in-kind consideration shall be value attributable hereto in the applicable Sponsorship Agreement (if so specified). In the event that no value is specifically attributed to the "in-kind" consideration in the applicable Sponsorship agreement, TOS and PSG shall mutually agree on such value. If they cannot mutually agree upon the value of such in-kind consideration, the parties agree to appoint a mutually acceptable arbitrator to do so and the decision of the arbitrator shall be binding;
- 4.11 Commission owing to PSG shall (A) in the case of cash consideration, be paid within fifteen (15) days of TOS receiving each applicable payment; and (B) in the case of in-kind consideration be paid within fifteen (15) days of receipt of such in-kind consideration by TOS. If the date of receipt of such in-kind consideration by TOS is not readily identifiable in the applicable Sponsorship

Agreement, TOS and PSG shall attempt to mutually agree on the date of receipt thereof by TOS. If such parties cannot mutually agree upon the date of receipt of such in-kind consideration, the parties agree to appoint a mutually acceptable arbitrator and the decision of the arbitrator shall be binding. Commission owing to PSG for all cash Sponsorship, Naming Rights and Supplier Rights are due over two (2) years, unless a shorter payment term has been negotiated between PSG and the Sponsor, and commission for in-kind is due in Year One (1).

5. TERM

The contract will commence once PSG is in receipt of the signed PSG/TOS LOA and first payment of \$15,000 plus applicable taxes.

6. DELAYS

Time shall be of the essence of this Agreement. Notice in writing of any occurrence causing or likely to cause delay shall be given promptly to TOS by PSG. If by reason of force majeure or other cause beyond the reasonable control of PSG, any of the work has been or is likely to be delayed, TOS may, in its sole discretion, extend the time for completing the Work so delayed.

PSG agrees to carry out the Work promptly and efficiently in accordance with established marketplace standards.

7. ASSIGNMENT AND SUB-CONTRACTING

PSG may not assign the Agreement or sub-contract any portion of the Work without the prior written consent of TOS. The parties agree that Judy Haber, Senior Partner of PSG will form the core of the PSG project team. Additional PSG project staff/media consultants may be added to the account as necessary, but Judy Haber will lead the Work team.

8. TERMINATION BY TOS

TOS may terminate this agreement once TOS is in receipt of the sales documents, by giving sixty (60) days written notice to PSG. In the event this Agreement or any part thereof is so terminated, it is understood that all work done to that point is the sole property of TOS.

9. TERMINATION BY PSG

PSG may, by giving sixty (60) days written notice to TOS, terminate the whole or any part of this Agreement. Termination may only be made by PSG due to: (a) inability of TOS to supply, in a timely fashion, the required information for Section 2.1; or (b) failure by TOS to compensate PSG within thirty (30) days of receipt of an appropriate PSG invoice.

10. WARRANTY

PSG warrants as follows:

- 10.1 That PSG is competent to perform the Work required under this Agreement in that PSG has the necessary qualifications, including the knowledge, skill experience and ability to perform the Work effectively;
- 10.2 PSG shall provide under this Agreement, a quality of service at least equal to that which contractors generally would expect of a competent contractor in a like situation; and,
- 10.3 PSG and the undersigned Senior Partner of PSG has complete authority to enter into this Agreement.

11. ACCOUNTS

PSG shall:

- 11.1 Keep accounts and records of the cost of performing this Agreement and keep all documents relating to such costs, and unless it obtains prior written consent of TOS to otherwise dispose of such accounts, records and documents, preserve them for a period of five (5) years from the end of the calendar year in which the Agreement is terminated or completed.

12. NO BRIBES, ETC.

PSG represents and warrants that:

- 12.1 No bribe, gift or other inducement has been paid, given, promised or offered to any person for, or with a view to the obtaining of this Agreement by PSG;
- 12.2 PSG has not employed any person to solicit or secure this Agreement upon any agreement for a commission, percentage, brokerage or contingent fee; and,
- 12.3 PSG has no pecuniary interest in the business of any third party that would affect its objectivity in carrying out the Work.

13. SECRECY

PSG agrees as follows:

- 13.1 This Agreement and all information issued, used or disclosed to PSG in connection with the Work or while carrying out the Work, excluding the Contractor's information available to the public, are private, confidential and considered by TOS as essential to its business and may be classified as to the degree of precaution necessary for their safeguarding; and,
- 13.2 PSG shall at all times take all measures reasonably necessary, including those set out in any instruction issued by TOS, for the protection of the same against disclosure, fire, theft and other risks of loss or damage.

14. NOTICES

Where in this Agreement any notice, request, direction or other communication is required to be given or made by either party, it shall, except as otherwise provided, be in writing and is effective if delivered in person, sent by email, sent by registered mail, by telegram or by telex or facsimile machine addressed to the party for whom it is intended

at the address hereinafter set out and any notice, request, direction or other Communication shall be deemed to have been received, if by registered mail, when the postal receipt is acknowledged by the other party; if by telegram, when transmitted by the carrier; and, if by telex, facsimile machine, when transmitted and if by email, upon confirmation of receipt. The address of either party may be changed by notice in the manner set out in this provision;

To PSG:

Attention: Ms. Judith Haber
Senior Partner
Performance Sponsorship Group, Inc.
75 First Street, Suite 212
Orangeville, Ontario
L9W 5B6

To TOS:

Attention: Mr. Jim Fedyk
CAO
Town of Sedgewick
4818-47 Street
Sedgewick, AB
TOB 4C0

15. SEVERABILITY

If any section, paragraph, word or other portion of this Agreement shall be held illegal, invalid or unenforceable, then the illegal, invalid or unenforceable portion shall only, in the circumstances then under judication, be stricken from this Agreement and the remaining provisions of this Agreement shall be considered as if the portion so struck does not form part of this Agreement.

16. AMENDMENTS AND REVISIONS

All amendments and revisions to this Agreement shall be made in writing and shall be subject to prior approval of both PSG and TOS.

17. GOVERNING LAW

This "Letter of Agreement" shall be governed by, construed, and enforced in accordance with the internal laws of the Province of Alberta.

18. INTEGRATION

This "Letter of Agreement" sets forth the entire agreement between the parties with regard to the subject matter hereof. All agreements, covenants, representations and warranties of the parties, express and implied, oral and written, with regard to the subject matter hereof are contained herein, and the documents referred to herein or

implementing the provisions hereof. All prior and contemporaneous conversations and representations, covenants, and warranties with respect to the subject matter hereof are waived, merged herein and therein, and superseded hereby and thereby.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date aforesaid.

PERFORMANCE SPONSORSHIP GROUP, INC:

Judith Haber, Senior Partner

Date

Witness

TOWN OF SEDGEWICK:

Perry Robinson, Mayor

Date

Witness



TAX PAYMENT AND PENALTY BYLAW

EXECUTIVE SUMMARY

Bylaw 459, the Tax Payment & Penalties Bylaw has been in place since 2008. Upon reviewing the bylaw, administration is proposing changes to improve the bylaw.

BACKGROUND

The following items have been addressed in Proposed Tax Payment & Penalty Bylaw #539:

Penalty Schedule/Rates:

The historical practise has been to levy a tax penalty on the current taxes, the day after they are due. The next time a penalty is levied, is on January 1st of the following year and is levied on both the Taxes and previous penalties.

Concerns with this Penalty process:

- There is little incentive, once the first penalty is levied, for property owners to pay the unpaid tax balance until just prior to the January 1st penalty date of the following year.
- Historically, the maximum total penalty that was levied on the annual unpaid tax levy was 18%. Sedgewick's Bylaw levied a 10% penalty on August 1st Unpaid Taxes and 18% on January 1st on Tax Arrears. There is currently no legislation regulating the rates for Tax Penalties.

Concerns with the Penalty Rates:

- In order to provide incentive to pay taxes, by levying penalties over a multi-month period, the penalty rates will require amendment.
- The penalty rates should be significant enough to encourage payment, but not too high to result in significant additional taxes that will not be manageable for the delinquent Taxpayer.

Tax Payment Plan:

The current bylaw schedules payments to begin in January of each year, based on those paid in the previous year, with the payments amended in June so that the Taxes are paid in full by the end of December annually.

Concerns with the Payment Schedule:

- This means that a significant portion of taxes are not collected until the year is concluded. Alberta School Foundation Fund requisitions are paid and the majority of the municipal budget, to be funded by taxation, has been expended earlier in the year.
- Many municipalities have changed their Tax Payment Plans to coordinate with the Tax due date, resulting in receipt of the Taxes levied by the Tax due date.
- The Tax Instalment Payment Plan (TIPP) proposed in the Bylaw proposes to divide the annual Tax Levy by seven (7) and distribute those costs over the months of January through July annually.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

MARCH 22, 2018

TAX PAYMENT AND PENALTY BYLAW

BACKGROUND (CONT.)

Concerns with the Tax Payment Plan Implementation:

The current bylaw does not require a formal application/agreement to participate in the Tax Payment Plan.

The proposed bylaw includes the requirement for a formal application/agreement

Bylaw Severability Clause:

The current bylaw did not include this important clause.

Bylaw Title, Preamble & Definitions:

The Bylaw Title has been shortened from 'Tax Payment, Non-Payment, Prepayment & Penalties Bylaw' to the 'Tax Payment & Penalties Bylaw.'

- The Bylaw preamble has been updated to reference the Act more succinctly. Several new definitions have been added and several definitions amended for additional clarification.

BUDGET IMPLICATIONS

Long-term increase in revenues due to interest.

ALTERNATIVES

1. Council may give first reading to Bylaw 539, the Tax Payment and Penalty Bylaw.
2. Council may give first, second and third reading to Bylaw 539, the Tax Payment and Penalty Bylaw.
3. Council may direct administration to make changes to the proposed Bylaw and bring back to a future Council meeting.

RECOMMENDATION

1. Council may give first reading to Bylaw 539, the Tax Payment and Penalty Bylaw.

ATTACHMENTS

1. Bylaw 459 the Tax Payment, Non-Payment, Prepayment & Penalties Bylaw
2. Bylaw 539, the Tax Payment and Penalty Bylaw

BEING A BYLAW TO PROVIDE FOR INSTRUCTION WITH RESPECT TO PAYMENT, OVERPAYMENT, PREPAYMENT OR NON-PAYMENT OF TAXES.

WHEREAS, the authority and provisions of the Municipal Government Act, 1994, Chapter M-26.1 and amendments thereto provides the authority for council to establish methods of tax payments and impose penalties for non-payment or late payment thereof.

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

1. In this bylaw:

- a) 'taxes' includes all property taxes, local improvements taxes, business taxes and all other taxes lawfully imposed by the Town of Sedgewick pursuant to the Municipal Government Act or any other statute of the Province of Alberta;
- b) 'tax collector' means the person designated from time to time to be the Treasurer to act in the capacity of tax collector. The Chief Administrator Officer, the Municipal Secretary and the Office Assistants shall, for the purposes of this bylaw, be deemed to be the 'tax collector.'
- c) 'taxpayer' means the owner of the property being taxed, the business being taxed and where taxes are paid by another on behalf of the owner or the business, the person who actually pays the taxes.

PREPAYMENT OF TAXES

2. Any person desiring to prepay taxes in any year shall;

- a) supply to the tax collector a description of the property or business in respect to which the taxes are levied, to the tax collector's satisfaction.
- b) pay to the tax collector an amount (hereinafter called the 'estimated tax') equal to the amount the tax collector shall estimate as the taxes for the current year. The estimated tax shall not exceed the previous year's levy.

3. Notwithstanding paragraph 2 (b) a person may prepay taxes in an amount other than the estimated tax provided.

- 4. a) Where taxes are paid in an amount, which exceeds the actual taxes, levied (hereinafter called the 'excess amount'), the excess amount shall be forthwith refunded to taxpayer upon written request.
- b) Where a refund request for the excess amount in a taxpayer's account is not received and the excess amount exists in the ratepayer's account, this excess amount shall be deemed to be a payment of taxes in the succeeding year.
- c) Notwithstanding sections 2, 3, and 4 of this bylaw, where taxes are paid or prepaid in an amount which exceeds two (2) times the amount of the actual tax levied, with respect to the amount of such excess payment, (hereinafter called the 'residual excess amount'), the following provisions shall apply:
 - i) the residual excess amount shall be refunded on or before the 1st day of November following the date on which the payment of the residual excess amount was made.

PENALTY RATES

- 5. Where any taxes levied for the current year remain unpaid as of the last day of business in July such taxes are subject to a penalty thereon in the amount of 10 percent on the 1st day following the last day of business in July on the outstanding amount of such taxes.
- 6. For the purposes of section 5, a reference to 'the outstanding amount for such taxes' shall not be deemed to include the amount of any penalties thereon.
- 7. Subject to section 9 hereof, where any taxes are not paid on or before the 31st day of December of the current year, such unpaid taxes shall be deemed to be in arrears and shall be in each subsequent calendar year, subject to a penalty therein payable in the amount of 18 percent on the 1st day of January with respect to the amount of taxes so in arrears. This provision applies to any taxes, which are levied but remain unpaid as of the 31st day of December and to all taxes, which may hereafter be deemed to be in arrears in accordance with Section 346 of the Municipal Government Act, 1994, Chapter M-26.1 and amendments thereto.
- 8. For the purposes of section 7, the expression 'such unpaid taxes' be deemed to include any penalties imposed under section 5 (or any predecessor thereof in a bylaw for a former year).

PAYMENT OF TAXES ON A MONTHLY BASIS

9. A taxpayer may pay taxes on a monthly basis subject to the following conditions:
- a) Any time up to and including January 31st of the current year the taxpayer shall notify the Tax Collector that he desires to pay his taxes (including arrears from any previous year) on a monthly basis.
 - b) For the first five months of the current year the taxpayer shall pay a monthly payment equivalent to one twelfth of the estimated tax as determined in subsection 2. b) of this bylaw plus one twelfth of any arrears. All payments are due before the last banking day of each month.
 - c) For the last seven months of the current year the taxpayer shall make seven monthly payments equivalent to the balance of the tax levy for the current year. Payments on arrears will continue as indicated in paragraph b) above. All payments are due before the last banking day of each month.
 - d) Provided that the conditions enumerated in paragraphs a), b) and c) hereof are complied with, the penalties referred to in sections 5, 6, 7 and 8 shall not be imposed.
 - e) If a monthly payment is in default, the provisions of paragraphs a) through d) herein shall no longer apply and all penalties which would otherwise be imposed by sections 5, 6, 7 and 8 of this bylaw shall be imposed.
10. a) Notwithstanding section 9, a taxpayer may enter into an arrangement for the payment of taxes by installments upon which terms and conditions differing from those contained in section 9 are approved by Council of the Town of Sedgewick.
- b) Notwithstanding paragraph a) if a taxpayer enters into an arrangement for the payment of taxes by installments and a default in payment of any installment occurs, all penalties which would otherwise be imposed by the provisions of sections 5, 6, 7 and 8 of this bylaw shall be imposed.

ELECTRONIC PAYMENT PROCESSING

11. Any person may pay taxes by an electronic payment method that the Town has approved.
- a) Electronic payments are deemed to be received upon the date the person processes a tax payment.
 - b) Documentation for verification of tax payment date must be provided upon request by the tax collector.

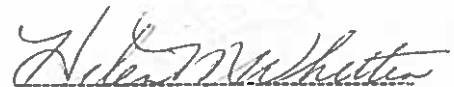
EFFECTIVE DATE

12. This Bylaw shall come into affect upon final reading.
13. Upon final passing of this bylaw, Bylaw#417 is hereby rescinded.

READ A FIRST TIME THIS 4th OF DECEMBER, 2008 AD

READ A SECOND TIME THIS 4TH DAY OF DECEMBER, 2008 AD

READ A THIRD TIME BY UNANIMOUS CONSENT OF COUNCIL AND FINALLY PASSED THIS 4TH DAY OF DECEMBER, 2008.


HELEN M. WHITTEN, MAYOR


THELMA ROGERS, CAO

TOWN OF SEDGEWICK
BYLAW NO. 539/18
TOWN OF SEDGEWICK TAX PAYMENT AND PENALTY BYLAW

**A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, TO
PROVIDE FOR INSTRUCTION WITH RESPECT TO PAYMENT, PREPAYMENT OR NON-
PAYMENT OF TAXES IN THE TOWN OF SEDGEWICK.**

WHEREAS, Section 340 of the Municipal Government Act, RSA 2000, c.M-26, and amendments thereto, states that a Council may by bylaw permit Taxes to be paid by instalments, at the option of the taxpayer; and,

WHEREAS, Section 344 of the Municipal Government Act, RSA 2000, c.M-26, and amendments thereto, states that a Council may by bylaw impose penalties in the year in which a Tax is imposed if the Tax remains unpaid after the date shown on the tax notice; and,

WHEREAS, Section 345 of the Municipal Government Act, RSA 2000, c.M-26, and amendments thereto, states that a Council may by bylaw impose penalties in any year following the year in which a Tax is imposed if the Tax remains unpaid after December 31 of the year in which it is imposed.

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

1. Short Title

1.1. This Bylaw shall be referred to as "Tax Penalty and Payment Bylaw."

2. Definitions

- 2.1. "Arrears" and "Tax Arrears" means Taxes that remain unpaid after December 31 of the year in which they are imposed;
- 2.2. "Council" means the Municipal Council of the Town of Sedgewick;
- 2.3. "Current Taxes" means Taxes imposed in the current year;
- 2.4. "Payment" means the monthly Tax payment instalment to be made to the Town of Sedgewick;
- 2.5. "Penalties" means penalties on Unpaid Taxes and Tax Arrears pursuant to this bylaw;
- 2.6. "Taxes" means all taxes, imposed by the Town of Sedgewick pursuant to the Municipal Government Act or any other statute of the Province of Alberta, including Property Taxes, Local Improvement Taxes and amounts which in the event of non-payment are deemed at law to be Taxes or recoverable as or in the same manner as Taxes and any Penalties on such Taxes or amounts;
- 2.7. "Tax Collector" means the person designated from time to time to act in the capacity of Tax Collector. For the purposes of this bylaw, the Chief Administrative Officer shall be deemed to be the Tax Collector, a position which may be delegated.

BYLAW 539/18

TOWN OF SEDGEWICK TAX PAYMENT AND PENALTY BYLAW

- 2.8.** "Taxpayer" means the owner of the property being taxed, the business being taxed and where Taxes are paid by another on behalf of the owner or the business, the person who actually pays the Taxes;
- 2.9.** "Tax Installment Payment Plan – TIPP" means an agreement between the Town of Sedgewick and the Taxpayer authorizing the payment of Taxes in monthly installments;
- 2.10.** "Town" means the Town of Sedgewick pursuant to the Municipal Government Act, RSA 2000, c.M-26 and amendments thereto;
- 2.11.** "Unpaid Taxes" means Taxes imposed in the current year, that remain unpaid after the Tax due date, as recorded on the Tax notice.

3. Tax Installment Payment Plan (TIPP)

- 3.1.** Taxpayers may pay Taxes in monthly installments, provided the Taxpayer:
 - 3.1.1.** has no municipal Taxes upon the land or improvements thereon that are subject to penalties as of August 1 in any calendar year;
 - 3.1.2.** completes an enrollment application for the Tax Installment Payment Plan with the Town of Sedgewick that once approved will also act as a formal agreement;
 - 3.1.3.** makes TIPP payments within the months of January through July;
 - 3.1.4.** pays all Taxes in full by the last banking day of July of each Tax year;
 - 3.1.5.** accepts responsibility to make necessary adjustments to ensure Taxes are paid by the last banking day of July;
- 3.2.** At the time the Town notifies the Taxpayer that the application for enrollment in the Tax Installment Payment Plan has been accepted, the Town shall also advise the Taxpayer as to the amount of the monthly installments.
- 3.3.** The Town shall calculate the amount of the Payments for each approved TIPP at the time the Taxpayer's application is accepted for enrollment in the TIPP. The payments shall be monthly installments calculated so that the cumulative payments will pay, in full, the balance of the Taxes by the last banking day in July annually.
- 3.4.** The Town may recalculate the TIPP Payment at any time and shall advise the Taxpayer in writing of any change in the amount of the Payment to be made.
- 3.5.** Changes in the amount of the TIPP Payment shall be effective as of the Payment Date specified in the notice of change in Payment sent by the Town to the Taxpayer.
- 3.6.** The TIPP agreement is non-transferrable from one property to another.
- 3.7.** Notwithstanding the TIPP conditions above, a person may prepay Taxes in an amount other than the estimated Tax provided.
- 3.8.** The Town has the option to cancel a TIPP if:
 - 3.8.1.** there are two (2) NSF returns during the term of the TIPP agreement;
 - 3.8.2.** utility arrears are transferred to the Tax Account due to non-payment; or
 - 3.8.3.** there are two (2) monthly payments not made pursuant to the conditions of the TIPP.
- 3.9.** Notwithstanding the TIPP conditions above, a Taxpayer may enter into an arrangement for the payment of Taxes by installments, upon which terms and conditions differing from those conditions above are approved by Council of the Town of Sedgewick.

4. Penalty Rates

- 4.1.** Where any Taxes levied for the current year remain unpaid after close of business on the last day of business in July, such Taxes are subject to a penalty thereon in the amount of 9 percent on the 1st day of business in August
- 4.2.** Where Taxes levied for the current year remain unpaid after close of business on the last day of business in September, such Taxes are subject to a penalty thereon in the amount of 5 percent on the 1st day of business in November.
- 4.3.** Where Taxes levied for the current year remain unpaid after close of business on the last day of business in November, such Taxes are subject to a penalty thereon in the amount of 4 percent on the 1st day of business in December.

For the purposes of Sections 4.1. to 4.3. above, a reference to 'the outstanding amount for such Taxes' shall not be deemed to include the amount of any penalties thereon.

- 4.4.** Subject to Section 4.3. hereof, where any Taxes are not paid on or before the 31st day of December of the current year, such Unpaid Taxes shall be deemed to be in Arrears and shall be in each subsequent calendar year, subject to penalty. This provision applies to any Taxes, which are levied but remain unpaid as of the 31st day of December and to all Taxes, which may hereafter be deemed to be in Arrears in accordance with Section 346 of the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto. The following penalty rates shall apply:
 - 4.4.1.** the amount of 2.5 percent on the 1st day of January with respect to the amount of Taxes so in Arrears;
 - 4.4.2.** the amount of 1.5 percent on the 1st day of every month from February through December.

For the purposes of Section 4.4., the expression 'such Unpaid Taxes' shall be deemed to include penalties imposed under Sections 4.1. to 4.3. (or any predecessor thereof in a bylaw for a former year).

5. Tax Payment Deemed Received

- 5.1.1.** Any person may pay taxes by an electronic payment method that the Town has approved.
 - 5.1.1.1.** Electronic payments are deemed to be received upon the date the person processes a Tax payment.
 - 5.1.1.2.** Documentation for verification of Tax payment date must be provided upon request by the Tax Collector.

6. Severability

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

7. Enactment

- 7.1.** Section 3 of this bylaw will not be applicable until January 1, 2019.

BYLAW 539/18

TOWN OF SEDGEWICK TAX PAYMENT AND PENALTY BYLAW

7.2. Upon the enactment date of this bylaw, Bylaw#459 will hereby be rescinded.

7.3. This Bylaw shall take effect at the date of final passing thereof.

First Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this ____ day of ____, 2018.

Second Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this ____ day of ____, 2018.

Third Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this ____ day of ____, 2018.

TOWN OF SEDGEWICK

MAYOR

CHIEF ADMINISTRATIVE OFFICER



SEDGEWICK PUBLIC LIBRARY – RECORDS INSPECTION

EXECUTIVE SUMMARY

The Town has received a request from Sedgewick Public Library to approve the inspection of their 2017 financial records by Alberta Municipal Affairs Public Library Services Branch.

BACKGROUND

The request is per the Alberta Libraries Act.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may approve the appointment of Ms. Cori Lecours, pursuant to the Libraries Act, to review the 2017 Sedgewick Public Library's financial records per the request of the AMA Public Library Branch.
2. Council may accept the request as information.

RECOMMENDATION

1. That Council approve the appointment of Ms. Cori Lecours, pursuant to the Libraries Act, to review the 2017 Sedgewick Public Library's financial records per the request of the AMA Public Library Branch.

ATTACHMENTS

1. Letter from Sedgewick Public Library

From: Sedgewick Library <sedgewicklibrary@prl.ab.ca>
Sent: March-06-18 12:28 PM
To: Town of Sedgewick
Subject: Addition to Agenda

Follow Up Flag: Follow up
Flag Status: Flagged

To Jim,

Could you please add this item to the agenda for your next Town Council Meeting? We are requiring approval for Ms. Cori Lecours to review the 2017 Sedgewick Public Library's financial records as per request of Alberta Municipal Affairs Public Library Services Branch. Further, upon approval of decision please could Council instruct Administration to draft a letter of consent and send to Sedgewick Public Library at sedgewicklibrary@prl.ab.ca.

Thank you.

Barbara McConnell
Library Manager
Sedgewick Public Library
sedgewicklibrary@prl.ab.ca



Virus-free. www.avg.com



PROPOSAL FOR ASSESSMENT SERVICES

EXECUTIVE SUMMARY

The current property assessment services contract with Wainwright Assessment Group expires on March 31, 2018.

BACKGROUND

The term of the current contract is from April 1, 2015 until March 31, 2018.

Fees during that time are as follows:

- Year 1 - \$12,204/year + GST
- Year 2 - \$12,576/year + GST
- Year 3 - \$12,948/year + GST

The newest proposal is again for 3 years and ending on March 31, 2021.

Proposed fees are as follows:

- Year 1 - \$13,212/year + GST
- Year 2 - \$13,476/year + GST
- Year 3 - \$13,740/year + GST

Whereas in the expiring contract there was an approximately 3% increase between years, the current proposal has an approximate 2% increase between years.

Wainwright Assessment Group has a staff of 5 appraisers with 3 being Accredited Municipal Assessors. They service a large number of communities in the area and it is common knowledge that assessment services are difficult to procure. Administration is satisfied with their level of service.

BUDGET IMPLICATIONS

\$40,428 + GST over 3 years.

ALTERNATIVES

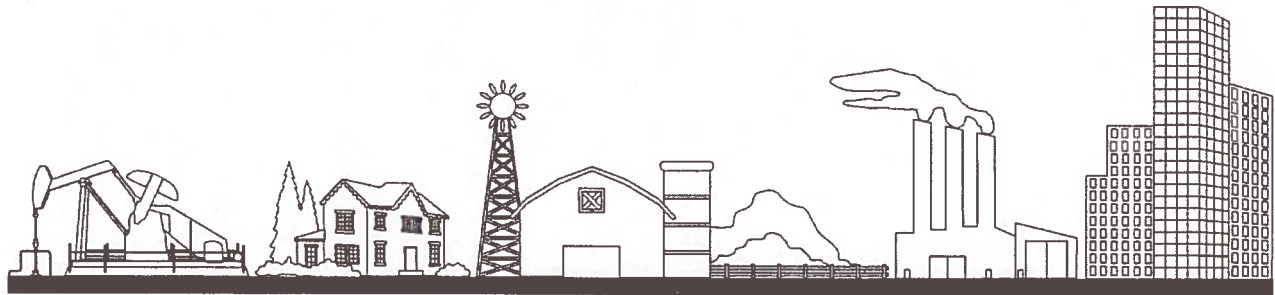
1. Council may approve entering into a 3 year agreement for assessment services with Wainwright Assessment Group.
2. Council may direct Administration to research alternatives.

RECOMMENDATION

1. That Council approve entering into a 3 year agreement for assessment services with Wainwright Assessment Group.

ATTACHMENTS

1. Wainwright Assessment Group Proposal



WAINWRIGHT ASSESSMENT GROUP LTD.

604 - 10 Street
Wainwright, AB T9W 1E2
Phone (780) 842-5002
Fax (780) 842-5003
wagltld@telusplanet.net

RECEIVED

MAR 16 2018

March 14, 2018

Town of Sedgewick
Attn: Jim Fedyk, CAO
Box 129
Sedgewick, AB T0B 4C0

Dear Jim:

Re: Proposal to Renew Assessment Services Contract

Our current property assessment services contract with the Town of Sedgewick expires March 31, 2018. We would like to renew our contract with the Town of Sedgewick for a period of 3 years (April 1, 2018 to March 31, 2021).

Please review the attached proposal. If you have any questions, they can be directed to the writer at 780-842-5002.

Respectfully submitted,

Gary Barber, AMAA
Wainwright Assessment Group Ltd.

GB/st

Attachment

**PROPOSAL FOR ASSESSMENT SERVICES
FOR MUNICIPAL TAX PURPOSES**

**PREPARED BY
WAINWRIGHT ASSESSMENT GROUP LTD.**

PREPARED FOR THE

Town of Sedgewick

Proposal Date: March 14, 2018

TABLE OF CONTENTS

VENDOR PROFILE

- Introduction
- Legal Name
- Location of Office
- Vendor Contact
- Conflict of Interest

ASSESSMENT SERVICES INFORMATION

- Municipality
- Term of Assessment Services
- Appointed Assessor
- Qualifications
- Statutory Performance Requirements
- Computer Assisted Mass Appraisal System
- Property Inspection Schedule
- Public Relations
- Defense of Complaints and Appeals
- Insurance
- Safety Policy
- Ownership of Records
- Training

PROPOSED FEE AND PAYMENT SCHEDULE

Town of Sedgewick Appendix "A"

LIST OF CURRENT CLIENT MUNICIPALITIES

Appendix "B"

VENDOR PROFILE

Introduction

Wainwright Assessment Group Ltd. was formed November 1, 1994 when the government privatized the assessment portion of their services. We currently have a staff of 5 property assessors and 1 clerical support staff with a combined total level of over 100 years assessment experience. At this time we supply assessment services to 30 municipalities (Appendix "B") in East Central Alberta.

Legal Name, Address and Office Location

Wainwright Assessment Group Ltd.
604 – 10 Street
Wainwright, AB T9W 1E2

Phone: 780-842-5002/5003
Fax: 780-842-5003
Email: wag ltd@telusplanet.net

Vendor Contact

Gary Barber, AMAA
Wainwright Assessment Group Ltd.

Conflict of Interest

Upon review, we see no conflict of interest with our company providing the assessment services for the Town of Sedgewick.

ASSESSMENT SERVICES INFORMATION

Provision of Assessment Services for:

Town of Sedgewick

Term of Assessment Services

The period of these Assessment Services is proposed to be from April 1, 2018 to March 31, 2021.

Appointed Assessor

Gary Barber, AMAA, would be the appointed assessor.

Qualifications

We currently have on staff 5 Assessors/Appraisers. Four are members of the Alberta Assessors' Association (3 Accredited Municipal Assessors of Alberta (AMAA) and 1 candidate member). Four are licensed Real Estate Appraisers with the Real Estate Council of Alberta (RECA). Three are members of the Appraisal Institute of Canada and have the Canadian Residential Appraiser (CRA) designation.

Statutory Performance Requirements

Wainwright Assessment Group Ltd. will:

- Prepare assessments in accordance with the Municipal Government Act and its attendant regulations, and adhere to any other policies or guidelines as issued from time to time from the Alberta Provincial Government.
- Provide completed assessments to the Town of Sedgewick in compliance with the statutory timelines prescribed in the Municipal Government Act and its attendant regulations.
- Provide assessment information as requested by the Minister of Municipal Affairs in compliance with the statutory reporting requirements prescribed in the Municipal Government Act and its attendant regulations.
- The municipality would be responsible for any increase in cost of providing assessment services due to changes in legislation/regulations by the Alberta Provincial Government.

Computer Assisted Mass Appraisal System

Wainwright Assessment Group Ltd. currently uses the CAMALOT CAMA system. Our system is supported by Compass Municipal Services Inc. in Sherwood Park, which we have found to be completely reliable.

The annual assessment will be provided electronically. Security for assessment data will be achieved through regular backups of the CAMA system.

Property Inspection Schedule

A general assessment valuation would be conducted every year.

Annual assessment of new properties and construction, as well as reported and discovered changes to existing properties would take place each year. In addition to annual changes, **20%** selective inspection of the properties in the municipality would take place each year.

Public Relations

The appointed assessor would be present in the municipality as required for inspections, open houses and ratepayer meetings. All ASSET reporting, audit contact and declarations via MILENET would also be the responsibility of Wainwright Assessment Group Ltd. The Assessor can be contacted via phone, fax or email. On site interviews with ratepayers will be conducted on request.

Defense of Complaints and Appeals

The appointed assessor would also provide assessment related support including preparation and attendance at Assessment Review Board Hearings, Open Houses and ratepayers meetings.

The Municipality would be responsible for costs associated with any appeals to the Court of Queen's Bench.

Insurance

- Our company carries adequate general comprehensive liability insurance (\$5,000,000 liability).
- All our staff carries automobile insurance and property damage insurance, proof of which would be provided to the municipalities upon request.
- Wainwright Assessment Group Ltd. has WCB coverage.

Ownership of Records

All assessment records of the Town of Sedgewick in this contract in our possession remain the property of the Town of Sedgewick. Storage of records would be at the office of Wainwright Assessment Group Ltd.

Training

All our staff take training courses and attend conferences to keep current with an ever changing and growing industry. Recertification every 5 years is mandatory for the Alberta Assessors' Association and every two years for the Appraisal Institute of Canada.

Appendix "A"

Fee and Payment Schedule

PAYMENTS TO WAINWRIGHT ASSESSMENT GROUP LTD. FOR ASSESSMENT SERVICE FOR THE TOWN OF SEDGEWICK (567 PARCELS).

- For the period ranging from April 1, 2018 to March 31, 2019 = \$1,101/month plus G.S.T. or \$13,212/annum Plus G.S.T. commencing on April 1, 2018.
- For the period ranging from April 1, 2019 to March 31, 2020 = \$1,123/month plus G.S.T. or \$13,476/annum Plus G.S.T. commencing on April 1, 2019.
- For the period ranging from April 1, 2020 to March 31, 2021 = \$1,145/month plus G.S.T. or \$13,740/annum plus G.S.T. commencing on April 1, 2020.

Appendix “B”

List of Current Client Municipalities

Village of Alliance
Village of Amisk
Village of Chauvin
Village of Consort
Village of Czar
Village of Dewberry
Village of Edgerton
Town of Elk Point
Village of Forestburg
Village of Glendon
Town of Hardisty
Village of Heisler
Village of Hughenden
Village of Irma
Town of Killam
Village of Kitscoty
Village of Lougheed
Village of Mannville
Village of Marwayne
Village of Myrnam
Village of Paradise Valley
Town of Provost
Village of Rosalind
Town of Sedgewick
Town of Two Hills
Village of Veteran
Town of Viking
Town of Wainwright
Municipal District of Provost
Municipal District of Wainwright



EMERGENCY SERVICES COMMITTEE – DRAFT BUSINESS PLAN

EXECUTIVE SUMMARY

The Emergency Services Committee is asking that Council review and approve the attached draft business plan for the Flagstaff Regional Emergency Services Society.

BACKGROUND

The historical net cost over the last 5 years of the Town of Sedgewick's fire costs is as follows:

2012 - \$9,451
2013 - \$28,673
2014 - \$40,649
2015 - \$48,313
2016 - \$24,116

Under the draft business plan the requisition to the Town of Sedgewick over the next 5 years is as follows:

2019 - \$92,960
2020 - \$75,748
2021 - \$75,772
2022 - \$77,118
2023 - \$68,591

The benefits of the plan are that a regional approach to the delivery of fire services will provide consistency to the operations of fire and rescue services as well as achieve more efficient and cost-effective utilization of resources. The level of service is expected to rise as the number of trained firefighters responding will be increased.

BUDGET IMPLICATIONS

As per above

ALTERNATIVES

1. Council may approve the draft Flagstaff Regional Emergency Services Society Business Plan as presented with requisitions to the Town of Sedgewick of \$92,960, \$75,748, \$75,772, \$77,118 and \$68,591 from 2019 to 2023 respectively.
2. Council may decline approving the Flagstaff Regional Emergency Services Society Business Plan as presented with comments brought back to the next Emergency Services Committee meeting.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

MARCH 22, 2018

EMERGENCY SERVICES COMMITTEE - DRAFT

BUSINESS PLAN

RECOMMENDATION

1. Council may approve the draft Flagstaff Regional Emergency Services Society Business Plan as presented with requisitions to the Town of Sedgewick of \$92,960, \$75,748, \$75,772, \$77,118 and \$68,591 from 2019 to 2023 respectively.

ATTACHMENTS

1. FRESS Draft Business Plan

Emergency Services Committee

Thursday, February 22, 2018

Start time 7:00 PM

County Office, Sedgewick, AB

AGENDA

1. **ATTENDANCE**
2. **CALL TO ORDER**
3. **AGENDA**
4. **MINUTES**
 - 4.1 **Emergency Services Committee (2017/12/06)**
5. **BUSINESS**
 - 5.1. **Flagstaff Regional Emergency Services Society - Draft Business Plan**
6. **CORRESPONDENCE**
 - 6.1. **Five Year Historical Fire Costs**
 - 6.2. **Alberta Community Partnership Grant Application Approvals**
7. **NEXT MEETING DATE**
8. **ADJOURNMENT**

Emergency Services Committee

Date : Wednesday, December 06, 2017

Location : County Office, Sedgewick, AB

Minutes

ATTENDANCE

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

CALL TO ORDER

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

AGENDA

Resolution

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

Carried

MINUTES

Resolution

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

Carried

Emergency Services Business Plan Sub-Committee Presentation

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

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

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

The committee then split into groups to discuss the following:

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

The following is a summary of the feedback:

What stood out for you?

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

Any outstanding questions?

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

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

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

The implementation budget was further discussed.

Resolution

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

Clr. Kusalik requested a recorded vote.

Votes:

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

Carried Unanimously

NEXT MEETING DATE

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

ADJOURNMENT

Resolution

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

Carried

.....
Chairman

.....
Recording Secretary



Issue Summary Report

5.1. Flagstaff Regional Emergency Services Society - Draft Business Plan #20180209001

Meeting : Emergency Services Committee

Meeting Date : 2018/02/22 19:00

Meeting Type : Emergency Services Committee

Background

Attached is the draft Business Plan for the Flagstaff Regional Emergency Services Society that the sub-committee members will be presenting for review and discussion.

Recommendation

That each municipality review the draft Flagstaff Regional Emergency Services Society Business Plan and provide feedback to the Emergency Services Committee no later than March 31, 2017.



FLAGSTAFF REGIONAL EMERGENCY SERVICES SOCIETY BUSINESS PLAN

1ST DRAFT

SERVING:

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

Presented to: Emergency Services Committee on February 22, 2018

Table of Contents

Executive Summary	1
Municipal Managing Partner for the Proposal.....	2
Vision and Mission Statement	2
Phase 1 - Governance and Administration	3
Organizational Chart.....	5
Phase 2 – Transfer of Assets and Authority	6
Phase 3 – Implement Operational Programs and Services.....	8
Minimum Level of Service	8
Phase 4 – Strategic Planning	9
Capital Equipment Replacement Program	9
Implementation – Short Term/Long Term	11
Implementation Budget	12
2019 Municipal Requisitions	13
Benefits of establishing the Flagstaff Regional Emergency Services Society	14
Member Municipality Responsibilities	15
Conclusion.....	15
Appendix A – Position Description	16
Appendix B – Transfer of Assets	20
Appendix C – Development and Implementation Timeline.....	21
Appendix D – Operating and Capital Budgets (2019-2023)	23
Appendix E – Municipal Requisitions (2019-2023)	27

Executive Summary

The Councils of Flagstaff County (including the Hamlets of Strome and Galahad), Town of Hardisty, Village of Lougheed, Town of Sedgewick, Town of Killam, Town of Daysland, Village of Forestburg, Village of Alliance and Village of Heisler have each approved that a Regional Emergency Services Society be explored. This would effectively combine the ten (10) existing fire stations into one (1) regional service. By utilizing the resources, seamless services will be provided to the entire area of the nine (9) member municipalities.

A regional approach to the delivery of fire services will provide consistency of the operations of fire and rescue services as well as achieving more efficient and cost-effective utilization of resources. The number of trained firefighters responding will be increased which provides a better service. The formation of the Flagstaff Regional Emergency Services Society will result in a review of the fire stations and number of trucks to ensure fiscal responsibility while still providing a level of service equal to, or better than that which is presently being provided.

Phase 1 Governance and Administration

Will include the formation of a regional fire and rescue service and appointment of the initial Board of Directors as regulated under the Societies Act; drafting and adoption of an operational bylaw and initial policies, a Quality Management Plan; development and implementation of financial systems; and hiring of a full-time Regional Emergency Services Coordinator.

Phase 2 Transfer of Assets and Authority

Will include the sign up of existing firefighters, formation of an organizational structure and assignment of officer positions (Fire Chief/Deputy Chief); transfer of chattels (equipment); and delegation of authorities.

Lease arrangements will be completed for continued occupancy of existing facilities (fire stations); and setup of an office.

Phase 3 Implement Operational Programs and Services

The Regional Emergency Services Coordinator, officers and firefighters will initiate programs and procedures for emergency response; rescue; firefighter training; fire prevention and public education; equipment maintenance; permits; and any other services or functions delegated to the Society.

Phase 4 Strategic Planning

The Board in consultation with the nine (9) member municipalities; the Regional Emergency Services Coordinator; and the firefighters will develop a long range strategic plan to establish requirements for equipment and facilities.

Subsequent budgeting for equipment purchases shall align with the Business Plan.

Municipal Managing Partner for the Proposal

The Municipal Managing Partner for the formation of the Flagstaff Regional Emergency Services Society proposal is:

Town of Killam

PO Box 189, Killam, AB T0B 2L0

Contact: Kim Borgel, Chief Administrative Officer

(780) 385-3977, Email: cao@town.killam.ab.ca

Vision and Mission Statement

Vision Statement:

Through collaboration we will provide exceptional emergency services throughout the Flagstaff Region.

Mission Statement:

To provide emergency services within the Flagstaff Region through collaborative resources and dedicated and trained personnel.

Anticipated Establishment Date

The intent of this Business Plan is to have approval from the member municipalities of the Flagstaff Regional Emergency Services Society Business Plan by June 30, 2018 with the Society being formed by December 31, 2018.

NOTE: 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.

Operations – Fire Services Society

Fire service operations will evolve to be provided by the Flagstaff Regional Emergency Services Society at a level equal to or better than they are today. This Business Plan is based on eliminating response boundaries and sharing of resources within the entire region.

Service Area

The Society will provide services within the municipal boundaries of the member municipalities; however, mutual aid response will be provided to and received from Beaver County, Camrose County, County of Paintearth, Municipal District of Provost, County of Stettler and the Municipal District of Wainwright under a Mutual Aid Agreement. New Mutual Aid Agreements will be completed once the Society is established.

Authorized Services

Services provided will include fire suppression; fire prevention and public education; vehicle extrication and rescue; medical first response; dangerous goods first response; response to fire alarms; response to utility emergencies; safety codes inspections; investigations, public fire

Appendix 1 for 5.1.: Draft Business Plan

safety education and compliance information in the fire discipline; issuance of controlled burning permits and fireworks permits; and STARS air ambulance landing zones.

Operations involving provision of Emergency Management Services will be reviewed once Fire and Rescue Services are established and operating efficiently and recommendations for continuation, separation or termination of this service will be considered at that time.

A Level of Service Policy will be adopted by the Board of Directors subsequent to the regulation establishing the Society.

Phase 1 - Governance and Administration

The intent of this Business Plan is that the Board of Directors for the Flagstaff Regional Emergency Services Society will consist of one (1) appointed member (elected official) from each of the urban municipalities and two (2) from Flagstaff County. The creation of the Society and appointment of the initial Board of Directors and future board appointments will be done as regulated under the Societies Act.

It is important that there is representation from each member municipality for the first three (3) to five (5) years when many important decisions regarding the future of the fire stations could be made. Representation will be reevaluated by the Board of Directors after that to consider lowering the number of members on the Board.

In addition to representing the interests of the respective municipalities, this Board will function as the governing body of the Society and will be authorized to adopt policies and enter into agreements. The annual operating and capital budgets as well as bylaws will require approval of not less than seventy-five (75%) percent of the member municipalities. The Society will also adopt a Quality Management Plan for the fire discipline and apply for accreditation as an agency with the power to administer the Alberta Fire Code within the member municipalities.

Representatives for the First Board of Directors

At their annual organizational meetings in October, each of the nine (9) member municipalities shall appoint their representative(s) to the Board of Directors for the Society.

Addition/Withdrawal of Members from the Society

The requirements for the addition or withdrawal of members from the Society will be specified in the Societies Bylaw.

Draft Bylaw and Membership Agreement

A draft Societies Bylaw and Membership Agreement shall accompany the Business Plan as required for the submission for establishment of the Society, in accordance with the Societies Act.

Resolutions from each of the nine (9) member municipalities to accept the draft bylaw and Membership Agreement will be included as part of the submission for establishment of the Society.

Appendix 1 for 5.1.: Draft Business Plan

Full Time Regional Emergency Services Coordinator

The Flagstaff Regional Emergency Services Society recognizes the realities of running an organization of this size and responsibilities associated with providing fire and rescue services.

The nature of major fires or other emergencies requires that at least one key person be available on a full time basis to oversee operations. A full time Regional Emergency Services Coordinator will be hired by the Society to be responsible for administration and operation of the Society, and supervision and operation of the fire stations. Designated alternate (backup) responsibilities as required may be carried out by the Fire Chiefs. The organization described in this Business Plan will achieve this objective.

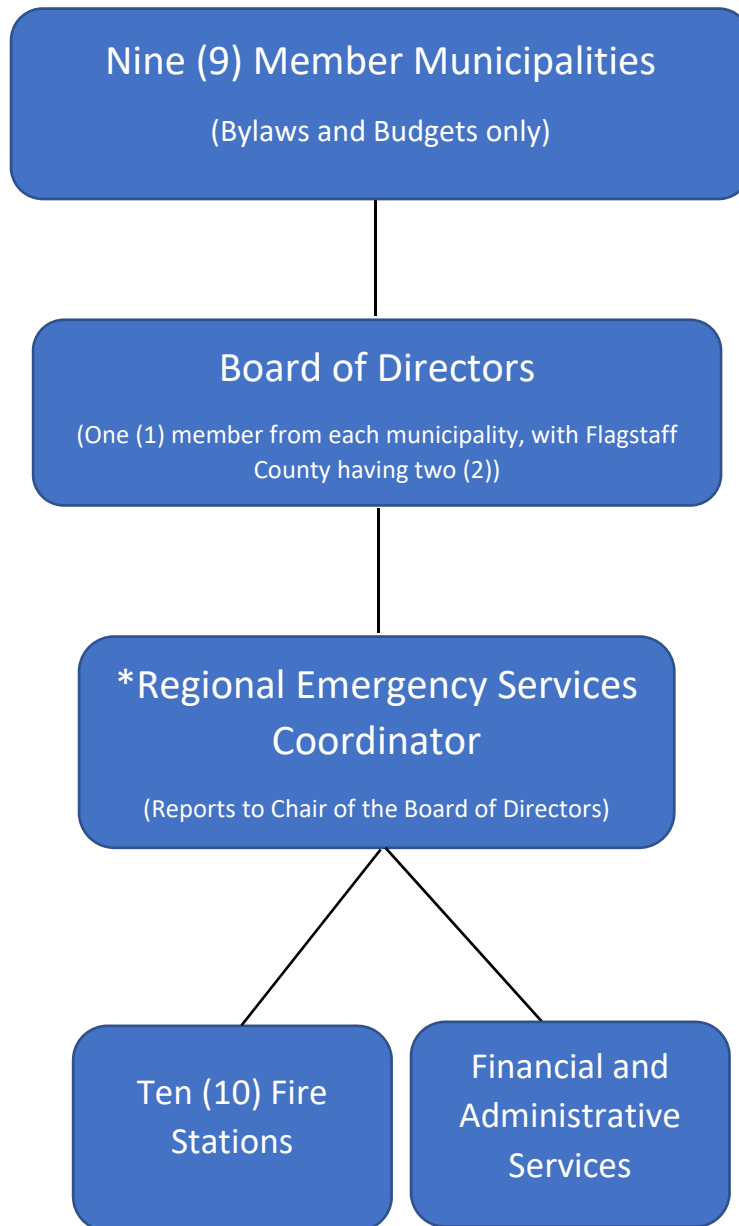
The Regional Emergency Services Coordinator shall report directly to the Board Chair and will have accountability to the entire Board.

Financial and Administrative

A Society has many elements including administrative functions, billing, accounts payable and receivable and audits that are similar to the running of a municipality.

Financial and administrative department functions will be carried out either by hiring of staff, or under a financial and administrative services contract by one of the member municipalities. If a municipality contracts this service, it is recommended that they also provide office space to the Regional Emergency Services Coordinator.

Organizational Chart



* New Full Time Position

Regional Emergency Services Coordinator – Position Description

A full position description is included in Appendix - A

Phase 2 – Transfer of Assets and Authority

Firefighters from the existing fire stations will be invited to apply for membership in the Flagstaff Regional Emergency Services Society. Application forms, drivers abstracts, payroll forms, training records, etc will be required in personnel files to meet regulatory requirements. The Regional Emergency Services Coordinator will be responsible for the formation of an organizational structure and assignment of officer positions.

Each of the member municipalities will pass a bylaw to transfer ownership of all fire and rescue services assets (equipment) and pass a bylaw to delegate authorities and responsibilities to the Society. A copy of these bylaws will become Appendix B, once they are finalized.

Existing individual fire station societies will transfer ownership of all fire and rescue services assets (equipment) that were purchased with society funds, with the understanding that the equipment would remain in that fire station for the life of the equipment. Past donations to individual fire stations from private individuals and/or businesses would remain in that station, if requested by the donor.

Tangible Capital Assets

The following Tangible Capital Assets will be transferred to the Society:

Engines:

1. Alliance: 2002 Chevrolet Top Kick (50% County owned)
2. Daysland: 2007 International 7400 (50% County owned)
3. Forestburg: 1990 Ford Superior
4. Forestburg: 2011 International (50% County owned)
5. Hardisty: 2010 Freightliner FL M2 (50% County owned)
6. Hardisty: 1999 Ford F-550
7. Heisler: 2014 Freightliner
8. Killam: 2012 Freightliner
9. Killam: 1998 International 4900 (50% County owned)
10. Lougheed: 1999 GMC Top Kick (50% County owned)
11. Sedgewick: 2008 Freightliner (50% County owned)
12. Sedgewick: 1979 Chevrolet C6500
13. Strome: 2004 Freightliner FL70 (County owned)
14. Strome: 1979 International – retired (County owned)

Wildland Units:

1. Alliance: 2014 Ford F350 (County owned)
2. Daysland: 1987 F350XL Superduty
3. Flagstaff: 2011 Ford F350 (County owned)
4. Forestburg: 1999 Ford Superior F450
5. Galahad: 2014 Ford F350 (County owned)
6. Heisler: 2011 Ford F350 (County owned)
7. Killam: 2002 Ford F550
8. Lougheed: 2005 Chevrolet
9. Strome: 2014 Ford F350 (County owned)

Appendix 1 for 5.1.: Draft Business Plan

Rescue Units:

1. Hardisty: 2010 Ford F-550
2. Killam: 1996 Freightliner (Shared ownership)

Tenders:

1. Galahad: 1992 International (County owned)
2. Hardisty: 2009 Kenworth T800 (County owned)
3. Killam: 2013 International M2 (County owned)
4. Loughheed: 2005 International

Pickups:

1. Flagstaff: Command Truck - 2013 Dodge Ram 1500 Pickup (County owned)
2. Sedgewick: 2008 Dodge Ram 2500 Pickup

Squad van:

1. Alliance: GMC Rescue (squad) van

Other Equipment

All other firefighting and rescue equipment owned by the nine (9) member municipalities will be transferred to the Society including:

- Small engine equipment
- Rescue equipment
- Personal protective clothing equipment and apparel (PPE)
- Personal Protective Equipment cleaning and storage equipment
- Self-contained breathing apparatus and cylinders
- Breathing air compressor and fill station
- Hoses, nozzles and appliances
- Miscellaneous hand tools and equipment
- Any other equipment and resources currently carried on apparatus
- Foam concentrate and other consumable supplies in stock

Disposal of Assets

Disposal of Tangible Capital Assets shall be a fair, open and transparent process by public tender or public auction.

Proceeds from the disposal of assets shall be accrued to equipment replacement reserves.

Smaller and non-capital items that have become unserviceable, unsafe, expired, or are beyond economical repair may be disposed of in an acceptable, safe, and environmentally friendly manner at the discretion of the Regional Emergency Services Coordinator.

A member municipality that applies to withdraw from the Society shall not be entitled to any assets of the Society.

In the event the Society is dissolved, and after the payment of all debts and liabilities of the Society, the remaining property of the Society shall be distributed to the member municipalities

Appendix 1 for 5.1.: Draft Business Plan

proportionately, utilizing the same funding formula as the formula used to determine the annual requisitions.

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 firehalls will be leased to the Society for a nominal amount until they are replaced or no longer needed by the Society. The Society will be focusing on replacing the inventory in the capital replacement plan and not the firehalls at this time. It has been determined that the costs associated with the firehalls would make it prohibitive. As the capital costs decrease, the Society can determine if they will consider taking over the ownership of the firehalls.

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

Insurance and facility maintenance costs will be the responsibility of the municipality where the hall is located.

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

Phase 3 – Implement Operational Programs and Services

Fire Service operations and emergency response within the nine (9) member municipalities will continue to be provided by the Flagstaff Regional Emergency Services Society at a level equal to or better than they are today. The response area for the ten (10) fire stations will evolve to a seamless system throughout the protection area. This may be accomplished with primary response zones and automatic mutual aid. The intent of the Society and this Business Plan is to eliminate response based on municipal boundaries and to commence sharing of resources within the ten (10) fire stations.

Minimum Level of Service

The Board of Directors will adopt a “Level of Service Policy” that identifies the services that will be provided by the Society and specifies the level to which they will be provided. The minimum level of service provided is to be:

Level 1 Core Services:

- Scene size-up and resource development
- Scene security
- Evacuation
- Wildland fire suppression and control
- Exterior fire suppression
- Hazardous materials awareness and response
- Medical/Trauma first response
- Motor vehicle collision response

Appendix 1 for 5.1.: Draft Business Plan

The Board will also adopt a Quality Management Plan (QMP) for Safety Codes in the Fire discipline. The Society will then provide services as specified in the QMP for the nine (9) member municipalities. These will include inspections, investigations, compliance information, plans review, fireworks, fire permits and/or notifications.

In addition, the Society will establish a Public Fire Safety Education program that addresses the needs of the communities.

The Society will implement a firefighter training program that reflects the level of service identified by policy and will participate in and host regional fire training.

The Society will provide Regional Emergency Management Services once the Society establishes the fire and rescue services.

Phase 4 – Strategic Planning

Regular strategic planning is an effective tool for establishing goals and objectives, setting policy direction, and enabling efficient long-term budget projections.

The Board in consultation with the nine (9) member municipalities; Regional Emergency Services Coordinator; and the firefighters will develop a long range strategic plan to establish goals and objectives, set policy direction, and determine requirements for equipment and facilities.

The first strategic planning session should be conducted in early 2019. Prior to the strategic planning session, the Board of Directors shall determine the appropriate level of input and participation that firefighters will have in the process and in decisions about the direction of the Society.

Subsequent budgeting for equipment purchases and facility replacement will reflect evolution to align with the plan over time.

Grant Funding

The Town of Killam, as the Municipal Managing Partner, has applied for an Alberta Community Partnership (ACP) grant to provide funding for setup of the Society.

Grant funding will be actively sought out by the Regional Emergency Services Coordinator on an ongoing basis.

Capital Equipment Replacement Program

In order to have a predictable annual fire services funding requisition to member municipalities, it is essential that a long-term capital equipment replacement program be developed. The program will adjust the number of apparatus to reflect the approved level of service and ensure that minimum standards are met.

Appendix 1 for 5.1.: Draft Business Plan

The Flagstaff Regional Emergency Services Society Capital Replacement Program is based on a twenty (20) year cycle for engines. Twenty (20) years is recognized as the acceptable service life of Front Line engines serving small and medium sized municipalities. A twenty (20) year program has been developed for the replacement or disposal of existing equipment. Replacement prices used for this program are based on 2017 cost estimates. It is recognized that adjustments will need to be made from time to time for inflation, but at this time it is impossible to predict what will happen.

The additional life cycles are tenders and rescue units at twenty-five (25) years, wildland units at twenty (20) years and the pickup used by the Regional Emergency Services Coordinator which is expected to have a five (5) year life cycle due to daily use and greater number of kilometres.

It should be noted that there has been no earned interest projected on Capital Reserves nor has any disposal value been placed on obsolete vehicles.

It should also be noted that there may be grants available from time to time for capital equipment replacement. It is also possible that third parties may choose to make donations toward equipment, but none have been projected.

Capital Equipment Replacement Program – Existing Apparatus

The nine (9) municipalities collectively own the following apparatus:

- 10 – Engines
- 4 – Second line / mechanical backup engines
- 9 – Wildland Units
- 2 – Rescue Units
- 4 – Tenders
- 2 – Pickups
- 1 – Squad van (personnel and equipment carrier)

Under a shared resources program and response not based on municipal boundaries, the current number of apparatus is excessive and should be adjusted to reflect actual needs.

Recommended level:

The optimal number of apparatus, once all current units meet their maximum life. Only those units required to be replaced using these optimal numbers will be replaced as per the Capital Replacement Plan.

- 5 – Front Line Engines
- 8 – Wildland Units
- 2 – Rescue Unit
- 4 – Tenders
- 1 – Pickup (for Regional Emergency Services Coordinator)

Appendix 1 for 5.1.: Draft Business Plan

Capital Equipment Replacement Criteria

Front Line Engines

Maximum service life – twenty (20) years as per commonly accepted National Fire Protection Association standards. Engines are used for firefighting and rescue operations. The Society may determine that replaced units may be held in reserve as a second line / mechanical backup unit as long as equipment age and condition does not impact the Level of Service or firefighter safety.

Wildland Units

Maximum service life – twenty (20) years. Wildland Units are used extensively on vehicle and machinery fires as well as fighting wildfires, often in rugged terrain. It is recommended that the chassis on the wildland units are replaced with a new chassis; however, re-use the existing deck, hose etc. This would result in an approximate savings of \$50,000 per unit.

Rescue Units

Maximum service life - twenty-five (25) years. Rescue Units are currently used for medical first response, motor vehicle collisions and support for firefighting operations.

Tenders

Maximum service life – twenty-five (25) years. Tenders are used for water supply.

Pickup Truck

Maximum service life – five (5) years. A pickup truck will be required for the Regional Emergency Services Coordinator.

Capital Reserve Funding

In order to maintain the fleet of equipment at the level outlined in this Business Plan, the Capital Equipment Replacement Program includes the recommended replacement of equipment. The budget amounts are based on 2017 prices and as such contributions will need to be adjusted to reflect inflation in future years of the program.

Capital Facility Expense

A lease agreement between each of the municipalities and the Society for \$1.00 per year will be written for the use of the firehalls.

Capital facility needs, and funding will be discussed by the Board of Directors of the Flagstaff Regional Emergency Services Society during the Strategic Planning phase.

Implementation – Short Term/Long Term

Action Requirements within the first year:

- Legal review and approval of membership agreement by all member municipalities
- Resolutions from each member municipality to transfer assets
- Legal review of agreement to delegate authority and transfer assets

Appendix 1 for 5.1.: Draft Business Plan

- Draft an Operating Bylaw for the Flagstaff Regional Emergency Services Society and obtain legal review
- Finalize and sign Bylaw
- Conduct position design and review and approve job description
- Evaluate operational liability in order to determine insurance requirements
- Set up an appropriate accounting system to meet Provincial audit requirements
- Hire a Regional Emergency Services Coordinator
- Find suitable office space and purchase office equipment, computer and supplies as required
- Acquire vehicle, contents, and comprehensive liability insurance for the Flagstaff Regional Emergency Services Society
- Obtain Motor Vehicle Registration for apparatus
- Purchase a pickup truck for Regional Emergency Services Coordinator
- Establishment of appropriate policies and procedures including arrangements for staff benefits
- Sign up firefighters from existing fire stations
- Develop a Quality Management Plan for Safety Codes – Fire discipline
- Apply for Accreditation as an Agency for Safety Code – Fire discipline
- Develop a system to track firefighter training, inspections and equipment and apparatus maintenance in order to reduce liability
- Develop and implement an appropriate Health and Safety Program including a fire apparatus safety and maintenance program
- Develop and implement Standard Operating Procedures for fire services

Action Requirements within 2 – 5 years:

- Develop and implement a Fire Training Program based on the level of service policy
- Develop and implement a Fire Prevention Program which would include public education, fire inspections, fire investigations
- Develop and implement a Volunteer Recruitment and Retention Program
- Develop and implement a Junior Firefighter Program to broaden the base of potential volunteer firefighters in order to maintain adequate rosters
- Conduct Strategic Planning on a regular basis
- Revise the capital equipment plan to reflect the strategic plan
- Develop a capital facility replacement plan for funding of Capital Facility projects
- Implement Emergency Management Services
- Review the number of representation on the Board of Directors

Implementation Process and Timeline

The complete Flagstaff Regional Emergency Services Society Development and Implementation process timeline is included in Appendix C.

Implementation Budget

An Alberta Community Partnership (ACP) grant application has been submitted for the implementation phase of the creation of the Flagstaff Regional Emergency Services Society.

Appendix 1 for 5.1.: Draft Business Plan

This funding would help to cover the costs of legal fees to review draft agreements, bylaws, etc. It will also allow us to hire a consultant to facilitate and complete the tasks listed below. There is a lot of work to be done over the next year to ensure that the new Society has been formed prior to the end of the current Fire Services Agreement, which is December 31, 2018.

Some of the tasks that will be required include:

- Create a draft agreement of all municipalities to enter into the Society as a member
- Create a list of fire assets to be transferred from the municipalities/fire departments to the new Society as all ownership of current fire inventory will be transferred to the new society
- Investigate the insurance, liability and benefits coverage
- Draft bylaws for the municipalities delegating authority and transferring all fire assets to the new Society
- Draft a Society Bylaw as per The Societies Act
- Create a draft lease agreement for firehalls as the municipalities will retain ownership and the new Society will lease them
- Draft policies for the new Society
- Complete the application for Society Status
- Development of Standard Operating Procedures
- Hire a Regional Emergency Services Coordinator and determine whether it will be a contractor or employee for financial and administrative services

There will be significant legal costs to ensure the agreements and bylaws are fair and enforceable. The member municipalities have agreed to share the legal costs should we not receive the grant funding. If we do not receive grant funding to hire a consultant to complete the tasks listed above; in-house personnel, or municipal administrators will be required to do these tasks.

Implementation Budget (Should we receive grant funding)

\$ 20,000 – Legal costs

\$ 90,000 – Fire Consultant

\$110,000 – TOTAL

2019 Operating and Capital Budgets

The draft 2019 Flagstaff Regional Emergency Services Society Operating and Capital Budgets with five (5) year projections is included in Appendix D.

2019 Municipal Requisitions

The nine (9) member municipalities will be required to pass resolutions to approve an operational funding formula that considers population, parcel count, call volume and equalized assessment of each of the member municipalities. This will allow the funding percentages to adjust to changes in growth or economy of each municipality while still providing stable funding for the Society. When reviewing funding formula options, it was determined that it was important to include equalized assessment in the formula as equalized assessment is a process that levels the playing field for municipalities so that requisitions can be fairly allocated.

Appendix 1 for 5.1.: Draft Business Plan

The following is the 2019 Operating and Capital municipal requisitions:

2019 Municipal Requisitions				
Municipality	%	Operating	Capital	Total
Flagstaff County	60.64%	\$ 399,645.89	\$478,827.76	\$ 878,473.65
Alliance	1.52%	\$ 10,042.88	\$ 12,032.68	\$ 22,075.56
Daysland	6.96%	\$ 45,901.69	\$ 54,996.20	\$ 100,897.89
Forestburg	6.89%	\$ 45,397.55	\$ 54,392.17	\$ 99,789.72
Hardisty	6.36%	\$ 41,928.59	\$ 50,235.90	\$ 92,164.49
Heisler	1.01%	\$ 6,650.46	\$ 7,968.12	\$ 14,618.58
Killam	8.26%	\$ 54,439.98	\$ 65,226.18	\$ 119,666.16
Lougheed	1.94%	\$ 12,782.43	\$ 15,315.01	\$ 28,097.44
Sedgewick	6.42%	\$ 42,290.53	\$ 50,669.55	\$ 92,960.08
Total Costs	100.00%	\$ 659,080.00	\$789,663.57	\$1,448,743.57

Note: This arrangement will allow the Society to be established with **no** initial debt.

The five (5) year Municipal Requisitions is included in Appendix E.

Annual Review of Funding Formula

A funding formula will be reviewed annually to adjust calculated percentages if required to reflect any changes in population, parcel count, call volume, and equalized assessment.

The funding formula utilizes the following:

1. **Population – 25%**: 2016 Federal census numbers for each municipality
2. **Parcel Count – 25%**: Reflect the total number of titled parcels for each municipality
3. **Call Volume – 25%**: The number of incidents within the fire department response area
4. **Equalized Assessment – 25%**: Municipal Affairs Provincial 2018 Equalized Assessment Report for each municipality. Includes: Residential, Farmland, Non-Residential, Linear, Railway, Co-generating M&E, Machinery and Equipment. Equalized assessment is a process that levels the playing field for municipalities so that property tax requisitions and grants can be fairly allocated.

Benefits of establishing the Flagstaff Regional Emergency Services Society

Tangible Benefits:

- Seamless response due to elimination of boundaries
- Improved level of fire service in the region as a result of having a defined level of service
- Increased grant funding opportunities due to forming a not-for-profit regional society
- Ability to share resources, including equipment and firefighters
- Reduced liability to member municipalities for fire services
- Increased and consistent training and a single set of Standard Operating Guidelines
- Savings in the costs of supplies as well as less duplication due to bulk purchasing
- Eliminates the requirement to re-negotiate new fire agreements every few years

Appendix 1 for 5.1.: Draft Business Plan

- Builds inter-municipal cooperation between the member municipalities

Intangible Benefits:

- Provide consistent and streamlined service across the region as Fire Chiefs will have the support of the Regional Emergency Services Coordinator
- Reduced administration workload for the Fire Chiefs, CAO's and municipal administration
- Implementation of a single consistent Fire Prevention Program including inspections and investigations

Member Municipality Responsibilities

- Individual municipalities will continue to be responsible for maintaining and/or expanding their water and hydrant systems as may be required.
- Bylaws will need to be passed by each member municipality assigning authority and transferring all assets for fire and rescue services to the Society.
- All existing Mutual Aid agreements will need to be amended to include the Society.

Conclusion

The establishment of a Flagstaff Regional Emergency Services Society will provide long term stability to emergency services through collaborative resources and dedicated and trained personnel.

The long-term capital replacement program presented in this Business Plan is a cost efficient means of providing adequate fire equipment within the region without spikes in municipal requisitions.

The Alberta Office of the Fire Commissioner (OFC) has a keen interest in seeing the Flagstaff Regional Emergency Services Society being incorporated as they see this as a model for the rest of the Province.

Appendix A – Position Description

FLAGSTAFF REGIONAL EMERGENCY SERVICES SOCIETY

POSITION TITLE: *Regional Emergency Services Coordinator*

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

POSITION SUMMARY:

Reporting to the Chair of the Board of Directors and with accountability to the entire Board, the Regional Emergency Services Coordinator is the administrator/manager of the *Flagstaff Regional Emergency Services Society*.

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

As the Coordinator, he/she is responsible for organization, coordination and administration of a well-trained and adequately-equipped volunteer fire and rescue 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 Chair 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 Board 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.
- Produces an annual report on staffing levels, finances, activities and statistics of the Society.

Firefighters

- Recommends to the Board the Fire Station Chiefs and works with the Chiefs to select other officers. Provides leadership and is responsible for productivity, cooperation and progressive discipline of firefighters under his/her direction.

Appendix 1 for 5.1.: Draft Business Plan

- 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 firefighter/officer training and safety programs.
- Coaches and mentors firefighters; ensures ongoing firefighter 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 firefighters 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 stations and adequate emergency response to the county, towns, villages and hamlets residents.
- Responsible for leadership and productivity of operations within each fire station 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, Occupational Health and Safety 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.

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 Station vehicle and equipment accidents.
- Assists with planning, preparation and participation of the Flagstaff Regional Emergency Services Society meetings.
- Actively participates in the Emergency Management Plan and program.

Appendix 1 for 5.1.: Draft Business Plan

- Ensures adequate and required training of volunteer firefighters and recommends levels of service.
- 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.
- Responsible for firefighters/chief's remuneration and expenses.
- Understand and adhere to Freedom of Information and Protection of Privacy Act (FOIP) legislation and procedures.
- Recruits and selects employees/contractor to provide the finance/administration services.

The Regional Emergency Services Coordinator is also responsible for other related duties and responsibilities as required.

COMPETENCIES AND BEHAVIORS

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 firefighters, the Flagstaff Regional Emergency Services Society Board of Directors, and the public under all types of circumstances.
- Maintain a positive and supportive approach.
- Ability to work, lead and communicate effectively with a diverse group of firefighters.
- 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.

Appendix 1 for 5.1.: Draft Business Plan

- Ability to provide leadership through personal example.
- Maintain strict confidentiality at all times.

REQUIRED QUALIFICATIONS/KNOWLEDGE/ABILITIES

- Minimum seven (7) years' progressive experience as a Firefighter/Fire Officer, including experience as an Incident Commander.
- Minimum of high school diploma or equivalency.
- Demonstrated communication and public relations skills.
- A solid background in computer applications including a high level of proficiency with Microsoft 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)
- 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 firefighters availability and community event schedules.

Appendix B – Transfer of Assets

Transfer of Assets Bylaws from the nine (9) Member Municipalities - to be included once they are finalized.

Appendix 1 for 5.1 : Draft Business Plan Appendix C – Development and Implementation Timeline

Steps	Assigned to	Due Date	Status
Councils appoint Committee members	9 - Region Councils	December 2016	Complete
Establish a Terms of Reference	Committee	December 2016	Complete
Establish Timeline	Committee	December 2016	Complete
Draft Business Plan (Agreement)	Sub-Committee	January 2018	
Choose a name for the Society	Sub-Committee	December 31, 2017	
Position Design/Job Description	Sub-Committee	December 31, 2017	
Draft Interim Budget	Sub-Committee	December 31, 2017	
Establish Funding Formula	Sub-Committee	December 31, 2017	
Develop an inventory of fire equipment	Sub-Committee	December 31, 2017	
Determine Capital equipment replacement program using existing apparatus and if additional apparatus is required immediately	Sub-Committee	December 31, 2017	
Draft an implementation budget	Sub-Committee	December 2017	
Councils to commit funding for the implementation costs (up to \$2,200/municipality)	Sub-Committee	December 2017- January 2018	
Select a managing partner municipality (Killam?) for the implementation and Financial Host Municipality for the interim.	Committee	December 2017- January 2018	
Review Draft Business Plan, agreement and projected budget as presented by Sub-Committee	Committee	January 2018	
Update draft Business Plan, agreement and budget after committee review	Sub-Committee	February 2018	
Draft Business Plan, agreement and budget adopted	Committee	February 2018	
Create list of assets (equipment) to be transferred to new society	Committee	February 2018	
Investigate insurance/benefits coverage (ie. quote from AMSC for equipment and liability)	Committee	February 2018	
Draft bylaws			
Appointment of Directors and Chair	Committee	March 2018	
Fee schedule	Committee	March 2018	
Membership	Committee	March 2018	
Legal Review of Business Plan and Agreement	Brownlee LLP	April 2018	
Legal review of bylaws	Brownlee LLP	April 2018	
Draft Business Plan, agreement and bylaws presented to councils for approval by resolution once reviewed by legal	9 - Region Councils	May 2018	
Send application to achieve society status	Committee	July 1, 2018	
Resolution appointing board members	9 - Region Councils	Fall 2018	
Draft bylaws to delegate authority and transfer all fire assets	Committee	Fall 2018	

Appendix 1 for 5.1.: Draft Business Plan

Steps	Assigned to	Due Date	Status
Legal review of the delegate and transfer of fire assets draft bylaws	Brownlee LLP	Fall 2018	
Hire Regional Coordinator - Start of employment date January 1, 2019	Society Board	Fall 2018	
Adoption of bylaws to delegate and transfer of fire assets	9 - Region Councils	Fall 2018	
Determine process for hiring/contracting financial and admin services	Society Board	Fall 2018	
Find/renovate office space	Society Board	Fall 2018	
Purchase office equipment, computers, supplies, etc, if necessary	Society Board	Fall 2018	
Prepare and approve Lease agreement for the fire halls	Society Board	Fall 2018	
Have financial/admin services in place	Coordinator	January 2019	
Set up an accounting system for financial services	Coordinator	January 2019	
RFP and purchase Pickup Truck	Coordinator & Board	January 2019	
Set up a specialized software system to track firefighter training, inspections and equipment and apparatus maintenance	Coordinator	January 2019	
Draft and approve policies of Society	Coordinator & Board	Begin January 2019	
Develop and implement Standard Operating Procedures	Coordinator	Begin January 2019	
Draft and approve Quality Management Plan - Safety Codes - Fire Discipline	Coordinator & Board	Begin January 2019	
Apply for Accreditation as an Agency - Safety Codes - Fire Discipline	Coordinator & Board	Begin January 2019	
Acquire Insurance Coverage	Coordinator	January 1, 2019	
Register Motor Vehicles	Coordinator	January 2019	
Determine and develop a level of service policy	Coordinator & Board	January 2019	
Develop a long range Strategic Plan	Coordinator & Board	2019	
Determine and develop a long term capital replacement program be developed	Coordinator & Board	2019	
Establish Capital Equipment Plan	Coordinator & Board	2019	
Establish Capital Facility Plan	Coordinator & Board	2019	
Set annual operating and capital budgets	Coordinator, Board, Councils	Ongoing	
Develop and adopt other policies as required	Coordinator & Board	Ongoing	

Appendix 1 for 5.1.: Draft Business Plan
Appendix D – Operating and Capital Budgets (2019-2023)

Flagstaff Regional Emergency Service Society 5 year OPERATING Budget								
Operating Revenue		Combined Budget 2017	Y2019	Y2020	Y2021	Y2022	Y2023	Budget Notes
1-23-	Fire Fighting Fee	\$ 175,754.00	\$ 200,000.00	\$ 206,000.00	\$ 212,180.00	\$ 218,545.40	\$ 225,101.76	More fire personnel responding to each fire
1-23-	Miscellaneous Revenue	\$ 24,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	Hall Rentals
1-23-	Municipal Contributions	\$ 115,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	
1-23-	Donations	\$ 21,000.00	\$ 20,000.00	\$ 20,600.00	\$ 21,218.00	\$ 21,854.54	\$ 22,510.18	
1-23-	Provincial Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1-23-	Cont. from Reserves	\$ 1,850.00	\$ -	\$ -	\$ -	\$ -	\$ -	
	TOTAL FIRE REVENUE	\$ 339,004.00	\$ 220,000.00	\$ 226,600.00	\$ 233,398.00	\$ 240,399.94	\$ 247,611.94	
Operating Expenditures		Combined Budget 2017	Y2019	Y2020	Y2021	Y2022	Y2023	Budget Notes
2-23-	Salaries	\$ 158,409.67	\$ 150,000.00	\$ 154,500.00	\$ 159,135.00	\$ 163,909.05	\$ 168,826.32	FT Regional Coordinator/PT Finance/Admin Assistant
2-23-	Honorariums for firefighters	\$ 116,950.00	\$ 165,000.00	\$ 169,950.00	\$ 175,048.50	\$ 180,299.96	\$ 185,708.95	More personnel responding to fire and rescue calls
2-23-	Honorariums for Fire Chiefs	\$ 7,390.00	\$ 18,000.00	\$ 18,540.00	\$ 19,096.20	\$ 19,669.09	\$ 20,259.16	\$2,000*9
2-23-	Board of Director Expenses		\$ 3,500.00	\$ 3,605.00	\$ 3,713.15	\$ 3,824.54	\$ 3,939.28	
2-23-	EI Employer Expense	\$ 447.37	\$ 1,000.00	\$ 1,030.00	\$ 1,060.90	\$ 1,092.73	\$ 1,125.51	
	CPP Employer Expense	\$ 200.00	\$ 3,000.00	\$ 3,090.00	\$ 3,182.70	\$ 3,278.18	\$ 3,376.53	
	WCB	\$ 6,215.00	\$ 7,200.00	\$ 7,416.00	\$ 7,638.48	\$ 7,867.63	\$ 8,103.66	\$800 * 10
	LAPP		\$ 15,000.00	\$ 15,450.00	\$ 15,913.50	\$ 16,390.91	\$ 16,882.63	
	Group Benefits	\$ 6,973.28	\$ 11,880.00	\$ 12,236.40	\$ 12,603.49	\$ 12,981.60	\$ 13,371.04	
	Firefighter recognition/appreciation	\$ 4,000.00	\$ 10,000.00	\$ 10,300.00	\$ 10,609.00	\$ 10,927.27	\$ 11,255.09	\$1,000*10
CTY	Fire Protection Grant to other municipalities	\$ 275,000.00		\$ -	\$ -	\$ -	\$ -	
	Travel & Subsistence	\$ 7,400.00	\$ 20,000.00	\$ 20,600.00	\$ 21,218.00	\$ 21,854.54	\$ 22,510.18	More training
	Training	\$ 21,200.00	\$ 35,000.00	\$ 36,050.00	\$ 37,131.50	\$ 38,245.45	\$ 39,392.81	
	Freight	\$ 2,280.00	\$ 5,000.00	\$ 5,150.00	\$ 5,304.50	\$ 5,463.64	\$ 5,627.54	
	Telephone	\$ 39,901.00	\$ 40,000.00	\$ 41,200.00	\$ 42,436.00	\$ 43,709.08	\$ 45,020.35	
	Advertising	\$ 1,460.00	\$ 2,000.00	\$ 2,060.00	\$ 2,121.80	\$ 2,185.45	\$ 2,251.02	
	Dispatch Services	\$ 33,647.20	\$ 35,000.00	\$ 36,050.00	\$ 37,131.50	\$ 38,245.45	\$ 39,392.81	
	Contracted Services	\$ 1,225.00	\$ 2,000.00	\$ 2,060.00	\$ 2,121.80	\$ 2,185.45	\$ 2,251.02	
	Auditor		\$ 3,500.00	\$ 3,605.00	\$ 3,713.15	\$ 3,824.54	\$ 3,939.28	
	Insurance	\$ 42,010.99	\$ 45,000.00	\$ 46,350.00	\$ 47,740.50	\$ 49,172.72	\$ 50,647.90	
	Membership/Subscription Fees	\$ 6,460.00	\$ 7,500.00	\$ 7,725.00	\$ 7,956.75	\$ 8,195.45	\$ 8,441.32	
	Licenses & Permits	\$ 5,422.00	\$ 5,000.00	\$ 5,150.00	\$ 5,304.50	\$ 5,463.64	\$ 5,627.54	

Appendix 1 for 5.1.: Draft Business Plan

	Combined Operating Expenditures	Budget 2017	Y2019	Y2020	Y2021	Y2022	Y2023	Budget Notes
	Legal	\$ 2,500.00	\$ 5,000.00	\$ 5,150.00	\$ 5,304.50	\$ 5,463.64	\$ 5,627.54	
	Miscellaneous Goods	\$ 23,235.93	\$ 30,000.00	\$ 30,900.00	\$ 31,827.00	\$ 32,781.81	\$ 33,765.26	
	Safety Equipment	\$ 2,000.00	\$ 10,000.00	\$ 10,300.00	\$ 10,609.00	\$ 10,927.27	\$ 11,255.09	More fire personnel responding to each fire
	Fuel	\$ 15,850.00	\$ 30,000.00	\$ 30,900.00	\$ 31,827.00	\$ 32,781.81	\$ 33,765.26	
	Office Supplies	\$ -	\$ 5,000.00	\$ 5,150.00	\$ 5,304.50	\$ 5,463.64	\$ 5,627.54	
	Repair & Maintenance Equip, Trucks	\$ 55,687.14	\$ 70,000.00	\$ 72,100.00	\$ 74,263.00	\$ 76,490.89	\$ 78,785.62	Including Rescue
	Repairs & Maintenance Buildings	\$ 15,729.89	\$ -	\$ -	\$ -	\$ -	\$ -	
	Rescue Requisition	\$ 18,109.00	\$ -	\$ -	\$ -	\$ -	\$ -	Rescue distributed amongst other GLs
	Small Tools	\$ 1,900.00	\$ 2,500.00	\$ 2,575.00	\$ 2,652.25	\$ 2,731.82	\$ 2,813.77	
	Fire Fighting Equipment	\$ 65,800.00	\$ 50,000.00	\$ 51,500.00	\$ 53,045.00	\$ 54,636.35	\$ 56,275.44	Review inventory list for more accurate number
	Utilities	\$ 33,975.00	\$ 40,000.00	\$ 41,200.00	\$ 42,436.00	\$ 43,709.08	\$ 45,020.35	
	Bunker Gear	\$ -	\$ 52,000.00	\$ 53,560.00	\$ 55,166.80	\$ 56,821.80	\$ 58,526.46	13 sets * \$4,000 per year (based on 130 firefighters)
	Debenture	\$ 3,721.92	\$ -	\$ -	\$ -	\$ -	\$ -	
	TOTAL FIRE EXPENDITURES	\$ 975,100.39	\$ 879,080.00	\$ 905,452.40	\$ 932,615.97	\$ 960,594.45	\$ 989,412.28	
	SURPLIS/DEFICIT	\$ (636,096.39)	\$ (659,080.00)	\$ (678,852.40)	\$ (699,217.97)	\$ (720,194.51)	\$ (741,800.35)	
Please NOTE: There may be grants available and savings in areas such as bulk purchasing. As this is unknown currently, the budget does not reflect this.								

***Combined Budget 2017:** Each of the nine (9) municipalities submitted their 2017 fire and rescue budgets. The Combined Budget 2017 column is a combined total of all budgets.

Appendix 1 for 5.1.: Draft Business Plan

Flagstaff Regional Emergency Services Society - 5 year <u>CAPITAL</u> Replacement Program							
This budget eliminates some equipment. Equipment to be replaced will be replaced with new, except wildland units, which will be replaced with a new chassis but re-use the existing deck, hose, etc. Units not being replaced will be kept until they reach their maximum service life.							
Fire Department	Year of Equipment	Replace Year	Annual Replacement Costs				
			2019	2020	2021	2022	2023
<u>Alliance:</u>							
Wildland	2014	2034	\$3,125.00	\$3,125.00	\$3,125.00	\$3,125.00	\$3,125.00
Engine - To Be replaced with Tender	2002	2022	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$12,000.00
Squad Van		Not Replacing					
<u>Daysland:</u>							
Engine	2007	2027	50000	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
Wildland	1987	Not Replacing					
Wildland (from County)	2011	2031	\$3,846.15	\$3,846.15	\$3,846.15	\$3,846.15	\$3,846.15
<u>Flagstaff County:</u>							
Wildland	2011	Move to Daysland					
Command Truck	2018	2023	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00
<u>Forestburg:</u>							
Engine 1	2011	2031	\$30,769.23	\$30,769.23	\$30,769.23	\$30,769.23	\$30,769.23
Engine 2	1990	Not Replacing					
Wildland (from Galahad)	2014	2034	\$3,125.00	\$3,125.00	\$3,125.00	\$3,125.00	\$3,125.00
Wildland	1999	Not Replacing					
<u>Galahad:</u>							
Wildland	2014	Move to Forestburg					
Tender	1992	2019	\$300,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
<u>Hardisty:</u>							
Engine 1	2010	2030	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33	\$33,333.33
Engine 2 - to be replaced with Wildland	1999	2020	\$25,000.00	\$25,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Rescue Unit	2010	2035	\$23,529.41	\$23,529.41	\$23,529.41	\$23,529.41	\$23,529.41
Tender	2009	2034	\$18,750.00	\$18,750.00	\$18,750.00	\$18,750.00	\$18,750.00
<u>Heisler:</u>							
Wildland	2011	2031	\$3,846.15	\$3,846.15	\$3,846.15	\$3,846.15	\$3,846.15
Engine	2014	Not Replacing					

Appendix 1 for 5.1.: Draft Business Plan

Fire Department	Year of Truck	Replace Year	Annual Replacement Costs				
			2019	2020	2021	2022	2023
<u>Killam:</u>							
Engine 1	2012	2032	\$28,571.43	\$28,571.43	\$28,571.43	\$28,571.43	\$28,571.43
Engine 2	1998	Not Replacing					
Wildland	2002	2022	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$5,000.00
Rescue Unit	1996	2022	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$16,000.00
Tender	2013	2038	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
<u>Lougheed:</u>							
Wildland	2005	2025	\$7,142.86	\$7,142.86	\$7,142.86	\$7,142.86	\$7,142.86
Engine	1999	Not Replacing					
Tender	2005	Not Replacing					
<u>Sedgewick:</u>							
Engine 1	2008	2028	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
Engine 2	1979	Not Replacing					
Pick Up Truck	2008	Not Replacing					
<u>Strome</u>							
Engine 1	2004	Not Replacing					
Engine 2	1979	Not Replacing					
Wildland	2014	2034	\$3,125.00	\$3,125.00	\$3,125.00	\$3,125.00	\$3,125.00
TOTAL REPLACEMENT COSTS			\$789,663.57	\$501,663.57	\$481,663.57	\$481,663.57	\$327,163.57

5 YEAR CAPITAL REPLACEMENT FOR TRUCKS	
2019	\$789,663.57
2020	\$501,663.57
2021	\$481,663.57
2022	\$481,663.57
2023	\$327,163.57

EQUIPMENT	REPLACEMENT COST	LIFE IN YEARS
Engines	\$400,000.00	20 yrs
Wildland (Used)	\$50,000.00	20 yrs
Tenders	\$300,000.00	25 yrs
Rescue	\$400,000.00	25 yrs
Command Truck	\$65,000.00	5 yrs

Appendix E – Municipal Requisitions (2019-2023)

	%	2019			2020			2021		
		Operating	Capital	Total	Operating	Capital	Total	Operating	Capital	Total
Flagstaff County	60.64%	\$ 399,645.89	\$478,827.76	\$ 878,473.65	\$411,635.28	\$304,193.39	\$ 715,828.67	\$423,984.31	\$292,066.02	\$ 716,050.33
Alliance	1.52%	\$ 10,042.88	\$ 12,032.68	\$ 22,075.56	\$ 10,344.17	\$ 7,644.22	\$ 17,988.39	\$ 10,654.50	\$ 7,339.46	\$ 17,993.96
Daysland	6.96%	\$ 45,901.69	\$ 54,996.20	\$ 100,897.89	\$ 47,278.74	\$ 34,938.41	\$ 82,217.15	\$ 48,697.10	\$ 33,545.51	\$ 82,242.61
Forestburg	6.89%	\$ 45,397.55	\$ 54,392.17	\$ 99,789.72	\$ 46,759.47	\$ 34,554.68	\$ 81,314.15	\$ 48,162.26	\$ 33,177.07	\$ 81,339.33
Hardisty	6.36%	\$ 41,928.59	\$ 50,235.90	\$ 92,164.49	\$ 43,186.44	\$ 31,914.25	\$ 75,100.69	\$ 44,482.04	\$ 30,641.91	\$ 75,123.95
Heisler	1.01%	\$ 6,650.46	\$ 7,968.12	\$ 14,618.58	\$ 6,849.98	\$ 5,062.05	\$ 11,912.03	\$ 7,055.48	\$ 4,860.24	\$ 11,915.72
Killam	8.26%	\$ 54,439.98	\$ 65,226.18	\$ 119,666.16	\$ 56,073.18	\$ 41,437.39	\$ 97,510.57	\$ 57,755.38	\$ 39,785.39	\$ 97,540.77
Lougheed	1.94%	\$ 12,782.43	\$ 15,315.01	\$ 28,097.44	\$ 13,165.90	\$ 9,729.44	\$ 22,895.34	\$ 13,560.88	\$ 9,341.55	\$ 22,902.43
Sedgewick	6.42%	\$ 42,290.53	\$ 50,669.55	\$ 92,960.08	\$ 43,559.24	\$ 32,189.74	\$ 75,748.98	\$ 44,866.02	\$ 30,906.42	\$ 75,772.44
Total Costs	100.00%	\$ 659,080.00	\$789,663.57	\$1,448,743.57	\$678,852.40	\$501,663.57	\$1,180,515.97	\$699,217.97	\$481,663.57	\$1,180,881.54

	%	2022			2023		
		Operating	Capital	Total	Operating	Capital	Total
Flagstaff County	60.64%	\$ 436,703.84	\$292,066.02	\$ 728,769.86	\$449,804.97	\$198,381.95	\$ 648,186.92
Alliance	1.52%	\$ 10,974.13	\$ 7,339.46	\$ 18,313.59	\$ 11,303.36	\$ 4,985.23	\$ 16,288.59
Daysland	6.96%	\$ 50,158.02	\$ 33,545.51	\$ 83,703.53	\$ 51,662.76	\$ 22,785.34	\$ 74,448.10
Forestburg	6.89%	\$ 49,607.13	\$ 33,177.07	\$ 82,784.20	\$ 51,095.34	\$ 22,535.08	\$ 73,630.42
Hardisty	6.36%	\$ 45,816.50	\$ 30,641.91	\$ 76,458.41	\$ 47,190.99	\$ 20,813.11	\$ 68,004.10
Heisler	1.01%	\$ 7,267.14	\$ 4,860.24	\$ 12,127.38	\$ 7,485.15	\$ 3,301.25	\$ 10,786.40
Killam	8.26%	\$ 59,488.04	\$ 39,785.39	\$ 99,273.43	\$ 61,272.68	\$ 27,023.70	\$ 88,296.38
Lougheed	1.94%	\$ 13,967.71	\$ 9,341.55	\$ 23,309.26	\$ 14,386.74	\$ 6,345.13	\$ 20,731.87
Sedgewick	6.42%	\$ 46,212.00	\$ 30,906.42	\$ 77,118.42	\$ 47,598.36	\$ 20,992.78	\$ 68,591.14
Total Costs	100.00%	\$ 720,194.51	\$481,663.57	\$1,201,858.08	\$741,800.35	\$327,163.57	\$1,068,963.92

Funding Formula:

The above funding formula utilizes the following:

1. **Population – 25%:** 2016 Federal census numbers for each municipality
2. **Parcel Count – 25%:** Reflect the total number of titled parcels for each municipality
3. **Call Volume – 25%:** The number of incidents within the fire department response area
4. **Equalized Assessment – 25%:** Municipal Affairs Provincial 2018 Equalized Assessment Report for each municipality- Including: Residential, Farmland, Non-Residential, Linear, Railway, Co-generating M&E, Machinery and Equipment. Equalized assessment is a process that levels the playing field for municipalities so that property tax requisitions and grants can be fairly allocated.



Issue Summary Report

6.1. Five Year Historical Fire Costs

#20180213006

Meeting : Emergency Services Committee

Meeting Date : 2018/02/22 19:00

Meeting Type : Emergency Services Committee

Background

Summary of five year historical fire costs.

Appendix 1 for 6.1.: 5 Year Historical Fire Costs

5 YEAR Historical Fire Costs

Source: Municipal Affairs
Statistical Data

	2012				2013				2014				2015				2016			
	OPERATING		CAPITAL		OPERATING		Capital		OPERATING		CAPITAL		OPERATING		CAPITAL		OPERATING		CAPITAL	
	Revenue	Expenses			Revenue	Expenses			Revenue	Expenses			Revenue	Expenses			Revenue	Expenses		
Flagstaff	76,712	422,568	70,179	416,035	193,353	510,038	331,946	648,631	81,422	478,352	0	396,930	135,754	457,586	358,567	680,399	262,606	596,187		333,581
Alliance	23,296	46,640	0	23,344	32,570	45,692	0	13,122	18,209	47,700	0	29,491	19,368	49,706	0	30,338	27,835	40,526		12,691
Daysland	63,461	122,563	0	59,102	59,446	90,067	0	30,621	42,838	57,647	0	14,809	44,920	28,384	0	-16,536	32,869	43,628		10,759
Forestburg	32,198	60,796	0	28,598	32,507	78,207	11,397	57,097	32,264	69,656	0	37,392	21,821	79,231	0	57,410	33,987	73,415		39,428
Galahad	21,109	23,612	0	2,503	29,629	24,862	7,350	2,583	17,335	21,317	0	3,982	16,399	19,069	0	2,670				
Hardisty	74,525	81,876	32,352	39,703	48,410	105,107	0	56,697	62,946	92,806	35,264	65,124	53,614	123,990	0	70,376	60,000	120,000		60,000
Heisler	8,984	39,167	0	30,183	231,163	37,240	213,463	19,540	28,371	39,031	0	10,660	18,088	30,695	0	12,607	16,803	36,646		19,843
Killam	218,294	93,190	262,978	137,874	42,917	113,443	11,172	81,698	53,380	100,023	12,462	59,105	54,244	89,311	16,758	51,825	83,119	103,262	14,329	20,143
Lougheed	20,529	26,743	0	6,214	19,976	47,481	0	27,505	15,324	41,043	0	25,719	23,468	37,350	0	13,882	9,401	30,753		21,352
Sedgewick	54,004	63,455	0	9,451	54,450	83,123	0	28,673	53,429	94,078	0	40,649	50,591	76,383	22,521	48,313	36,101	60,217		24,116
Strome	20,166	28,564	0	8,398	16,914	24,177	0	7,263	14,340	19,439	0	5,099	16,250	21,426	0	5,176				
TOTAL	613,278	1,009,174	365,509	761,405	761,335	1,159,437	575,328	973,430	419,858	1,061,092	47,726	688,960	454,517	1,013,131	397,846	956,460	562,721	1,104,634	14,329	541,913

*Donated Capital Assets not included

*Hardisty's 2016 Information is not available on website - Estimated only

5 YEAR Historical Fire Costs

	5 year Average NET COST	2019			2020			2021			2022			2023		
		PROPOSED	Increase/ Decrease	%	PROPOSED	Increase/ Decrease	%	PROPOSED	Increase/ Decrease	%	PROPOSED	Increase/ Decrease	%	PROPOSED	Increase/ Decrease	%
		Requisitions		Change	Requisitions		Change	Requisitions		Change	Requisitions		Change	Requisitions		Change
Flagstaff	\$ 495,115	\$ 878,474	\$ 383,359	77%	\$ 715,829	\$ 220,714	45%	\$ 716,050	\$ 220,935	45%	\$ 728,770	\$ 233,655	47%	\$ 648,187	\$ 153,072	31%
Alliance	\$ 21,797	\$ 22,076	\$ 279	1%	\$ 17,988	\$ (3,809)	-17%	\$ 17,994	\$ (3,803)	-17%	\$ 18,314	\$ (3,483)	-16%	\$ 16,289	\$ (5,508)	-25%
Daysland	\$ 19,751	\$ 100,898	\$ 81,147	411%	\$ 82,217	\$ 62,466	316%	\$ 82,243	\$ 62,492	316%	\$ 83,704	\$ 63,953	324%	\$ 74,448	\$ 54,697	277%
Forestburg	\$ 43,985	\$ 99,790	\$ 55,805	127%	\$ 81,314	\$ 37,329	85%	\$ 81,339	\$ 37,354	85%	\$ 82,784	\$ 38,799	88%	\$ 73,630	\$ 29,645	67%
Galahad	\$ 2,348	Not applicable			Not applicable			Not applicable			Not applicable			Not applicable		
Hardisty	\$ 58,380	\$ 92,164	\$ 33,784	58%	\$ 75,101	\$ 16,721	29%	\$ 75,124	\$ 16,744	29%	\$ 76,458	\$ 18,078	31%	\$ 68,004	\$ 9,624	16%
Heisler	\$ 18,567	\$ 14,619	\$ (3,948)	-21%	\$ 11,912	\$ (6,655)	-36%	\$ 11,916	\$ (6,651)	-36%	\$ 12,127	\$ (6,440)	-35%	\$ 10,786	\$ (7,781)	-42%
Killam	\$ 70,129	\$ 119,666	\$ 49,537	71%	\$ 97,511	\$ 27,382	39%	\$ 97,541	\$ 27,412	39%	\$ 99,273	\$ 29,144	42%	\$ 88,296	\$ 18,167	26%
Lougheed	\$ 18,934	\$ 28,097	\$ 9,163	48%	\$ 22,895	\$ 3,961	21%	\$ 22,902	\$ 3,968	21%	\$ 23,309	\$ 4,375	23%	\$ 20,732	\$ 1,798	9%
Sedgewick	\$ 30,240	\$ 92,960	\$ 62,720	207%	\$ 75,749	\$ 45,509	150%	\$ 75,772	\$ 45,532	151%	\$ 77,118	\$ 46,878	155%	\$ 68,591	\$ 38,351	127%
Strome	\$ 5,187	Not applicable			Not applicable			Not applicable			Not applicable			Not applicable		
TOTAL	\$ 784,434	\$ 1,448,744	\$ 671,845	85%	\$ 1,180,516	\$ 403,617	50%	\$ 1,180,881	\$ 403,982	51%	\$ 1,201,857	\$ 424,958	53%	\$ 1,068,963	\$ 292,064	36%

*The Proposed Requisitions are from the 1st draft of the Flagstaff Regional Emergency Services Society Business Plan



Issue Summary Report

6.2. Alberta Community Partnership Grant Application Approvals

#20180213005

Meeting : Emergency Services Committee

Meeting Date : 2018/02/22 19:00

Meeting Type : Emergency Services Committee

Background

Approvals from the municipalities were received for the Alberta Community Partnership grant applications following the recommendation from the Emergency Services Committee meeting on December 6, 2017.

1. Flagstaff County - approved (attached)
2. Village of Alliance - approved (attached)
3. Town of Daysland - approved (attached)
4. Village of Heisler - approved (attached)
5. Village of Forestburg - approved (attached)
6. Village of Loughheed - approved (attached)
7. Town of Hardisty - approved (attached)
8. Town of Sedgewick - approved (attached)
9. Town of Killam - approved (attached)



December 14, 2017

Emergency Services Committee
Attn: Chair Smith

Dear Debra:

Re: Emergency Services Committee Meeting – Recommendation

At the December 13, 2017 Flagstaff County Council meeting, Council reviewed and discussed the recommendation presented at the Emergency Services Committee meeting of December 6, 2017.

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

Council also reviewed the sub-committee presentation of December 6, 2017 and requests the following additional information/thoughts be considered for the Flagstaff Regional Emergency Services Society Business Plan:

1. Health and Safety Program
 - Have provisions for funding a Health and Safety program been considered? It is important to ensure compliance with all relevant health and safety standards. In addition, please note the possible requirements in Bill 30 that was recently introduced.
2. Part-time administration position
 - Recognizing the support services our office provides to the Regional Emergency Services Coordinator in addition to his 0.4 FTE administrative support, we are concerned the administrative support function (payroll, accounts receivable, accounts payable, insurance, financial planning and monitoring, etc.) may not be sufficiently budgeted for.
3. Firehalls
 - These facilities are an integral part of the operations of a fire department. Ongoing repairs and maintenance are necessary to ensure lifecycles are met. In addition, due to the known requirements of the poor condition and possible replacement of some of these halls, these budget numbers are

relevant to the cost of operating a regional fire society. Therefore, these projected costs should be included.

4. Funding formula clarification

- Call Volume: Was the call volume based on last year's volume or a three (3) to five (5) year average and does this include medical assists, motor vehicle collisions and false alarms?
- Equalized Assessment: Are all assessment categories included?

5. Review of additional options to reduce the budget

- A five (5) year average of actual costs to the region shows that recommendation #3 is significantly higher than what may be affordable. Can other options be developed (specifically to capital) to reduce the proposed costs?

6. Board representation

- To be a fiscally responsible and effective government board, we would suggest consideration be given to a five (5) member board with one (1) Flagstaff County representative and two (2) larger urban representatives and two (2) smaller urban representatives.

If you have any questions, please advise.

Yours truly,



Shelly Armstrong, CLGM
Chief Administrative Officer

c. Towns and Villages

/gb



The Village of Alliance
Box 149, Alliance, Alberta T0B 0A0
Tel: (780) 879-3911 Fax: (780) 879-2235
E-Mail: jsinclair@villageofalliance.ca

December 22, 2017

Flagstaff County
Box 358
Sedgewick, Ab
ToB 4Co
Attention: Shelly Armstrong

RE: Regional Emergency Services Recommendations.

Regular council meeting for Village of Alliance was held December 21, 2017. Council reviewed and approved the Regional Emergency Services Committee (RESC) recommendation to extend the current Fire Chief Services Agreement by one year, expiring December 31, 2018.

At this time council also approved that the Town of Killam be the managing partner and apply for an ACP grant with the funding to go towards the start-up of the Regional Emergency Services Society. If the grant should not be successful, the Village of Alliance will contribute to the implementation budget up to \$2200.00 towards the formation of the society.

Please feel free to contact the office with any questions or concerns.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Jolene Sinclair', with a stylized flourish at the end.

Jolene Sinclair - CAO
Village of Alliance



P.O. Box 610
Daysland, Alberta
T0B 1A0

www.daysland.ca
info@daysland.ca



5130 - 50 Street
Telephone: 780-374-3767
Fax: 780-374-2455

December 20, 2017

Regional Emergency Services Committee
C/O Flagstaff County
Box 358
Sedgewick, AB T0B 4C0

Attention: Shelley Armstrong, CAO

RE: Recommendation for approve ACP Grant Application

Dear Shelley,

At the December 19, 2017 meeting of the Town of Daysland, Council approved the December 6, 2017 recommendation from the Regional Emergency Services Committee (RESC) that each municipality approve a \$20,000 application to the Alberta Community Partnership (ACP) grant program for an implementation budget for the Flagstaff Regional Emergency Services Society with the Town of Killam as the Managing Partner. If the grant funding is unsuccessful, each municipality approve to fund the implementation budget, with a maximum of \$2,200 per municipality by January 31, 2018.

Please contact the undersigned with any questions or concerns.

Kind regards,

Rod Krips, CAO

Appendix 1 for 6.2.: Alberta Community Partnership Grant Approvals



P.O. Box 60
Heisler AB, T0B 2A0

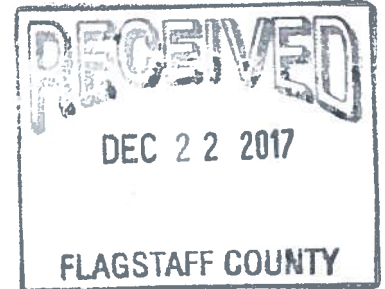
Phone: 780-889-3774

Fax: 780-889-2280

Email: administration@villageofheisler.ca

December 19, 2017

Regional Emergency Services Committee
c/o Flagstaff County
Box 358
Sedgewick, AB
T0B 4C0
Attention: Shelly Armstrong, CAO



SCANNED

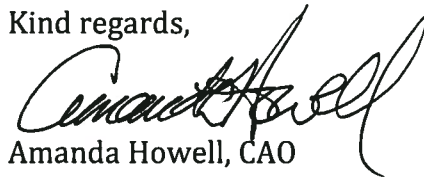
Re: Recommendation to approve ACP Grant application – Implementation budget for the
Flagstaff Regional Emergency Services Society

Dear Ms. Armstrong,

At the December 15, 2017 Village of Heisler regular council meeting, Council approved the December 6, 2017 recommendation from the Regional Emergency Services Committee (RESC) that each municipality approve a \$20,000 application to the Alberta Community Partnership (ACP) grant program for an implementation budget for the Flagstaff Regional Emergency Services Society with the Town of Killam as the Managing Partner; and that if the grant application is unsuccessful, that each municipality approve to fund the implementation budget, with a maximum of \$2,200 per municipality, by January 31, 2018.

Please contact the undersigned with any questions or concerns.

Kind regards,



Amanda Howell, CAO
Village of Heisler

cc: Flagstaff Municipalities
Joe Martz, Heisler Fire Chief

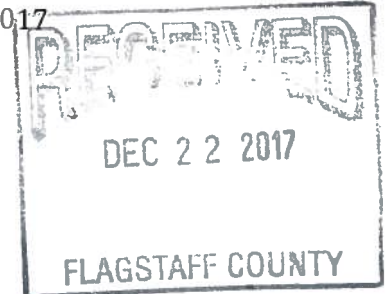
Appendix 1 for 6.2.: Alberta Community Partnership Grant Approvals



Village of Forestburg

P.O. Box 210, Forestburg, AB T0B 1N0
Telephone: 780-582-3668 - Fax: 780-582-2233

December 15, 2017



Regional Emergency Services Committee
c/o Flagstaff County
PO Box 358
Sedgewick, AB T0B 4C0

Dear Sirs:

Village of Forestburg Council reviewed your request to grant a one-year extension of the current Regional Fire Chief Agreement as well as your request to provide funding for the Regional Emergency Services Society implementation during the December 14, 2017 council meeting and the following motion was passed:

Moved by Deputy Mayor Coutts to approve the recommendation from the Regional Emergency Services Committee to provide a letter of support for a grant application for the implementation costs of a Regional Emergency Services Society and to also approve the recommendation that, if the grant application is unsuccessful, the Village of Forestburg would provide funding of approximately \$2,200 to cover our share of the implementation costs which are expected to be approximately \$20,000.

Carried

If you have any concerns regarding the above, please do not hesitate to contact the undersigned at 780-582-3668 or by email at cao@forestburg.ca.

Yours truly,

Debra A. Moffatt, CAO
Village of Forestburg

SCANNED



Village of Lougheed

Box 5 - Lougheed, AB T0B 2V0

Ph: 780.386.3970 - Fax: 780.386.2136

email: villageoflougheed@xplornet.com

December 19, 2017

Flagstaff Regional Emergency Services Society
Flagstaff County
Box 358
Sedgwick, AB
T0B 4C0

Attention: Shelly Armstrong, CAO

RE: ACP Grant application for ICE, IDP and MDP

Dear Shelly,

At the Village of Lougheed regular Council meeting, held December 14, 2017, Council approve the resolution to partner with Flagstaff County, Town of Killam being the managing partner and any other municipals that participate to put forward to apply for an ACP grant.

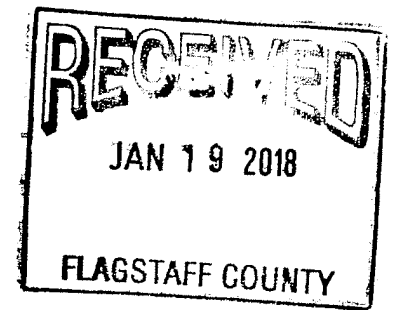
249/17 MOVED by Deputy Mayor Martin THAT Council approve the resolution put forward to apply for ACP grant and if grant not approved, each municipal would fund up to maximum of \$ 2,200.00 each.

CARRIED

The Village of Lougheed appreciates Flagstaff County for submit the grant application on our behalf.

Sincerely,

Karen O'Connor
Chief Administrative Officer
Village of Lougheed
cao@lougheed.ca



January 15th, 2018

Flagstaff Regional Emergency Services Committee

Attn: Chair, Debra Smith

c/o Flagstaff County

PO Box 358

Sedgewick, AB T0B 4C0

RE: Approval of ACP Grant Application and

RESC Implementation Budget

Dear Chair, Debra Smith & Committee Members,

At the regular meeting of the Town of Hardisty Council held on January 9th, 2018, the proposal to support an ACP Grant with the Town of Killam as the managing partner along with a small implementation budget of \$20,000 for approval was reviewed.

Motion #11/18 MOVED by Councillor Gaetzman THAT Council approve of an Alberta Community Partnership (ACP) Grant application in the amount of \$20,000 for an Implementation Budget for Flagstaff Regional Emergency Services Society with the Town of Killam as the Managing Partner. If the grant funding is unsuccessful, each municipality approve to fund the implementation budget, with a maximum of \$2,200 per municipality by January 31, 2018.

CARRIED

Thank you,

Sandy Otto

CAO

cc. Flagstaff Municipalities

on file

Appendix 1 for 6.2.: Alberta Community Partnership Grant Approvals

TOWN OF SEDGEWICK

4718 – 47TH STREET, BOX 129

SEDEWICK, AB ToB 4Co

TEL (780) 384-3504 FAX (780) 384-3545

SEDEWICK.CA



DECEMBER 22, 2017

REGIONAL EMERGENCY SERVICES COMMITTEE

BOX 358

SEDEWICK, AB

ToB 4Co

Attention: Shelly Armstrong, CAO

Re: Approval of ACP Grant Application and RESC Start-up Budget

Dear Shelly,

Please be advised that Sedgewick Town Council approved the following motion at their December 21st, 2017 Regular Council Meeting.

7.8 Emergency Services Committee – Request for Funding

2017-12-235

MOTION by
Cir. Imlah

CARRIED

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

Warm regards,

Jim Fedyk
CHIEF ADMINISTRATIVE OFFICER
TOWN OF SEDGEWICK

cc: Flagstaff Municipalities



TOWN OF KILLAM

P.O. Box 189, 4923-50th Street
Killam, AB T0B 2L0
Tel: (780) 385-3977 Fax (780) 385-2120

January 22, 2018

Flagstaff Regional Emergency Services Committee
c/o Flagstaff County
Box 358
Sedgewick, AB T0B 4C0

Re: ACP Grant Application & Regional Emergency Services Society Implementation Budget

Please be advised that at their Regular Council Meeting on December 13, 2017, the Town of Killam approved the following resolution:

*"**MOVED** by Clr. Grove to accept recommendation of the Flagstaff Emergency Services Committee to approve application for an Alberta Community Partnership (ACP) grant for \$20,000 for an implementation budget for the Flagstaff Regional Emergency Services Society with the Town of Killam acting as the managing partner; and further, if the grant is not approved, that each municipality approve to fund the \$20,000 implementation budget with a maximum of \$2,200 per municipality by January 31, 2018."*

Should you require anything further please do not hesitate to ask.

Yours truly,

Kimberly Borgel, CLGM
Chief Administrative Officer
Town of Killam

Flagstaff Intermunicipal Partnership Committee
Regular Meeting held Monday, March 5, 2018 at 7:00 pm
Flagstaff County Administration Building

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

Call to Order Chair Bob Coutts called the meeting to order at 7:03 p.m.

Agenda Moved by Member Edward Kusalik that the agenda be adopted as presented. **CARRIED**
Mtn #18-03-007

Minutes for January 8, 2018 Regular Meeting Moved by Member Jon Williams to approve the minutes of the regular meeting held January 8, 2018 as presented. **CARRIED**
Mtn #18-03-008

Information Moved by Member Ben Kellert to accept the following items for information purposes only:
Mtn #18-03-009

- CAO Meeting Notes – January 25, 2018
- CAO Meeting Notes – February 9, 2018
- Account Reconciliation – December 31, 2017
- Year to Date Budget Variance Report – December 31, 2017
- Year to Date Budget Variance Report – February 28, 2018
- Synopsis of Correspondence Received
- Project Updates: Regional Broadband Project, Regional Governance Project, Regional Safety Program, Regional Water Operators Consortium
- Ongoing Items

CARRIED

Chair Coutts asks for comments from the elected officials regarding examples of regional collaboration they have seen in the area:

- Member Edward Kusalik reported on municipal amalgamation in the Chatham/Kent region of Ontario:

- The current council is 18 people plus elected mayor
- The council meets weekly – feels that it is too large to be functional
- The majority of people don't like the amalgamation as it caused a loss of identity
- The Mayor was pleased with the reduction in debt which resulted due to eliminating services, also felt that operations were being streamlined, taxes were being held at reasonable rates of increase
- On the whole it was felt that the amalgamation is working.

Urban Systems
Proposal for Public
Meetings
Mtn #18-03-010

Moved by Member Edward Kusalik to accept the proposal from Urban Systems to undertake preparations for a series of public engagement sessions in regard to the Regional Governance project for information purposes only.

CARRIED

Regional Governance
Project Timeline
Mtn #18-03-011

Moved by Member Edward Kusalik to accept the regional governance project timeline for information purposes only.

CARRIED

Alberta Municipal
Affairs: Review and
next steps for Regional
Governance Project

Kai So and Michael Scheidl of Alberta Municipals provided a review of:

- Project overview
- Amalgamation requirements
- The purpose of public consultation and engagement, as well as options for different methods of engaging
- Expectations, resourcing, project timelines and action items as the project moves forward

Group Discussion and Comments as prepared by Municipal Affairs are attached to these minutes.

Chair Coutts and Coordinator Moffatt will be preparing communication releases to be provided to each member municipality for inclusion in newsletters and utility bills as well as posting on websites and Facebook pages and for publication in location newspapers.

Next Meeting

The next meeting is tentatively scheduled for Monday, April 9, 2018 at 7:00 p.m. at the Flagstaff County Administration Building.

The next regular meeting will be Monday, March 5, 2018 at 7:00 p.m. at the Flagstaff County Administration Building.

Adjournment

As all agenda items had been completed, Chair Bob Coutts declared the meeting adjourned 10:37 p.m.

Chairperson

Coordinator

Flagstaff Intermunicipal Partnership

Group Discussion and Comments – March 5, 2018

Exercise 1 – What information does the public (the community) need to know about the proposed regional government?

- Costs – services and taxes ⬆ or ⬇
- The Voice – will my voice be heard, i.e. Killam, Alliance, etc.
- Identity – who are we in BIG picture
- Representation
- Office and staff
- Why?
- Is it locally driven
- What are the options if we say no?
- When i.e. timeline
- Grants – will they still be available
- Community groups
- How does it affect taxes?
- Why?
- How does it affect my services?
- How will public works be delivered?
- Who will represent me?
- Will town office remain open?
- How will this affect my library?
- How will this affect recreation?
- Does this mean centralization?
- How will this affect my roads?
- Taxes going up?
- Improved infrastructure?
- What happens to staff?
- Why?
- What happens to identity?
- Will we have a local admin office?
- Will L.O.S. (levels of service) be maintained?

Exercise 2 – What information do you (as councillor and/or FIP representative) need or want to know before you make a decision?

- Identity – how are community groups affected, i.e. ag society, arena board
- Representation
- Office and staff
- How will bylaws be done
- Grants

- Why?
- Risks if we don't?
- Risks if we do?
- Tax rate implications
- How admin is delivered
- How does it affect grants
- Town/village debts?
- Ongoing legal issues
- Impact on current service delivery – e.g. roads
- What happens to our reserves
- Will town/village/rural services be cost-recovery
- Who will represent us? Or if...
- What will level of service be?
- Will we have public works local staff?
- Where would municipal office be?
- When will it happen?
- When will it happen?
- What would wards look like?

Exercise 3 – What are the benefits and drawbacks of consulting the public (your communities) only after you have a final report completed?

- **Benefits**
 - Time
 - Simplicity – less points to discuss
 - Plan if right goes forward
 - Provides an outline of possibilities
 - Provides a starting point for further discussion
 - Developed by “experts”
- **Drawbacks**
 - Resistance
 - If sales pitch fails, start again lost time and effort
 - Not enough public input
 - Not enough diverse ideas
 - No buy-in-ownership
 - Decision already made
 - Lacks “grassroots” input

Exercise 4 – What are the benefits and drawbacks of consulting the public (your communities) now as your administrators and the consultants are developing the vision and plan for the proposed regional municipality?

- **Benefits**
 - More buy-in from all
 - Higher rate of success
 - Greater input/involvement/opinions – get better end product

- Public feel involved, part of process
- Transparency
- Ownership
- Transparency of process
- Different ways to consult – e.g. surveys, meetings
- Ongoing feedback
- Community buy-in
- Opportunity to tweak based on feedback
- Drawbacks
 - Take more time
 - Division, groups not working together, no matter what (stubborn, not changing)
 - Time
 - Lack of public interest
 - Special interest groups
 - Takes longer
 - Could get derailed

Exercise 5 – Given what you know now, what are your expectations (as councillors and as FIP representatives) for the final output and the process going forward?

- Clear direction whether to proceed or not
- Concerns raised are considered and addressed
- What are direct cost savings
- What is potential to enable growth
- What are automatic impacts/savings
- What are our opportunities
- Process
 - Public consultation
 - Be honest about future (consequences)
 - Understand what public wants and let them know cost
 - Good relationship with stakeholders (business associations)
 - What is important? i.e. taxes/utilities
 - Options
 - What guarantees
 - What has FIP done to date, present to public → ask for public input
 - Inform @ what's happened to date? (Why)
 - Soon (timely)
 - Educated responses
- Outcome
 - Complete amalgamation
 - Combined services
 - One community (vs one municipality)
 - A report that reflects the public and shows a way to the future
 - How much – cost
 - Will services be same or change

- Reduce redundancies
- Why
- Identity
- Representation (governance)

Action Items

- Inform councils
- Communicate to public using newsletters, utility bills, website,
 - Key messages
 - What is FIP
 - Why? What do you think?
 - Names (of the proposed municipality)
 - What's been done to date?
 - Representation – how much you like to be represented?
- Consult
 - Ask questions about services
- March 2018
 - Compile what/why
 - Schedule presentations for Bob to visit councils and explain regional governance project
- April 2018
 - Meet with councils
- April/May 2018
 - Send out what/why/how/timeline

Emergency Services Committee

Date : Thursday, February 22, 2018

Location : County Office, Sedgewick, AB

Minutes

ATTENDANCE

Debra Smith	Chairman	Village of Lougheed
Kim Borgel	CAO	Town of Killam
Grant Imlah	Councillor	Town of Sedgewick
Brenda Grove	Deputy Mayor	Town of Killam
Shelly Armstrong	CAO	Flagstaff County
Brandon Martz	Councillor	Village of Heisler
Roger Gaetzman	Councillor	Town of Hardisty
Leslie Ganshirt	Mayor	Village of Alliance
Ed Kusalik	Mayor	Town of Daysland
Erik Skoberg	Councillor	Flagstaff County
Howard Shield	Councillor	Flagstaff County
Don Kroetch	Reeve	Flagstaff County
Jolene Sinclair	CAO	Village of Alliance
Rod Krips	CAO	Town of Daysland
Debra Moffatt	CAO	Village of Forestburg
Joe Knieval	Fire Chief	Town of Killam
Amanda Howell	CAO	Village of Heisler
Keith Makarowski	Fire Chief	Town of Daysland
Karen O'Conner	CAO	Village of Lougheed
Kevin Luntz	Fire Chief	Village of Forestburg
Dwayne Giroux	Councillor	Village of Forestburg
Jay Stuckey	Fire Chief	Village of Alliance
Tyson Armitage	Fire Chief	Town of Sedgewick
Joey Hebert	Fire Chief	Town of Sedgewick
Hobie Campbell	Deputy Fire Chief	Town of Hardisty
Don Rosland	Field Officer	Office of the Fire Commissioner
Cheryl Bergman	Executive Assistant	Flagstaff County
Kim Cannady	Regional Emergency Services Coordinator	Flagstaff County
Kelly Loder	Recording Secretary	Flagstaff County

CALL TO ORDER Chair Smith called the meeting to order at 7:01 p.m.

AGENDA **Resolution**
The proposed agenda was accepted on motion of Clr. Imlah.

MINUTES **Resolution**
Clr. Gaetzman moved to approve the minutes for the Emergency Services Committee of (2017/12/06) as presented.

**Flagstaff
Regional
Emergency
Services Society
- Draft Business
Plan** Kim Borgel, Chair of the working sub-committee presented the Flagstaff Regional Emergency Services Society Business Plan, and asked that any recommendations be submitted back to the sub-committee prior to the next meeting on March 27, 2018. The following was discussed:

- The terminology on Page 1, Phase 4 regarding "the firefighters will develop a long range strategic plan..." should be changed to "representatives" or similar alternate term.
- The terminology on Page 1 in the Executive Summary "Ten existing fire stations" to be changed to say "services", as the term station implies that the physical location, equipment, and workers will no longer be in commission.
- K. Borgel stated that grant funding to hire a consultant has been applied for, and should have a response by the end of March. The purpose of the consultant would be to assist the society in reaching their goal.
- The hiring date for the position of Regional Coordinator could potentially begin prior to the January 1 start date however this would require a commitment from each municipality agreeing to form a society. Other factors such as who would hire the Coordinator, and who would they work for would have to be determined. Forming a society would be outside of the municipality, allowing additional funding options and bringing the fire services up to standard.
- The Five Year Historical Fire Costs report will be re-analyzed due to conflicting reports from other municipalities. S. Armstrong and D. Moffatt will review and revise if necessary and email to all municipalities as soon as possible.
- D. Rosland discussed the new Bill 30, and stated it has been reviewed by the Fire Commissioner and he indicated the new regulations will not affect fire services at this time. He also reminded everyone that volunteer firefighters must still obey OH&S rules.

Each municipality is to review the draft Flagstaff Regional Emergency Services Society Business Plan and provide feedback to the Emergency Services Committee prior to the next meeting on March 27, 2018.

**NEXT MEETING
DATE** The next meeting will be held on March 27, 2018 at 7:00 p.m. at the County Office.

ADJOURNMENT

Resolution

Clr. Grove moved to adjourn the meeting at 7:55 p.m.

.....
Chairman

.....
Recording Secretary

FRSWMA Regular Monthly Board Meeting

February 26, 2018

Sterling Room of the County Office, Sedgewick, AB

Minutes

1.0) Attendance

DIRECTORS:

Elaine Fossen	Village of Forestburg
Jeanette Herle	Flagstaff County
Rick Krys	Town of Killam
Dean Lane	Town of Hardisty
Josephine Mackenzie	Village of Alliance
Brandon Martz	Village of Heisler
Murray Candlish	Town of Daysland
Deb Smith	Village of Loughheed

Regrets:

Stephen Levy	Town of Sedgewick
Janice McTavish	Village of Rosalind

STAFF:

Murray Hampshire	Manager
David Dahl	FRSWMA

2.0) Call to Order

Chair D. Smith called the meeting to order at 7:10 p.m.

3.0) Agenda

Resolution # 344/2018. Director E. Fossen moved to accept agenda as presented.
CARRIED

4.0) Adoption of Minutes

Minutes of the January 22, 2018 Regular Board Meeting were reviewed
Resolution # 345/2018. Director R. Krys moved to approve the minutes of the January 22, 2018 Regular Meeting, attached to and forming part of these minutes.
CARRIED

5.0) Reports

5.1) Operations update: Executive Director M. Hampshire provided operations update attached to and forming part of these minutes. Discussion ensued.
Resolution # 346/2018. Board member B. Martz moved to accept operations report as presented.
CARRIED

5.2) Financial reports: Executive Director M. Hampshire provided Jan 31, 2018 P&L and Feb 22, 2018 cash position. Discussion ensued.
Resolution # 347/2018. Board member E. Fossen moved that we accept financial reports as presented.
CARRIED

6.0) Business

6.1) 2018 Cost of Living Adjustment
Resolution # 348/2018. Director R. Krys moved that Flagstaff Waste accept the Stats Canada Annual cost of living adjustment at 1.6% as per the Consumer Price Index for Alberta for 2017. Further, Flagstaff Waste Board approves the attached 2018 Flagstaff Waste Salary Grid, adjusted by 1.6% over 2017.
CARRIED

6.2) Capital Purchase – Front end Truck – Budgeted. Executive Director M. Hampshire provided background on the potential purchase of a new Front end truck. Discussion ensued.

Resolution 349/2018. Board member E. Fossen moved that Flagstaff Waste Board approve the purchase of the UHE/Peterbilt front end truck at the proposed total price of \$288,015 + taxes from UHE-Red Deer and Stahl Peterbilt, conditional on a satisfactory final inspection and testing by staff. Funding for this purchase will be directly from the general operating account with no loan as previously indicated in the 2018 budget. Seconded by M. Candlish. CARRIED

6.3) Capital Purchase – Office Phone System – not budget. Executive Director M. Hampshire informed the board that our 28-year-old phone system has developed irreparable issues. A replacement phone system has been offered by a local (Camrose) service company.

Resolution 350/2018. Board member B. Martz moved that Flagstaff Waste purchase the replacement phone system at the one-time purchase price of \$4,502.00 using funds from the general operating account. Seconded by J. Herle. CARRIED

**7.0)
Correspondence
and Information**

Board members reviewed several information documents:

- C/PC Business Planning update – There was considerable discussion on how the rate of return on investments was not keeping up with inflation on construction cost estimates on the business planning documents.

Resolution # 351/2018. Director E. Fossen moved that executive director M. Hampshire evaluate options for improving investment returns while meeting all regulations pertaining to use of public funds.

CARRIED

- Monthly Transfer Site usage – Considerable debate on the clear number of customer visits at the 4 remaining transfer sites since the closure of 6 sites last spring.
- 2018 Spring Cleanup Schedule – Final schedule approved by all partners.

Resolution #352/2018. Board member D. Lane moved that the information attached to and forming part of these minutes be accepted as information. CARRIED

8.0) Adjourn

Resolution # 354/2018. Director J. Herle moved that the meeting adjourn at 8:25 pm.

Chair

Manager

Next Meeting

Regular Board Meeting – March 26, 2018 – 7:00 p.m. (Financial review by Auditor will be presented at this meeting)

Sedgewick Public Library Board Meeting

Meeting Date: February 27, 2018

Call to Order

Board Chair Carol Williams called the meeting to order at 7:00 pm with the following members of the board present: Micaela McConnell, Shelley Wakefield, Stephen Levy, Sherry Mayne, Trish McGowan, Marie MacLeod.
Also Present: Barbara McConnell

1) Approval of the Agenda

Moved by: Stephen Levy

Seconded by: Marie MacLeod

THAT the agenda for February 27th, 2018 be approved as circulated, Carried.

2) Previous Minutes

Moved By: Trish McGowan

Seconded by: Sherry Mayne

THAT the Sedgewick Public Library Board minutes of:

January 9th, 2018 Library Board Meeting

Be approved as circulated, including any revision to be made, carried.

3) Delegations

4) Business Arising From The Minutes

Library Policies & Bylaws – Discussion occurred, to be continued at the next meeting.

A strategic meeting will be taking place on April 10th from 6 -9pm in the Rec Center concourse. This meeting will be run by consultants from Parkland Regional Library. All boards members were asked to invite community members and help prepare food.

5) Reports

a) Chair Report

Carol Williams brought to the board's attention that she had received an email from Hennie Bernard, she is longer doing the county book exchange after April 16th. Will look for other candidates.

b) Treasurers' Report (attached)

Trish McGowan read the Treasurers' report. To date we have \$5129.49 in our chequing/savings account. Stephen Levy moves the report be adopted as read, Sherry Mayne seconds, Carried.

Our 2017 Financial Review was discussed; Sherry Mayne makes a motion that we recommend Cori Lecours to conduct the Financial Review, upon receiving approval from the Town Council. A letter shall be sent to the CAO requesting this item be added to next Town Council Meeting Agenda. Shelly Wakefield seconds, all in favor, carried.

c) Librarians' Report (attached)

Barb McConnell read the Librarians' report which highlighted our new hire Kelly MacDowall, upcoming Bath Bomb and Home Design session.

d) Parkland & Town Council

Stephen Levy provided updates on projects he is working on with collaboration from the Parkland Regional Library and Sedgewick Public Library. Carol Williams moves Stephen's report be accepted as information, Trish McGowan seconds, Carried.

6) New Business

The 2017 Annual Report was discussed.

Micaela McConnell makes a motion to approve the 2017 Annual Report as presented, Carol Williams seconds, all in favor, Carried.

7) Information Items

8) Correspondence

9) Next Meeting

Next meeting regular meeting will be held on March 13 after the AGM meeting at the Sedgewick Public Library Annual General Meeting & Election of Officers to be held on March 13th at 6:30pm. Board Members are asked to bring snacks.

10) Adjournment

Moved By: Carol Williams

Seconded By: Shelly Wakefield

That this Library Board does now adjourn at 8:15 p.m., all in favor, carried.

**Sedgewick Public Library
Board Regular Meeting**

Feb 27th, 2018

Sedgewick Public Library

- 1) Approval of agenda**
- 2) Approval of minutes of previous meeting date**
- 3) Delegations**
- 4) Business arising from the minutes**
 - a) Public meeting**
 - b) Strategic Planning meeting June 20th**
 - c)**
- 5) Reports**
 - A) Chair**
 - B) Treasurer**
 - C) Librarian's Report**
 - D) Parkland & Town Council (Stephen Levy)**

New Business

- A) 2017 Annual Library Survey & 2018 Annual report for Public Library Services**
- B)**
- C)**

7) Information Items

8) Correspondence

9) Next meeting: Annual General Meeting & Friends Annual General Meeting

10) Adjournment

6:17 PM

25/02/18

Accrual Basis

Sedgewick Municipal Library
Balance Sheet
 As of 25 February 2018

	25 Feb 18
ASSETS	
Current Assets	
Chequing/Savings	
Sedgewick & District Municipal	5,129.49
Total Chequing/Savings	5,129.49
Total Current Assets	5,129.49
Fixed Assets	
Furniture and Equipment	98,431.00
Total Fixed Assets	98,431.00
TOTAL ASSETS	103,560.49
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
GST/HST Payable	-342.68
Total Other Current Liabilities	-342.68
Total Current Liabilities	-342.68
Total Liabilities	-342.68
Equity	
Opening Balance Equity	116,651.98
Unrestricted Net Assets	-8,971.43
Net Income	-3,777.38
Total Equity	103,903.17
TOTAL LIABILITIES & EQUITY	103,560.49

Sedgewick Public Library

Librarian's Report

February 27, 2018

Items for Information and Discussion:

We have hired Kelly MacDowall for our casual position. She is working out well, learning things quick and I believe she will be a good asset for the library, with her extensive customer service values, and her hard work ethics.

We are planning with Trish to host a Mother/Daughter/Son Bath Bomb making session for Mother's Day. Tentative date booked is for Saturday, May 12/2018 in the Rec Concourse.

Strategic Planning Meeting has been planned for April 10/2018 from 6:00-9:00 in Rec Concourse. Ladies from Parkland are planning to come out to facilitate. It was suggested to supply some kind of meal to start with, because people think well when they have been feed. I remember last time we offered people chili con carne and buns. Also, feel free to ask all your friends to attend. We need voices!!

Still in conversation with Shirley Cire, the Indigenous Liaison for Parkland Regional Library, regarding the Blanket Exercise, whether we host one here at the Rec Center.

We are hosting a session on Home Designing with Michelle Baum, in partnership with Flagstaff Community Adult Learning.

Barbara McConnell
Library Manager

February 27

Michaela McConnell

Carol Williams.

Sherry Mague

Marie Macleod.

Insha McEwan.

Stephen Levy

Barbara McConnell

Shelley Wakefield

Sedgewick Public Library Board

Annual General Meeting

Meeting Date: March 13, 2018

Call to Order: 7:30pm
Attendance: 8

Minutes:

Micaela McConnell read the February 27, 2017 AGM minutes requesting minutes be adopted as read.

2nd: Stephen Levy In Favor: All Opposed: None Carried.

Resignation of Officers

None

Election of Officers

Chairperson: Carol Williams accepts nomination by Stephen Levy,

2nd: Marie MacLeod In Favor: All Opposed: None Carried.

Vice-Chairperson: Stephen Levy accepted nomination by Carol Williams

2nd: Trish McGowan In Favor: All Opposed: None Carried.

Secretary: Micaela McConnell accepted nomination by Marie MacLeod

2nd: Shelley Wakefield In Favor: All Opposed: None Carried.

Treasurer: Trish McGowan will continue her term as treasurer.

Board Member: Shelley Wakefield accepted nomination by Micaela McConnell

2nd: Trish McGowan In Favor: All Opposed: None Carried.

**Officers nominated by acclimation for their three (3) year term ending in March 2021*

Signing authorities

Signing authorities are to remain the same.

Micaela McConnell, Trish McGowan, Carol Williams

Any two of the three signing authorities allowed.

Adjourned: at 7:40pm
the Chair

Next Meeting: Call of

Sedgewick Public Library Board Meeting

Meeting Date: March 13, 2018

Call to Order

Board Chair Carol Williams called the meeting to order at 7:40 pm with the following members of the board present:

Micaela McConnell, Shelley Wakefield, Stephen Levy, Trish McGowan, Marie MacLeod. Sherry Mayne sent her regrets.

Also Present: Barbara McConnell

- **Approval of the Agenda**

Moved by: Stephen Levy

Seconded by: Marie MacLeod

THAT the agenda for March 13, 2018 be approved as circulated, Carried.

- **Previous Minutes**

Moved By: Shelley Wakefield

Seconded by: Marie MacLeod

THAT the Sedgewick Public Library Board minutes of:

February 27, 2018 Library Board Meeting

Be approved as circulated, including any revision to be made, Carried.

- **Delegations**

- **Business Arising From The Minutes**

Library Policies & Bylaws – General discussion occurred, to be continued and may require special meeting.

- **Reports**

- **Chair Report**

- **Treasurers' Report**

Trish McGowan read the Treasurers' report. To date we have \$5129.49 in our chequing/savings account.

Stephen Levy moves the report be adopted as read, Shelly Wakefield seconds. Carried.

- **Librarians' Report (attached)**

Barb McConnell read the Librarians' report which highlighted our upcoming Bath Bomb and Gallery Wall session. As well as our upcoming Needs Assessment meeting being held on April 10th from 6pm to 9pm.

- **Parkland & Town Council**

Stephen Levy provided updates on projects he is working on with collaboration from the Parkland Regional Library and Sedgewick Public Library. Carol Williams moves Stephen's report be accepted as information, Trish McGowan seconds, Carried.

- **New Business**

July 1st participation was discussed, to be continued at the next meeting.

- **Information Items**

- **Correspondence**

- **Next Meeting**

Next regular meeting date will be call of the chair or tentatively May 8th @ 7:00pm

- **Adjournment**

Moved By: Carol Williams

Seconded By: Shelly Wakefield

That this Library Board does now adjourn at 8:17 p.m, all in favor, carried.

Sedgewick Rec Center Board Meeting Agenda-Feb.20/18

Call to Order and Approval of Agenda-Cory called the meeting to order at 6:00. In attendance: Marta, Cory, Kari, Pam, Greg, Andrew, and Connie M. Kari moved to approve the agenda. Carried.

Treasurer's Report-Connie gave the treasurer's report.

Chequing-\$164,653.00

Capital-\$42,907.00(including \$14,000 donation from Bergie tourney)

Andrew moved to approve the treasurer's report. Carried.

Minutes of Previous Meeting-Kari read the minutes of the Jan.22 meeting. Pam moved to approve the minutes. Carried.

Business Arising From Minutes-None

Town Council Rep Report-Greg gave the town report. Doesn't sound like there will be a Pow Wow for July 1. Kari Moved to approve the town report. Carried.

User Group Issues /Concerns-

Hockey-Minor hockey playoffs start next week.

Curling-Men's and Ladies bonspiels coming up.

Family Day-140 chili tickets were handed in to kitchen.

New Business- Zamboni-The Berum family would like to put their family logo on the front of the zamboni where the "Bonness" ticker is.

MOTION:Aleska made a motion to allow the Bergum family to put a tournament logo on the front of the zamboni. Carried.

(On a side note the cost for the advertising is \$400/year.)

VAR-Are we planning to make changes?

Manager's Report-Marta gave the manager's report(attached).

Maxine forwarded her kitchen report. Kari moved to accept the reports. Carried.

In Camera(Personnel)

Adjournment-Next meeting is set for Monday March 19@ 6:30 Cory adjourned the meeting @ 8:30.

DEPARTMENTAL REPORT TO COUNCIL

MEETING DATE: MARCH 22, 2018

DEPARTMENT: PUBLIC WORKS

SUMMA

Frozen water, sewer and storm lines have been our main concern for the past month. We have had a lot of unexpected freeze up's due to the abnormal depth of the frost, it has been down 8 to 9 feet in places, that makes digging and hydrovacing very time consuming.

ACCOMPLISHMENTS

- Feb 16&17-Located and repaired frozen water line for Tim Shmutz. Used hydrovac, tractor-hoe, backhoe and gravel truck. We had a hard time locating his service line.
- Feb 27-We used our own Hotzie to steam out the sewer line for the kindergarten, the problem was mostly out in the street and took about an hour to clean out.
- March 4&5-Windrowed and picked up what we are hoping is the last of the heavy snow fall for this winter. It took us about 9 ½ hours to pick up the whole town.
- March 5-Steamed out frozen sewer at 4705-51 ave. (Scot Garbutt) WE used our hotzie and it only took about ½ to ¾ of an hour.
- March 8&9-Steamed out frozen sewer lines for Bumper to Bumper and Huddleston plumbing, we usually have to do this for them once or twice towards the end of the season.
- March 1 -Steamed frozen sewer at #18 Maclean cres. (Graham Burden) We used our hotzie and a small pump to catch any water coming back until we got the line open. We also cameraed his and found there was a low spot out in his front yard.
- March 16-Plumbers used our thawing machine on water line at 5006-46st and could not get out all the way. Had to call in vac truck, clean down to curbstop, disconnect line at curbstop and run water hose from vac truck in the line out into the street. It was froze just about to the main.
- March 19-Steamed out frozen sewer main and service at Montgomery's on Bluejay cres.
- March-WE have also been dealing with a lot of frozen storm drains: In front of town hall, Mizanes, Fred Watkins, Bud Ness and by the Health Unit on 50th.
- March 15-We finally got our new JD tractor and snow blower, it works awesome and we shouldn't be needing volunteers any longer to clean the walking trail.

PRESENT AND FUTURE ACTIVITIES

- Well draw downs for the month March
- This week we will be investigating the hall roof, apparently there is a couple of leaks, I know in the past it has been very hard to locate leaks on that roof.
- For at least the next month or so we will be dealing with a lot of frozen storm, water and sewer lines.
- We were having issue's with the UV screen in the water plant freezing up, but I got a hold of Trojan tech support and we got the problem solved.
- We will be ordering our hydrant parts for this year from Norwood Foundries, their prices are quite a bit lower so we should be able to get a couple of extra hydrants and some tools for flushing and pressure testing hydrants.
- We have three 2" gate valves to replace in the waterplant, one on each filter. We will be ordering them when we order our hydrant parts.

APPENDIX:

NONE

PREPARED BY:

DARYL JOHNSON, FOREMAN



TOWN OF SEDGEWICK

CAO REPORT TO COUNCIL

MEETING DATE: MARCH 22, 2018

SUMMARY

Audit season has arrived with the auditor scheduled to come to the office later next week. Making final modifications to the 2018 budget to be presented to Council.

MEETINGS

- Met with Hal Sparrow on February 27th regarding electronic sign
- Had a kick-off conference call with engineer and contractor for WTP generator upgrade project
- Attended SCADA upgrade meeting in Hardisty on March 5th
- Attended FIP meeting on March 5th
- Attended Lucky HWY 13 marketing meeting at Flagstaff County on March 9th
- Met with Clr Sparrow on March 1st and 8th re: Rec Plan
- Attended an IDP review meeting on March 13th
- Met with AUMA/AMSC representatives in regards to insurance coverage on March 16th

ACCOMPLISHMENTS

- 4 LED lights have been added to the Town Welcome Sign on Highway 13
- RFP deadline for Rec Centre Naming Rights passed on March 9th.
- Have researched pylon signs extensively and obtained quotes
- Researched and further developed Recreation Plan
- Received scope of work and quote to camera the clay tile sanitary pipes

PRESENT AND FUTURE ACTIVITIES

- Will be meeting with engineers regarding the water treatment plant HVAC concerns on March 23rd
- George Cuff workshop on April 10th
- Councillors are asked to get their First Quarter (Jan to Mar) expense claim into finance no later than April 9th.
- Auditor is scheduled from March 28th to 30th
- Plan on attending the CLGM Refresher Workshop May 15th to 17th

APPENDIX:

NONE

PREPARED BY:

JIM FEDYK, CAO

Dear Town of Sedgewick Municipal Elected Officials and Leaders:

RE: MUNICIPALITIES AND CANNABIS REGULATION

Recently, several municipalities have approached Alberta Health Services (AHS) for information on the health impacts of cannabis and implications of new cannabis legislation, both on an individual level and as it relates to the populations that municipalities serve. We appreciate that municipalities are wishing to consider health information in its decision-making processes, as we all have a role to play in promoting and protecting the health of Albertans.

AHS believes that a public health approach—one that considers health and social outcomes in the development of cannabis policies and bylaws—will benefit all Albertans.

The public health approach (described in the attached) strives to maximize benefits and minimize harms of substances, promote the health of all individuals of a population, decrease negative impacts on vulnerable populations, and ensure harms from interventions and legislation are not disproportionate to harms from the substances themselves. At times, a public health lens may result in consideration of more restrictive policies to help minimize unintended consequences if health evidence is incomplete and/or is inconclusive.

As public health professionals and Medical Officers of Health, it is our duty to help reduce and prevent health harms that can be associated with cannabis use.

The potential health harms include: adverse effects to the developing brain; greater risk of mental health problems such as psychosis, mania, suicide, depression and schizophrenia; increased motor vehicle collisions; harms associated with use during pregnancy, reduced cognitive functioning (memory, efficiency); and greater risk of some cancers. Matters are further compounded when cannabis is co-used with other substances such as alcohol and tobacco. For example, simultaneous use of alcohol and cannabis has been found to approximately double the odds of impaired driving, social consequences, and harms to self. We also recognize that municipalities may need strategies to address impacts related to resource utilization, law enforcement and impaired driving, and self-reported cannabis-related risk factors and other substance use.

Given the potential health and social impacts, we agree that collaborative and comprehensive regulation at the federal, provincial and municipal level is a key strategy to reduce the potential harms associated with cannabis and its use. To that end, we hope that the attached information helps you and your local leaders as you undertake consideration of your own local policies and bylaws, in the context of the health of your citizens.

If you would like more information about making healthy and evidence-informed decisions about cannabis legalization, please feel free to contact me. Please ensure this email is forwarded to all municipal elected officials and leaders.

Yours sincerely,

Dr. Ifeoma Achebe

Lead, Medical Officer of Health, Central Zone
Alberta Health Services/ www.ahs.ca

tel: 403 356 6424 fax: 403 356 6436

email: ifeoma.achebe@ahs.ca

AHS Recommendations on Cannabis Regulations for Alberta Municipalities

Prepared on behalf of AHS by: Dr. Gerry Predy, Senior Medical Officer of Health/Senior Medical Director – Population, Public and Indigenous Health

The following includes information and recommendations that will help municipalities make cannabis policy decisions that promote and protect the health of its citizens. Alberta Health Services (AHS) supports an evidence-informed public health approach (Chief Medical Officers of Health of Canada, 2016) that considers health and social outcomes in the development of municipal cannabis policies and bylaws. Lessons learned from tobacco and alcohol have also been used to inform these positions.

SUMMARY OF RECOMMENDATIONS

Overall

Where evidence is incomplete or inconclusive, AHS is advising that a precautionary approach be taken to minimize unintended consequences. This approach is consistent with the recommendations of Federal Taskforce on the Legalization and Regulation of Cannabis (Government of Canada, 2016).

Business Regulation & Retail

- Limit the number of cannabis stores, and implement density and distance controls to prevent stores from clustering, while also keeping buffer zones around well-defined areas where children and youth frequent.
- Consider requirements for cannabis education and community engagement as part of the business licensing approval process.
- Limit hours of operation to limit availability late at night and early morning hours.
- Restrict signage and advertising to minimize visibility to youth.

Consumption

- Ban consumption in areas frequented by children.
- Align the cannabis smoking regulations with the *Tobacco and Smoking Reduction Act* and/or with your municipal regulations, whichever is more stringent.
- Ban smoking, vaping and water pipes in public indoor consumption venues.

Home growing

- Design a process to ensure households and properties are capable of safely supporting home growing.

Multi-Unit Housing:

- Health Canada (2017) has recommended a ban on smoking in multi-unit housing. AHS recognizes that there are potential health risks associated with second-hand smoke within multi-unit housing environments and therefore recommends municipalities consider bylaws that ban smoking in multi-unit housing.

Research and Evaluation

- Ensure mechanisms to share data across sectors and levels of government are established, and appropriate indicators are chosen to monitor the impacts of policy implementation on communities.

Density limits reduce neighbourhood impacts and youth access (Canadian Centre for Substance Abuse, 2015; Freisthler & Gruenewald, 2014). Research on alcohol and tobacco use highlights the need for stronger controls on density and minimum distances (Ammerman et al., 2015; Chen, Gruenewald & Remer, 2009; Livingston, 2011; Popova et al., 2009; Rowland et al., 2016;) For example, the physical availability of medicinal marijuana dispensaries impact current use and increase frequent use (Morrison et al., 2014). Similarly with liquor stores, higher densities are associated with high-risk consumption behaviours—especially among youth, facilitating access and possession by adolescents, as well as increased rates of violence and crime (Ammerman et al., 2015). In addition, U.S. researchers have found that medical cannabis outlets are spatially associated with market potential which points to a form of “environmental injustices in which socially disadvantaged are disproportionately exposed to problems.” Therefore, jurisdictions should ensure that communities with fewer resources (e.g., low income, unincorporated areas) are not burdened with large numbers of stores and prevent clustering among liquor, tobacco and cannabis stores (Morrison et al., 2014). Other US research shows that zoning laws for location are an effective way to prevent overpopulation of cannabis stores in undesirable areas (Thomas & Freisthler, 2016). Summary tables of some US state and city buffer zones can be found in Nementh and Ross (2014).

It is clear that locating cannabis stores away from schools, daycares and community centers is essential to protecting children from the normalization of Cannabis use (Rethinking Access to Marijuana, 2017). Therefore, municipalities should ensure that all provincially recognized types of licensed and approved childcare options are included in their regulations. For example, daycare facilities, account for 39.9% of licensed childcare spaces in the province. Pre-schools, out-of-school programs, family day-homes, innovative child care, and group family child care programs account for the remaining 60% of licensed child care in the province.² Through business licensing and zoning, municipalities have the opportunity to protect all childcare spaces by including these locations in local buffer zones. Many preschools and childcare facilities are already located in strip malls or community associations or churches adjacent to liquor outlets (bars or liquor stores). Cannabis stores should not be allowed to be located within a buffer zone of any type of childcare facility or school. AHS also suggests that municipalities include other places that children and youth frequent as part of minimum distance bylaws such as parks, churches, and recreation facilities (Canadian Centre for Substance Abuse, 2015; Rethinking Access to Marijuana, 2017).

Business/Development License Application Processes

AHS suggests that a cannabis education component and community engagement plan be added to the application processes for retail marijuana business licenses. As cannabis legalization is complex, there are many new legal implications, and potential health and community impacts. Potential business owners should demonstrate a base knowledge of cannabis safe use and health harms, as well as the new rules. It is also important to foster a healthy relationship between cannabis retailers and the community with the common goal of healthy community integration. The City of Denver has implemented a community engagement requirement where applicants must list all registered neighborhood organizations whose boundaries encompass the store location and outline their outreach plans. Applicants must also indicate how they plan to create positive impacts in the neighbourhood and implement policies/procedures to address concerns by residents and other businesses (City of Denver, 2017).

Municipalities are encouraged to require applicants to outline proper storage and disposal of chemicals, as well as proper disposal of waste products. In addition, applicants should outline how they will be managing odor control to prevent negative impacts on neighbours.

Hours of Operation

AHS recommends restricting hours of operation as a means to reduce harms to communities (Rethinking Access to Marijuana, 2017). In regards to alcohol-related harm, international evidence on availability indicates that

Home Growing

AHS recommends households interested in personally cultivating cannabis go through a municipal approval process and that owners have access to reference educational materials related but not limited to: mitigating child safety, security, water use, electrical hazards, humidity, and odor concerns. These materials will help ensure the property is capable of safely supporting home growing and help reduce the negative impacts to surrounding properties (Rethinking Access to Marijuana, 2017).

While allowing citizens to grow cannabis plants at home may provide more options for access, there are risks to public health and safety. Further, as Bill 26 currently reads, as it pertains to personal cultivation, municipalities can expect an increase in nuisance complaints. Cannabis is also known to be a water and energy intensive crop, as such; this impacts municipalities in a number of ways (Bauer et al., 2015; Cone et al., 2011; Health Technology Assessment Unit, 2017; Mills, 2012). For example, personal cultivation brings risks related to air quality, ventilation, mold, odors, pests, chemical disposal, indoor herbicide/pesticide use, increased electrical use and fire risk, and accidental consumption. Further, all of these risks are amplified when children are present in the home and/or multi-unit dwelling.

In Colorado, it is estimated that one-third of the total cannabis supply comes from personal cultivation as permitted to medical cannabis users (Canadian Centre on Substance Abuse, 2015). As such, municipalities alongside AHS should anticipate requiring additional resources as a system cost to be able to adequately respond to public health and community nuisance complaints. Furthermore there may be additional municipal human resource needs, as well as an increase in hazards, as it relates to indoor personal cultivation, impacting departments like waste services, fire, police and bylaw services. Finally, additional building codes and safety codes may be required in order to effectively manage and address hazards pertaining to heating, ventilation and air cooling systems, as well as building electrical.

Multi-Unit Housing

Existing tools for managing the issue of cannabis consumption and personal cultivation in multi-unit housing will likely not be sufficient to manage this issue. It will be important to recognize the negative health effects of second and third-hand smoke and risks related to personal cultivation when considering municipal regulations for multi-unit housing.¹ Other changes that are needed to address both indoor consumption and personal cultivation in multi-unit housing include:

- additional building codes and safety codes to effectively manage and address hazards pertaining to heating, ventilation and air cooling systems, as well as building electrical,
- appropriate language in bylaws as they pertain to alcohol and/or public intoxication.

Health Canada (2017) has recommended a ban on smoking in multi-unit housing. AHS recognizes that there are potential health risks associated with second-hand smoke within multi-unit housing environments and therefore recommends municipalities consider bylaws that ban smoking in multi-unit housing.

Finally, as mentioned above, AHS Environmental Public Health is not currently in a position to effectively respond to the anticipated number of nuisance complaints received if smoking cannabis is allowed in multi-unit housing, both in terms of staffing, as well as in terms of enforcement. AHS encourages municipalities to plan for additional human resources if pre-emptive measures are not considered.

Notes

¹ (a) Health Canada has recommended a ban on smoking in multi-unit housing. (<https://www.canada.ca/en/health-canada/programs/future-tobacco-control/future-tobacco-control.html>).

(b) Real scenario: Consider a mom with 2 young children in an apartment complex. A neighbour is (legally) smoking pot in their suite. It is coming into her suite and believes it is negatively affecting her and her 2 small children. She is on a limited budget and does not have the resources to move. The landlord tells her that the neighbour is doing nothing wrong and police advise her there is nothing illegal about it. She has read the public health information and knows about the potential harms of cannabis. She then calls the municipality. Municipalities will need to have mechanisms in place to handle the potential increase in cannabis-related calls and mitigation strategies to address the complaints.

² Many preschools and childcare facilities are already located in strip malls adjacent to liquor outlets (bars or liquor stores). Cannabis stores should not be allowed to be located within a shopping complex that has any type of childcare facility.

Childcare programs in Alberta as of June 2017

Type	# of regulated spaces	% of spaces	# of programs/locations	% of programs	% of locations
Day care	47,155	39.9%	842	18.8%	33%
Day home	11,773	10.0%	67 agencies with est. 1,962 locations (Based on 6 children per home)	3%	43.8%
Pre-school	17,699	15%	686	27%	15.3%
Out of School	40,817	34.6%	958	37%	21.4%
Innovative childcare program	604	0.5%	22	1%	0.5%
Group family childcare program	40	0.03%	5	0%	0.1%
Total	118,088		4,475		

Government of Alberta, Ministry of Children's Services, Early Childhood Development Branch. (2017). *Q1 Early Childhood Development Fact Sheet, June 2017*. Retrieved October 16, 2017.

- Hackbarth, D., Schnopp-Wyatt, D., Katz, D., Williams, J., Silvestri, B. and Pflieger, M. (2001). Collaborative research and action to control the geographic placement of outdoor advertising of alcohol and tobacco products in Chicago. *Public Health Reports*, 116(6), 558-567.
- Health Technology Assessment Unit, University of Calgary. (2017). *Cannabis Evidence Series: An Evidence Synthesis*. Available from <http://www.health.alberta.ca/documents/AHTDP-Cannabis-Evidence-Series-2017.pdf>
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Legalizing cannabis without considering the key elements of a public health approach is likely to result in greater social and health harms. Key considerations when developing policy from a public health lens includes:

- Minimizing harm
 - Consider the risks of cannabis use including the risks of harms to youth, risks associated with patterns of consumption (e.g., frequent use, co-use with alcohol and tobacco, harmful routes of consumption, consumption of concentrated products, increases in proportion of population consuming), and risks to vulnerable populations (e.g., youth, people with mental health problems, pregnant women, socio-economically disadvantaged populations).
- Protecting the health and safety of Albertans
 - Carefully consider evidence related to the public consumption of cannabis, workplace safety, and the scientific and legal issues associated with impaired driving.
- Preventing the likelihood of use and problematic use
 - Ensure early and on-going public education and awareness that seeks to delay use by young people, and prevent normalization.
- Assessing population health outcomes
 - Include baseline understandings of current situation; potential impact of policies and programming; disease, injury and disability surveillance (effects on society).
- Providing services
 - To assist those who are most at risk of developing or have developed substance use issues, expand access to treatment and prevention programs.
 - Consider the ongoing public health costs and ensure that public health programs are adequately resourced to address the risks.
- Addressing the determinants of health and health equity
 - Consider issues of social justice, racism, human rights, spiritual and cultural practices, as well as populations vulnerable to higher risk of cannabis-related harms.
 - Complete a health equity impact assessment to ensure unintended consequences of legalization are minimized.

It is also critical to begin conservatively and establish more restrictive regulations as it is very difficult to tighten regulations once in place. As there is little research on the impact of legalization on health and social outcomes, proceeding cautiously with implementation will help ensure that the promotion and protection of the health and safety of Albertans remains the priority.

As recommended by the Chief Medical Officers of Health of Canada, ¹ the overarching goal to this legislation should be to improve and protect health—maximizing benefits, minimizing harms, promoting health, and reducing inequities for individuals, communities and society. This goal needs to be applied at every stage of the policy development process.

HARMS OF USE

While there is evidence that there is less impact on public health than alcohol and tobacco, cannabis still has significant health risks which include increased risk of some cancers, mental health issues, and

addition, concerns about the reliability of current roadside testing technology has been expressed by many organizations and researchers. As such, investment for research related to impairment testing technology should be included in the implementation plan. A public education campaign about the risk of driving after consuming or smoking any cannabis or while impaired will be critical throughout the implementation of this legislation. This will be particularly important for youth, as the Canadian Paediatric Society reports that cannabis-impaired driving is more common than alcohol-impaired driving and youth are less likely to recognize driving after consuming cannabis as a risk.²⁹

HEALTH PROTECTION AND PREVENTION

Age of use. Researchers and public health organizations are in agreement—there is no safe age for using cannabis. Delaying use is one of the best ways to reduce the risk of harm to the developing brain. Scientifically-based minimum age recommendations are generally early-to-mid-20's but also recognize that a public health approach includes consideration for balancing many variables related to enforcement, the illicit market and public acceptance. Some public health organizations recommend the minimum age be set at 21 and others recommend bringing alcohol, tobacco and cannabis in alignment. Experience with tobacco has shown that there is a higher impact on initiation by persons under 15 and age 15-17 when setting the minimum age of purchase and possession at 21 versus 19 (Institute of Medicine in US). With the U.S. states who have legalized cannabis, all have chosen age 21 for cannabis minimum age and three states and over 230 cities/counties have implemented age 21 for tobacco. Cannabis legalization represents an opportunity for Alberta to consider raising the tobacco and alcohol minimum age.

Packaging/labelling. Plain, standardized and child-proof packaging is recommended to decrease the appeal to young people and avoid marketing tactics that make cannabis use attractive. Labelling should include health warnings and clearly defined single serving/dose information.

Marketing and promotion. Evidence has shown that advertising has a significant impact on youth health risk behaviours,³⁰ therefore promotion of cannabis use should be banned. Restrictions for marketing and promotion should follow the Alberta Tobacco and Smoking Reduction Act, with further consideration added such as movies, video games, online market, social marketing and other media accessible to and popular with youth. It is also important to note that language to describe cannabis can have a marketing affect. Therefore, as noted by the Chief Medical Officers of Health of Canada, the term “recreational” should not be used as this infers that cannabis use is fun. A more appropriate term is “non-medical.”

Distribution and retail. A government controlled system of distribution and retail would be most effective to ensure that public health goals (not profit) are the primary consideration for policy development. Taxation and other price controls should be appropriate to limit consumption and offset the illegal market. Tax revenues should be directed to support services impacted by legalizations including health, public safety, addictions and mental health services, prevention, and public

ASSESSMENT, SURVEILLANCE AND RESEARCH

Currently, reliable cannabis-related research and evidence is limited. Therefore, dedicated funding and resources will be needed to ensure proper monitoring and surveillance, and improve the body of research and evidence related to cannabis use and the impact of legalization.³⁹

While there have been several other jurisdictions who have recently implemented legislation to legalize cannabis, many have faced significant challenges in implementing effective evaluation programs. Lessons learned from these jurisdictions will be critical to determining baseline measures and selecting indicators for ongoing surveillance.⁴⁰ A consistent approach, working across all provinces and territories, is central to measuring impact and providing comparable data.^{41,42} In Canada, there have already been some efforts to establish this coordinated approach including Health Canada's Annual Cannabis Use survey and Canadian Institutes for Health Research's (CIHR) catalysts grants. Not only is this national view important, but a provincial collaborative approach is needed. This would require a coordinating body to ensure municipal, provincial and federal research and evaluation efforts are well-coordinated.

OTHER RECOMMENDED REPORTS/POSITIONS

It is highly recommended that the Alberta government considers the information and recommendations from the following:

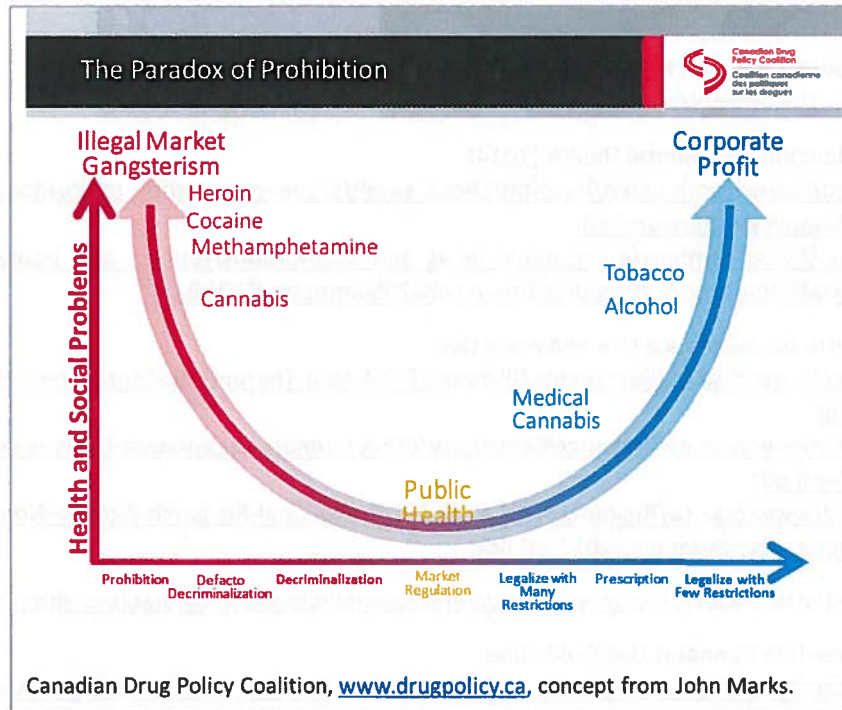
- Chief Medical Officers of Health of Canada & Urban Public Health Network (2016)
<http://uphn.ca/wp-content/uploads/2016/10/Chief-MOH-UPHN-Cannabis-Perspectives-Final-Sept-26-2016.pdf>
- Toronto Medical Officer of Health (2017)
<http://www.toronto.ca/legdocs/mmis/2017/hl/bgrd/backgroundfile-104495.pdf>
- Canadian Public Health Association (2016)
https://www.cpha.ca/sites/default/files/assets/policy/cannabis_submission_e.pdf
- Centre for Addiction and Mental Health (2014)
https://www.camh.ca/en/hospital/about_camh/influencing_public_policy/documents/camhcanabispolicyframework.pdf
- Canadian Centre for Substance Use and Addiction
 - <http://www.ccsa.ca/Resource%20Library/CCSA-Non-Therapeutic-Marijuana-Policy-Brief-2014-en.pdf>
 - <http://www.ccsa.ca/Resource%20Library/CCSA-Cannabis-Regulation-Lessons-Learned-Report-2015-en.pdf>
 - <http://www.ccsa.ca/Resource%20Library/CCSA-National-Research-Agenda-Non-Medical-Cannabis-Use-Summary-2017-en.pdf>
- Ontario Public Health Association
<http://www.opha.on.ca/getmedia/6b05a6bc-bac2-4c92-af18-62b91a003b1b/The-Public-Health-Implications-of-the-Legalization-of-Recreational-Cannabis.pdf.aspx?ext=.pdf>
- Canadian Paediatric Society
<http://www.cps.ca/en/documents/position/cannabis-children-and-youth>

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- ¹⁴ The Health Technology Assessment Unit, University of Calgary. (2017). *Cannabis Evidence Series: An Evidence Synthesis*. Available from <http://www.health.alberta.ca/documents/AHTDP-Cannabis-Evidence-Series-2017.pdf>
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<http://citeseerx.ist.psu.edu/viewdoc/download;jsessionid=35DA38D018A4043EC56711AF95C47871?doi=10.1.1.324.5323&rep=rep1&type=pdf>
- ²⁰ National Academies of Sciences, Engineering, and Medicine. (2017). *The Health Effects of Cannabis and Cannabinoids: The Current State of Evidence and Recommendations for Research*. Washington, DC: The National Academies Press. Available from <https://www.nap.edu/catalog/24625/the-health-effects-of-cannabis-and-cannabinoids-the-current-state>
- ²¹ The Health Technology Assessment Unit, University of Calgary. (2017). *Cannabis Evidence Series: An Evidence Synthesis*. Available from <http://www.health.alberta.ca/documents/AHTDP-Cannabis-Evidence-Series-2017.pdf>
- ²² Centre for Addiction and Mental Health. (2014). *Cannabis Policy Framework*. Toronto, ON.
- ²³ Moore T., Zammit S., Lingford-Hughes A., Barnes T., Jones P., et al. (2007). Cannabis use and risk of psychotic or affective mental health outcomes: A systematic review. *Lancet*, 370, 319-328.
- ²⁴ Cone E., Bigelow G., Herrmann E., et al. (2011) Nonsmoker Exposure to Secondhand Cannabis Smoke. III. Oral Fluid and Blood Drug Concentrations and Corresponding Subjective Effects. *Journal of Analytical Toxicology*, 39(7), 497-509.
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A Public Health Approach¹ to Cannabis Legalization

A public health approach strives to maximize benefits and minimize harms of substances, promote the health of all individuals of a population, decrease inequities, and ensure harms from interventions and legislation are not disproportionate to harms from the substances themselves.

A public health lens to cannabis legalization also involves taking a precautionary approach to minimize unintended consequences. This precautionary approach helps minimize unintended consequences, especially when evidence is incomplete and/or inconclusive. In addition, it is easier to prevent future harms, by removing regulations in the future once more knowledge exists, than it is to later add regulation.¹



- The outcome of a public health approach shows how health/social harms and supply/demand are related.
- Harms related to substances are at a maximum when governance and control are at the extremes. Note that harms are similar to prohibition if commercialization/privatization is at the extreme.
- Lower health and social harms occur when a public health approach is used. (Note: the curve doesn't go to zero—there are always problems associated with substance use, but they can be minimized).
- Legalizing cannabis without considering the key elements of a public health approach may result in greater social and health harms.

Key considerations when developing policy from a public health lens includes:

- Minimizing harms
- Protecting health and safety of citizens
- Preventing the likelihood of use and problematic use
- Assessing population health outcomes
- Providing services
- Addressing the determinants of health and health equity

¹ Chief Medical Officers of Health of Canada & Urban Public Health Network. (2016). *Public health perspectives on cannabis policy and regulation*. Available from <http://uphn.ca/wp-content/uploads/2016/10/Chief-MOH-UPHN-Cannabis-Perspectives-Final-Sept-26-2016.pdf>

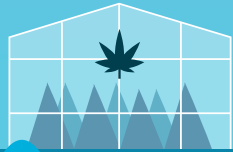
The Future of Cannabis in Alberta

The rules around cannabis in Alberta once it is legal in summer 2018.



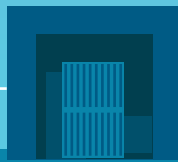
LICENSED GROWERS

Strictly regulated by the federal government.



PROVINCIAL GOVERNMENT OVERSIGHT

The Alberta Gaming and Liquor Commission (AGLC) directly manages how cannabis gets from the licensed grower to the retailer.



AGLC-OPERATED ONLINE SALES

Age verification occurs at point of sale and at delivery.



WORKPLACE

Alberta is reviewing all existing regulations and programs to ensure rules continue to address impairment at work.



ADVERTISING

Product advertising will only be allowed inside cannabis stores.



PRIVATE CANNABIS RETAIL STORES

May only sell cannabis and cannabis accessories. Minors are prohibited from entering cannabis stores, even if accompanied by an adult.



DRIVING

Police are able to suspend licences and seize vehicles if people drive impaired, including impairment by cannabis.

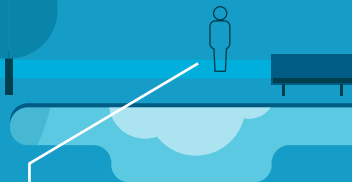
POSSESSION

Adults can possess up to 30 grams of legal cannabis in public.



PUBLIC CONSUMPTION

Smoking and vaping cannabis are prohibited in areas frequented by kids and other public places where smoking tobacco is prohibited.



HOME

Each household is allowed to grow up to four plants. Landlord and tenant agreements or condo bylaws can be used to set rules for consumption and growing.



OWNERS AND STAFF

Must undergo extensive background checks. Qualified employees must be 18 and undertake training.



February 2018

Alberta

alberta.ca/cannabis

Jurisdictional Responsibilities

Activity	Responsible		
	Federal	Provincial	Municipal
Possession limits **	✓		
Trafficking	✓		
Advertisement & packaging **	✓		
Impaired driving	✓	✓	
Medical cannabis	✓		
Seed-to-sale tracking system	✓		
Production (cultivation and processing)	✓		
Age limit (federal minimum) **	✓		
Public health	✓	✓	
Education	✓	✓	✓
Taxation	✓	✓	✓
Home cultivation (growing plants at home) **	✓		
Workplace safety		✓	
Distribution and wholesaling		✓	
Retail model		✓	
Retail location and rules		✓	✓
Regulatory compliance	✓	✓	
Public consumption		✓	✓
Land use/zoning			✓

Cannabis Legalization in Alberta Municipalities

With the federal government set to legalize cannabis this summer, Alberta has passed legislation that will meet that deadline, while also meeting the expectations of Albertans. The legislation, along with associated regulations, establishes overarching rules and guidelines for Alberta's cannabis system and provides municipalities a significant role in shaping how cannabis will be sold and consumed within their communities.

Cannabis Consumption

Albertans who are 18 or older may smoke or vape cannabis at home and in some public places, but not in vehicles, cannabis retail outlets, anywhere smoking or vaping tobacco is restricted, or in areas frequented by children, including school and hospital properties and within five metres of skate parks, spray parks, and playgrounds.

Municipal role

- Using existing authorities (i.e. bylaws), municipalities may decide to place further restrictions on where cannabis may be consumed in public spaces within their community.

Retail Sales for Cannabis

- Albertans may purchase cannabis products online through a website operated by the Alberta Gaming and Liquor Commission (AGLC).
- Albertans may also buy cannabis products through privately owned and operated specialized retailers.

- The AGLC will regulate retail licensing and licensees must follow rules set by government, which include where stores can be located, hours of operation, physical store requirements, age of staff and staff training.
- The maximum hours of operation for cannabis retail stores will be aligned with the limits for alcohol retail stores (10 a.m. - 2 a.m.).
- Provincial regulations will establish minimum setback distances of 100 metres for cannabis stores from sensitive land uses, such as schools and provincial health care facilities.

Municipal role

- Municipalities will continue to have the authority to set the development rules for new cannabis developments in their existing land use bylaws, and to make decisions on development applications relating to cannabis retail locations.
- Municipalities will now also be responsible for ensuring their land use bylaws are consistent with Gaming, Liquor and Cannabis Regulation requirements for cannabis retail locations.
- Municipalities will have discretion to vary certain rules to be either more or less restrictive than the regulations set by the province. For example:
 - Based on local requirements, municipalities could create more restrictive hours of operation for cannabis stores; or,
 - Establish shorter or further distances from sensitive use areas.
- Where applicable, municipalities will also be responsible for granting development approvals and/or business licences to prospective cannabis retailers. Municipalities will need to develop appropriate application processes, licence conditions and fees, and assessment criteria to ensure that cannabis retailers meet the needs of the communities in which they are located.

Cannabis Legalization in Alberta Municipalities

Cannabis Production

- While the Alberta government is responsible for regulating the distribution and retail system for non-medical cannabis, the federal government will continue to be responsible for developing, licensing and regulating cannabis production facilities.
- Health Canada will be responsible for enforcing matters related to regulating licensed producers and cannabis production. As with the existing retail approach to liquor, the AGLC will be responsible for enforcing all provincial rules and regulations related to the retail sale of cannabis in Alberta.

Municipal role

- Municipalities will continue to be responsible for establishing land use bylaws and considering development applications related to cannabis production facilities.
- Municipalities will need to work with prospective producers and the federal government to determine how production facilities will be treated within their communities.
- When considering how cannabis production facilities in their jurisdictions should be classified under the Alberta Building Code, municipalities can contact Alberta Municipal Affairs for advice as needed.

Enforcement and Impaired Driving

- Federal, provincial and municipal governments will share responsibility for enforcing cannabis-related offences.
- The federal government has introduced legislation that makes changes to impaired driving laws in the Criminal Code. It is working on the approval of roadside screening devices that will assist law enforcement officers in addressing drug-impaired driving. The Alberta government is continuing to work with the federal government to ensure there is adequate support for law enforcement training and equipment.

Municipal role

- Municipalities will be responsible for enforcing municipal guidelines and bylaws created within their jurisdiction (e.g. land use, public spaces, nuisance complaints, etc.). This includes areas where municipalities have created rules above and beyond minimum requirements set by the province.
- Municipal police forces will continue to be responsible for enforcing provincial and federal laws related to cannabis possession and consumption, as well as impaired driving and public safety.

Next Steps

- The Alberta government will continue working closely with municipalities to ensure municipal governments are able adapt to cannabis legalization within their communities.
- The Alberta government is in the process of finalizing our approach to cannabis taxation and exploring potential measures to address workplace safety issues and overall public education related to legalized cannabis.

For more information on cannabis and legalization, please visit www.alberta.ca/cannabis and www.aglc.ca/cannabis

You may also visit the [Federation of Canadian Municipalities](http://www.federation.ca) to learn more about how municipalities can prepare for legalization.



BRAED

Battle River Alliance
for Economic Development

Value-Added Agriculture Project – Update

February 13, 2018

Project deliverables

Research on Investment (ROI) was engaged to deliver a three phase project which was to investigate the potential for value-added agriculture in the BRAED region. This project was to include research on potential opportunities, foreign direct investment training and lead generation activities. The project was to culminate in up to 40 qualified calls to potential investors. Unfortunately, the project was late in starting and this created pressure to adjust the scope in order to retain the ICCI grant funds, which had to be expended by December 31, 2017. ICCI and the municipal funding partners agreed to re-scoping so that work would concentrate on research, opportunity identification and training. Identifying and meeting with qualified investors was deferred to a proposed third phase.

The following deliverables were completed:

- Survey of BRAED agricultural industry participants
- Benchmarking and target industry analysis
- Foreign direct investment training and tools
- BRAED value-added value proposition powerpoint template

Key findings were that the following were investment opportunities to be promoted to potential investors:

- Meat processing
- Pet food and animal feed
- Functional foods

The municipal partners have reviewed the outputs from the project and have accepted the deliverables.

Financial report

This project was supported by ICCI, municipal partner and CARES funding.

Funding		Expenditures	
ICCI	\$ 55,500	Research on Investment	
Municipal partners	\$ 42,000	Fees	\$115,400
CARES	\$ 17,900		
Total funding	\$115,400		

Dear CAO's & Councils;

When Flagstaff Waste changed management in 2011 we recognized Flagstaff Waste was accruing a long-term liability for Closure & Post-Closure (C/PC) costs that was not being adequately met with cash reserves. Under provincial regulations within governing 'Standards for Landfill Operations', facility managers are required to develop a plan to ensure adequate funds are available to cover all future costs of C/PC up to 25 years after closure. In 2012, Flagstaff Waste started an aggressive plan to achieve parity between C/PC Reserves and Accrued C/PC Liability within a 15-year period. The main source of funding was intended to be through Municipal requisitions and increased landfill charges at the scale.

I have attached an updated version of the annual workplan for your perusal (7.1 C-PC business planning i[date Feb 2018.doc). This worksheet has been updated with actual values from audited financial reports, unaudited values for 2017 and Budget values for 2018. The following assumptions are made using this model:

- Constructions costs are inflated annually by 2%
- Conversion rates from tonnage to cubic meters is at 650 kg per cubic meter
- Investment income projected at 1% growth per annum
- C/PC funding increased by 3% per annum

With this model, we achieve the following results:

- C/PC Reserves achieve parity with Accrued Liability before 2028 at which point there will still be 20+ years of life remaining in the landfill
- Phase 1 Completion has been shifted to 2020 due primarily to reduced volume entering the landfill and improved compaction rates.

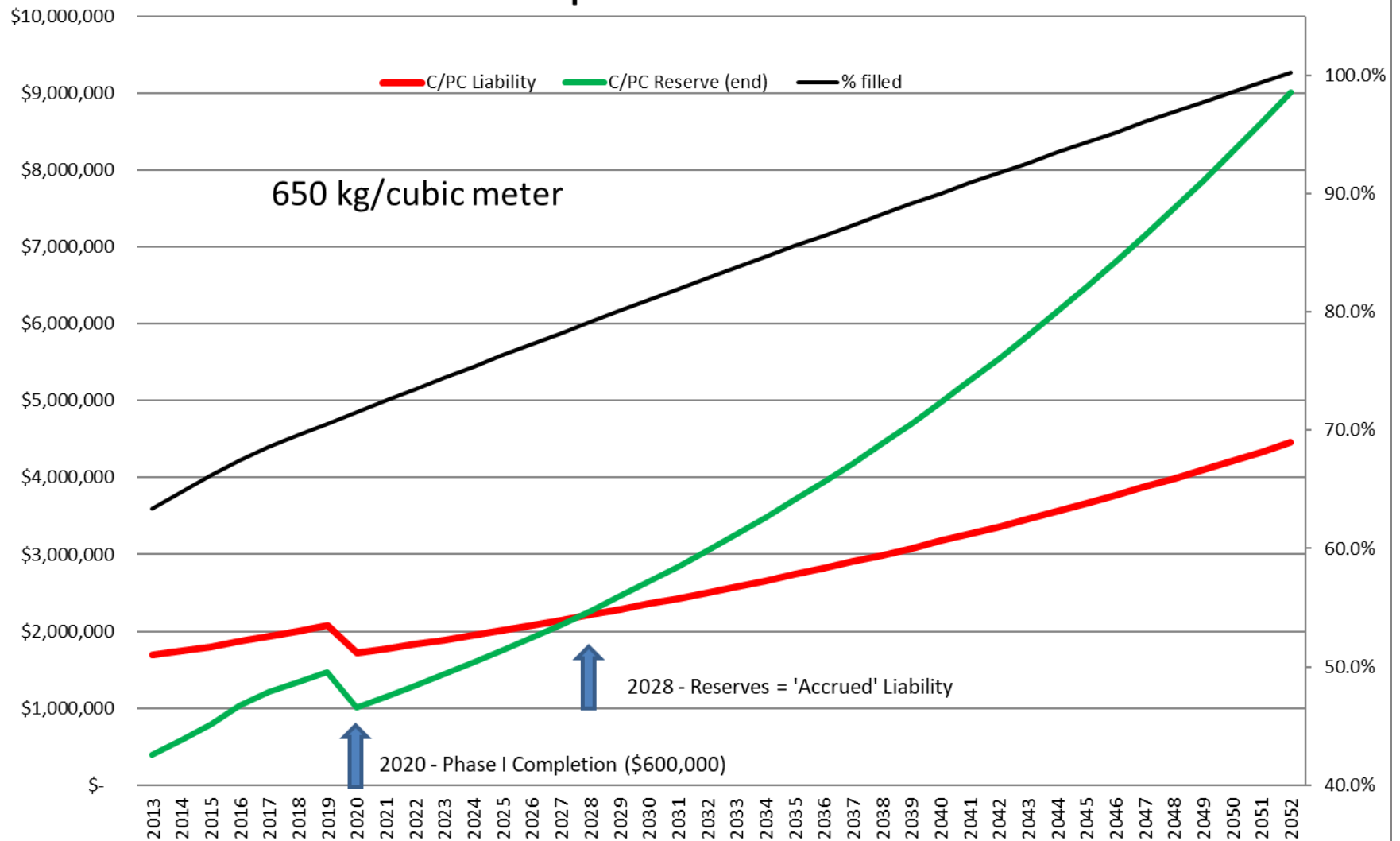
Each year, a progress statement is issued to all partners which provides each partners' respective share of the liability, calculated on a per capita basis. This information is contained in the second attachment (201 Annual unfunded liability worksheet). You will note that the unfunded portion of the accrued liability has decreased from \$780,996 (year end 2016) to \$720,678 (year end 2017). This amounts to \$84.30 per capita.

I will be reviewing some of the long-term assumptions in our planning model during budget process 2019. It appears that inflation on the cost of C/PC is outpacing investment growth on the reserve and this will need to be re-assessed.

Regards,

Murray Hampshire, Manager
Flagstaff Waste
780.384.3950
murray@frswma.com

Closure/Post Closure Accrued Liability, C/PC Reserves and % Landfill Completion - 2013 - 2052



FRSWMA Closure and Post Closure Liability (Dec 31, 2017)

		31-Dec-17	31-Dec-16	31-Dec-15
Estimated C/PC Costs (2012)		\$ 2,504,700.00	\$ 2,504,700.00	\$ 2,504,700.00
Land		\$ 130,000.00	\$ 130,000.00	\$ 130,000.00
Total (adjusted annually for inflation)		\$ 2,827,268.00	\$ 2,773,107.00	\$ 2,719,995.00
Capacity of Landfill (m3)		617,728	617,728	617,728
Capacity filled to end of period (m3)		423,840	416,493	409,108
% Filled		68.61%	67.42%	66.23%
Accrued C/PC liability to end of period		\$ 1,939,865.55	\$ 1,869,722.04	\$ 1,801,394.33
C/PC Reserve at end of period		\$ 1,219,187.31	\$ 1,088,725.57	\$ 799,404.56
2016 truck repayments transfer			\$ -	\$ 60,890.76
Total C/PC Reserve - end of period		\$ 1,219,187.31	\$ 1,088,725.57	\$ 860,295.32
Unfunded C/PC Liability		\$ 720,678.24	\$ 780,996.47	\$ 941,099.01
Percent unfunded		37.2%	41.8%	52.2%

Calculation of Partner Share of Unfunded Accrued C/PC Liability

Municipality	Number Residents	2017	2016	2015
Alliance	154	\$ 12,982.16	\$ 14,068.72	\$ 19,716.69
Daysland	824	\$ 69,462.96	\$ 75,276.77	\$ 91,444.64
Forestburg	875	\$ 73,762.25	\$ 79,935.89	\$ 99,716.58
Galahad	0	\$ -	\$ -	\$ 13,484.40
Hardisty	554	\$ 46,702.04	\$ 50,610.84	\$ 72,407.84
Heisler	160	\$ 13,487.95	\$ 14,616.85	\$ 17,110.46
Killam	989	\$ 83,372.42	\$ 90,350.39	\$ 111,161.33
Lougheed	256	\$ 21,580.73	\$ 23,386.96	\$ 30,934.80
Rosalind	188	\$ 15,848.35	\$ 17,174.80	\$ 21,529.72
Sedgewick	811	\$ 68,367.07	\$ 74,089.15	\$ 97,110.35
Strome	0	\$ -	\$ -	\$ 25,835.66
Flagstaff Cty	3738	\$ 315,112.33	\$ 341,486.11	\$ 367,591.58
Total	8549	\$ 720,678.24	\$ 780,996.47	\$ 941,099.01
Per Capita		\$ 84.30	\$ 91.36	\$ 110.08

* Resident numbers from 2016 Census

Note: Accrued liability is calculated as (total C/PC cost, adjusted for inflation) X (current proportion of landfill capacity completed)

The Sedgewick Public Library would like to extend a proposal for our town's Christmas Event for 2018. Our proposed date would be December 8/2018. We would like to work in cooperation with the Town of Sedgewick and the Sedgewick Recreation Center to plan a fun filled day for all.

Suggestions we have:

- Free Skating
- Free Bowling
- Santa visit/pictures
- Christmas Craft Sale
- Crafts for Children
- Outdoor Sleigh Rides

The local businesses would be asked if they would like to sponsor the skating/bowling and we acknowledge their participation in the local newspaper and posters at the Rec.

Stephen Levy has volunteered to be Santa. We would take pictures with our camera; pictures can be purchased for \$5.00 with proceeds going towards the local food bank.

Christmas craft fair-set up in the concourse downstairs and the curling side lobby or upstairs in the concourse. We would hope for about 18 tables-charge \$10.00 a table.

Sedgewick Library will organize two different craft stations in the ag meeting room for the children.

The Sedgewick Rec Center could benefit by having the concession open for drinks and food.

In previous years, we once had sleigh rides with horses pulling a lowboy with bales on it. To avoid allergies maybe we could organize a bus or truck to pull a lowboy with bales on it.

We could give out goodie bags to the children and maybe ask the local businesses if they would not mind donating the oranges, candy canes or chocolate goodies.

This is just a proposal, if anybody has any other ideas, we are open to new ideas, just think our town should have some kind of Christmas function.

Procurations
Chair for the Sedgewick
Public Library.



February 14, 2018

Honourable Kathleen Ganley
Minister of Justice and Solicitor General
424 Legislature Building
10800 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister Ganley:

The legalization of cannabis for recreational use will have significant fiscal impacts on municipalities. Our members expect to see increased costs due to increased demands on policing, bylaw enforcement, and fire units; amendments to municipal bylaws, policies, and administrative processes; and social impacts (see enclosure for details). As with any significant policy shift, there are also likely to be unintended consequences that result in unexpected costs.

The federal government has expressed its intention that municipalities receive a fair share of cannabis excise tax. On December 13, 2017, Prime Minister Justin Trudeau stated in Parliament that "cities and towns across the country are among our most important partners in our effort to legalize and strictly regulate access to cannabis. That is why we are providing the provinces and territories 75 per cent of collected excise tax from cannabis, so municipalities can get the resources they need to keep cannabis away from kids and profits out of the hands of criminals. This agreement will be reviewed within six months of legalization to confirm that communities, cities, and towns are well supported by the provinces." AUMA strongly believes that the provincial government should ensure adequate funding from cannabis tax revenue flows through to municipalities to cover all municipal costs incurred as a result of legalization.

Using data from jurisdictions that have legalized cannabis for recreational use, as well as cost projections developed by the City of Calgary and the Federation of Canadian Municipalities, we estimate that Alberta municipalities will incur from \$26 to \$42 million in costs due to legalization. We therefore request that the province provide 70 per cent of the cannabis excise taxes it receives from the federal government, to Alberta municipalities to offset their costs associated with cannabis legalization. As the province will generate additional revenues as the sole distributor and online retailer in Alberta, we believe this request is more than fair and equitable.

In addition to ongoing costs associated with legalization, municipalities expect to incur a number of one-time, start-up costs associated with preparing for the implementation of



cannabis legalization. Accordingly, we request that the province establish a \$30 million fund in Budget 2018/19 to help Alberta municipalities offset the costs of transitioning to the new legislative and regulatory framework.

Lastly, we would like to acknowledge the significant uncertainty around existing statistics related recreational consumer use and illicit market sales. Given the corresponding uncertainty inherent in our municipal cost projections, we request that in three years' time, the province conduct a review of the provincial-municipal cannabis tax sharing agreement to ensure that municipalities have the resources they need to fulfill their new roles and responsibilities.

I would be pleased to meet with you to discuss this matter further. Your staff may contact me at president@auma.ca to schedule a meeting at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read 'Barry Morishita'.

Barry Morishita
AUMA President

If you would like to discuss this matter further, please feel free to contact me by email at president@auma.ca or my cell phone at (403) 363-9224.

cc: Honourable Shaye Anderson, Minister of Municipal Affairs

Enclosure

Legalization of Cannabis for Recreational Use - Government Responsibilities and Revenues

Municipal Government	Provincial Government	Federal Government
Responsibilities		
<ul style="list-style-type: none"> • Policing and enforcement <ul style="list-style-type: none"> ◦ Training for constables/peace officers ◦ Acquisition of testing devices ◦ Impaired driving enforcement ◦ Possession and youth possession ◦ Gangs and illegal activity • Emergency response • Social housing rules and management • Courts operations and prosecutions <ul style="list-style-type: none"> ◦ Enforcement staff time and resources • Zoning for commercial operations • Education on municipal bylaws, zoning, and business licensing processes • Bylaw enforcement <ul style="list-style-type: none"> ◦ Storefront closure/prevention of re-opening ◦ Home grows ◦ Complaints regarding cultivation ◦ Nuisance complaints ◦ Enforcement of consumption venues 	<ul style="list-style-type: none"> • Siting and operation of retail stores <ul style="list-style-type: none"> ◦ Training retail and management staff on social responsibility ◦ Store licensing and inspections ◦ Compliance with packaging and advertising standards • Policy for consumption venues • Public health and education campaigns • Provincial highway driving enforcement • Constabulary training programs (cost recovered) • Defending challenges of new driving offences • Criminal prosecutions for illegal distribution (should decrease over long term) • Primary health care 	<ul style="list-style-type: none"> • Licensing and enforcing grow operations • Regulating edibles • Setting advertising and packaging standards • Prosecuting illegal grows • Defending challenges to regulation and criminal law • Policy development (grow operations, distribution, sales, packaging, etc.) • Public health and educational campaigns • International treaties • Tax administration

<ul style="list-style-type: none"> • Public health <ul style="list-style-type: none"> ◦ Safe use programs (interaction with alcohol/tobacco/other drugs) • Fire, licensing, and building inspection <ul style="list-style-type: none"> ◦ Consumption venues ◦ Retail stores • Updating labour frameworks as needed for front-line workers and public safety • Local youth justice diversion programs 		
Revenues		
<ul style="list-style-type: none"> • Cannabis excise tax • Property tax 	<ul style="list-style-type: none"> • Cannabis excise tax • AGLC distribution sales margins • Online sales • Business (corporate) taxes 	<ul style="list-style-type: none"> • Licensing grow operations • Cannabis excise tax • Business (corporate) taxes

Excise Tax Split	Percent of total	Percent of provincial allocation	
Federal government	25%	25%	
Provincial government	22.5%	75%	30%
Municipal governments	52.5%		70%
Total:	100%	100%	100%

TOO FAR. TOO FAST.

January 10th, 2018

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

RECEIVED

FEB 20 2018

Dear Mayor Robinson;

We are writing to you as health and safety experts to consider passing a motion to prevent the opening of legalized cannabis stores in your community in the interest of protecting public safety and young people.

The federal government's cannabis legalization aggressive commercialization agenda has fallen short on ensuring that our youth, road users and communities are protected from the hazards of legal marijuana consumption. In turn, provincial regulatory frameworks to sell and distribute cannabis have been hastily set up according to the federal government's rushed process, which has resulted in further health and safety deficiencies and a patchwork of inconsistent rules across the country. The bottom line is that cannabis legalization and commercialization is going too far, too fast and public health and safety will pay the price.

We stand with public health experts, healthcare professionals, community leaders, parents and law enforcement who have raised important concerns about the federal legalization scheme, but have been ignored thus far. Ultimately, communities such as yours will have to contend with the negative impact brought on by rushed legalization and commercialization: more drug-impaired driving; easier access to cannabis for youth; increased strain on mental health services and counseling; higher costs for enforcement of new laws and regulations with vague promises of new resources (but no guarantee that the black market will fade); and evolving challenges to manage the consumption of a new product that is toxic, addictive and dangerous.

Please consider debating a motion such as the one passed unanimously by the Council of the Town of Richmond Hill, which declares the Town is not willing to host a legal cannabis outlet: <https://pub-richmondhill.escrimemeetings.com/Meeting?Id=b5b08598-6cae-43eb-bcb4-d84c5434a064&Agenda=Agenda&lang=English#21>

www.toofartoofastcanada.com

2f2fcanada@gmail.com

2595 Skymark Ave, Mississauga, ON L4W 4L5

Other jurisdictions, including Manitoba, have recognized a municipality's right to decide by ensuring they have a local option right to preclude the establishment of retail cannabis outlets in their municipalities. Why aren't Alberta's municipalities being afforded the same respect and consideration for their residents?

Please also consider pressing your federal and provincial representatives for answers on how they intend to address the health and safety gaps of the current framework. You may wish to use the Too Far Too Fast position paper – www.toofartoofastcanada.com - as a reference tool on how cannabis legalization legislation needs to be improved before we are confident that the risks to public health and safety are minimal. It includes important data and evidence from healthcare advocates, municipal leaders and other experts on the impact of legalization on health and safety.

I have enclosed for your information, a recent report by the Traffic Injury Research Foundation that speaks to the rise of cannabis impairment and the devastating impact on road safety. A reminder that our law enforcement officials do not yet have the tools they need, we are not ready.

This is the first time since the repeal of alcohol Prohibition that a harmful product has been legalized for wide public consumption. There is a way to do this right, but we only have one chance to get it right. The current scheme poses great risks to public safety according to the experts.

We believe that your citizens would want you to take the best available measures to mitigate the risks of cannabis legalization and commercialization, including reducing access.

Yours truly,



Brian Patterson

Enclosure



MARIJUANA USE AMONG DRIVERS IN CANADA, 2000-2014

Traffic Injury Research Foundation, December 2017

Introduction

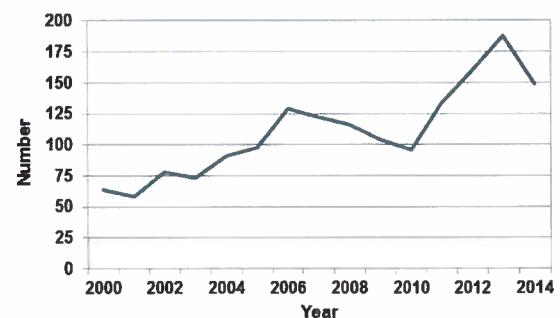
Public concern about drug-impaired driving in general and marijuana-impaired driving in particular has increased in recent years. Marijuana studies have shown that the psychoactive chemical delta-9-tetrahydrocannabinol (or THC) enters the user's bloodstream and brain immediately after smoking or consuming marijuana, and has impairing effects. In addition, research on drivers in fatal crashes has shown that THC-positive drivers are more than twice as likely to crash as THC-free drivers (Grondel 2016). There is also evidence from surveys of Canadian drivers suggesting that the prevalence of marijuana use is greater among 16-19 year old drivers than drivers in other age groups (Robertson et al. 2017).

In light of this concern, this fact sheet, sponsored by State Farm, examines the role of marijuana in collisions involving fatally injured drivers in Canada between 2000 and 2014. Data from TIRF's National Fatality Database were used to prepare this fact sheet which explores trends in the use of marijuana among fatally injured drivers, and the characteristics of these drivers.¹ Other topics that are examined include the presence of different categories of drugs among fatally injured drivers in different age groups, and the combined presence of marijuana and alcohol among this population of drivers.

Trends in marijuana use among fatally injured drivers

The number of fatally injured drivers who tested positive for marijuana from 2000 to 2014 is displayed in Figure 1. In 2000, 64 fatally injured drivers tested positive for marijuana. This number increased to 129 in 2006, decreased to 96 in 2010, and reached a higher peak at 188 in 2013 before decreasing to 149 in 2014. Since a much smaller percentage of drivers (37.0% to 62.1%) that were killed in road crashes were tested for drugs between 2000 and 2010, as compared to a much larger percentage (73.9% to 82.9%)

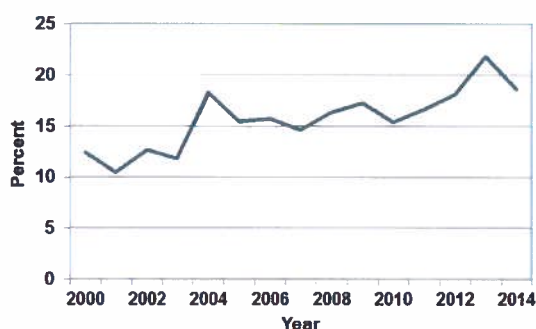
Figure 1: Number of fatally injured drivers who tested positive for marijuana: Canada, 2000-2014



that were tested between 2011 and 2014, these results should be interpreted with caution. A much larger absolute number of drivers were tested for marijuana during this latter period, thus, it would be expected that from 2011 to 2014, the absolute number of fatally injured drivers who tested positive for marijuana would be larger than during the earlier period.

An analysis of trends related to the percentage of marijuana-positive drivers among all fatally injured drivers who were tested for the presence of drugs was also conducted. Figure 2 shows the percentage of fatally injured drivers in this group that tested positive for marijuana. Among those drivers tested for drugs, 12.4% of fatally injured drivers were positive for marijuana in 2000. This percentage decreased to 10.4% in 2001, and gradually rose to its highest level in 2013 (21.9%) before declining in 2014 to 18.6%.

Figure 2: Percentage of fatally injured drivers who tested positive for marijuana: Canada, 2000-2014



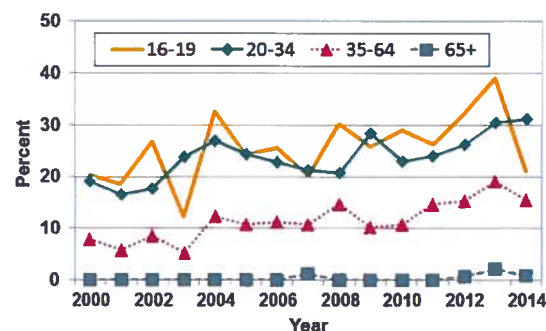
Characteristics of fatally injured drivers testing positive for marijuana

In this section, demographic factors were analyzed to determine their role in marijuana-related driver fatalities from 2000 to 2014. Fatally injured drivers that tested positive for marijuana were examined according to the age and sex of drivers. These results were further compared to data regarding the presence of alcohol use among fatally injured drivers.

The percentage of fatally injured drivers in each age group who tested positive for marijuana from 2000-2014 is shown in Figure 3. Drivers were grouped according to the following age categories: 16-19 years, 20-34 years, 35-64 years, and 65 years and older. The percentage of fatally injured 16-19 year old drivers that tested positive for marijuana

generally decreased from 2000 (20.4%) to its lowest level in 2003 (12.1%), but then gradually rose to its highest level in 2013 (39.1%) before decreasing to 21.1% in 2014.

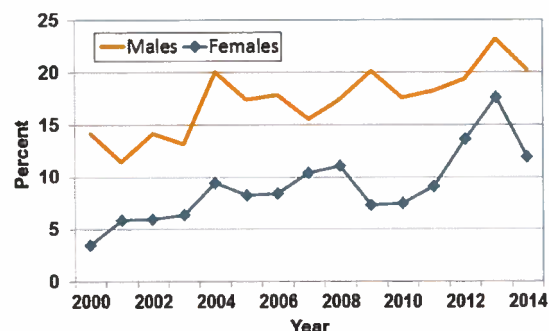
Figure 3: Percentage of fatally injured drivers testing positive for marijuana by age group: Canada, 2000-2014



The proportion of fatally injured drivers aged 20-34 years that tested positive for marijuana generally increased from 2000 (19.0%) to its highest level in 2014 (31.3%). Similarly, there has been a general increase in the percentage of fatally injured 35-64 year old drivers who tested positive for marijuana between 2000 (7.8%) and 2014 (15.5%). In sharp contrast, throughout this 15-year period, a very small percentage of fatally injured drivers aged 65 and older tested positive for marijuana (ranging from 0.0% to 2.3%).

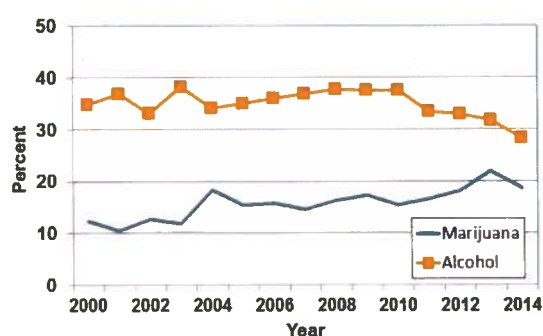
The percentage of male and female fatally injured drivers who tested positive for marijuana from 2000 to 2014 is compared in Figure 4. Throughout this 15-year period, males were more likely than females to test positive for marijuana. Among fatally injured male drivers, the percentage of drivers who tested positive for marijuana generally increased from 2000 (14.2%) to its highest level in 2013 (23.2%), before decreasing in 2014 (20.2%). Similarly, the percentage of fatally injured female drivers who tested positive for marijuana increased between 2000 (3.5%) and 2013 (17.6%), before decreasing in 2014 to 11.9%. Although there was a decrease from 2013 to 2014 in the percentage of male and female fatally injured drivers who tested positive for marijuana, the decrease among female drivers appears to be more pronounced.

Figure 4: Percentage of fatally injured drivers testing positive for marijuana by sex: Canada, 2000-2014



Trends in marijuana use and alcohol use among fatally injured drivers are compared in Figure 5; it shows the percentage of fatally injured drivers that tested positive for each of these substances between 2000 and 2014. A larger percentage of fatally injured drivers tested positive for alcohol as compared to marijuana during this 15-year period. In 2000, more than one-third (34.8%) of fatally injured drivers tested positive for alcohol compared to just 12.4% who tested positive for marijuana. However, from 2010 to 2013, the percentage of fatally injured drivers who tested positive for alcohol consistently decreased (from 37.6% to 31.6%), while the percentage of those drivers who tested positive for marijuana increased (from 15.4% to 21.9%). By 2014, the percentages of fatally injured drivers who tested positive for alcohol (28.4%) and marijuana (18.6%) had both declined.

Figure 5: Percentage of fatally injured drivers testing positive for marijuana and for alcohol: Canada, 2000-2014



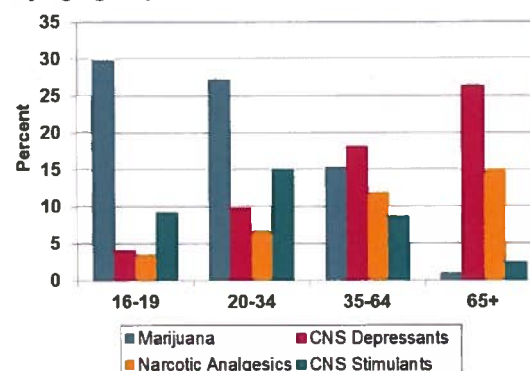
Marijuana and other types of drugs used by fatally injured drivers by age group

Drugs are categorized according to the Drug Evaluation Classification (DEC) program which has been adopted by police services throughout North America. This classification system is based upon common signs and symptoms associated with the presence of different types of drugs (Jonah 2012). The seven drug categories are:

- > cannabis (marijuana);
- > central nervous system depressants (e.g., benzodiazepines and antihistamines);
- > central nervous system stimulants (e.g., cocaine, amphetamines, and ecstasy);
- > hallucinogens (e.g., LSD, magic mushrooms);
- > dissociative anesthetics (e.g., ketamine and phencyclidine);
- > narcotic analgesics (e.g., morphine, fentanyl, heroin, codeine, oxycodone); and,
- > inhalants (e.g., toluene, gasoline, cleaning solvents).

The percentage of fatally injured drivers in each age group who tested positive for each drug type during a five-year (2010-2014) period is presented in Figure 6. The drug types shown are marijuana, CNS depressants, CNS stimulants and narcotic analgesics. Less than 2.0% of fatally injured drivers tested positive for dissociative anesthetics, hallucinogens, and inhalants, hence, data related to these drug categories are not shown.

Figure 6: Percentage of fatally injured drivers testing positive for different categories of drugs by age group: Canada, 2010-2014



Marijuana was the drug most commonly detected among 16-19 and 20-34 year old drivers (29.8% and 27.2%, respectively). The prevalence of marijuana among fatally injured 16-19 year old drivers is similar to levels that were reported in previous analyses of fatally injured drivers (TIRF 2014). This finding is also consistent with an online survey of Canadian drivers that showed marijuana use was more prevalent among 16-19 year old drivers (6.1%) as compared to drivers aged 25-44 years (2.8%), 46-64 years (0.9%), and over age 65 (0.1%) between 2002 and 2015 (Robertson et al. 2017). Less than 1.0% of fatally injured drivers aged 65 years and older tested positive for marijuana.

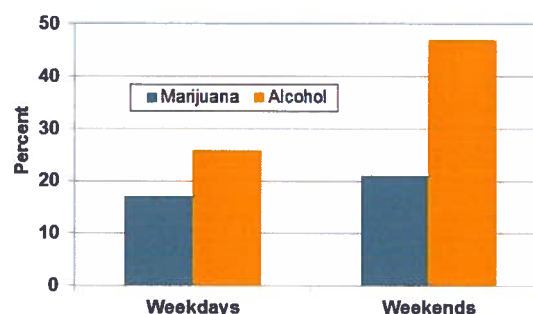
CNS depressants were the type of drug most commonly found among fatally injured drivers aged 35-64 and 65 and older (18.1% and 26.3% respectively). Drivers aged 20-34 were the most likely to test positive for CNS stimulants (15.0%), and narcotic analgesics were most commonly found among fatally injured drivers aged 65 and older (14.6%).

Characteristics of collisions involving drivers testing positive for marijuana and alcohol

Patterns of marijuana use and alcohol use among fatally injured drivers were compared during a five-year period (2010-2014). Characteristics that were examined included the type of day (weekdays versus weekends) and hours of day that collisions occurred. Weekday collisions were defined as those which occurred between 6:00 p.m. on Sunday to 5:59 p.m. on Friday whereas weekend collisions are defined as those which occurred between 6:00 p.m. on Friday to 5:59 p.m. on Sunday.

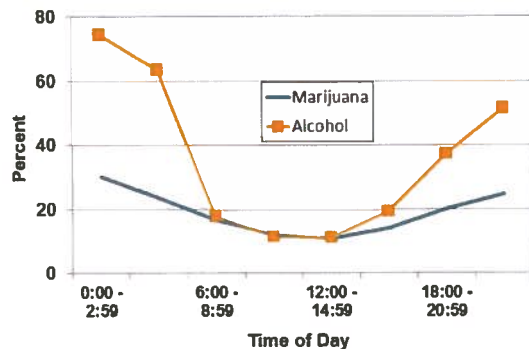
Figure 7 compares drivers killed in weekday versus weekend crashes from 2010 to 2014 and the percentages that were positive for marijuana and alcohol. Drivers that died in weekend crashes (20.9%) were slightly more likely to test positive for marijuana than those who died in weekday crashes (17.0%). There was a more pronounced difference in terms of the presence of alcohol with almost half (45.8%) of fatally injured drivers in weekend crashes who tested positive compared to approximately one-quarter (25.8%) of drivers killed in weekday crashes.

Figure 7: Percentage of fatally injured drivers in weekend and weekday crashes who tested positive for marijuana and alcohol: Canada, 2010-2014



An analysis was also performed to identify any variations based upon the time that collisions occurred in relation to the percentage of fatally injured drivers who tested positive for marijuana versus alcohol between 2010 and 2014. The results are presented in Figure 8. Collision times were divided into three-hour increments on a 24-hour scale. The largest percentage of drivers who tested positive for marijuana and who tested positive for alcohol were involved in collisions which occurred between midnight and 2:59. An almost identical proportion of drivers tested positive for marijuana and alcohol for the three time periods between 6:00 and 14:59. After this time of day, there was an increase in the percentage of both drivers who tested positive for marijuana and those who tested positive for alcohol until 23:59. Although there was a greater likelihood that drivers tested positive for both substances in collisions that occurred between midnight and 2:59, a larger percentage of drivers tested positive for alcohol (74.3%) than for marijuana (30.0%). For collisions which occurred just prior to midnight (21:00 to 23:59), more than half of drivers were positive for alcohol (51.6%) compared to 24.8% who tested positive for marijuana.

Figure 8: Percentage of fatally injured drivers who tested positive for marijuana and alcohol by time of day: Canada, 2010-2014



Conclusions

In the past 15 years, there has been a steady increase in the percentage of fatally injured drivers in Canada who tested positive for marijuana. Generally speaking, drivers aged 16-19 years were the age group of fatally injured drivers who were most likely to test positive for marijuana. However, in 2014, a larger percentage of fatally injured drivers aged 20-34 years tested positive. Continued monitoring is required to determine whether the presence of marijuana in fatally injured drivers aged 20-34 remains higher as compared to the prevalence in younger drivers aged 16-19.

Trends in the percentage of male and female fatally injured drivers who tested positive for marijuana from 2000 to 2014 were similar in terms of annual increases and decreases. However, throughout this 15-year period, males were twice as likely as females to test positive for marijuana. While driver sex may explain differences in the magnitude of marijuana use among fatally injured drivers, it does not appear to account for differences in trends.

Between 2000 and 2014, a larger percentage of fatally injured drivers tested positive for alcohol than for marijuana. There was a four-year period (2010-2013) during which the percentage of alcohol-positive drivers decreased while the percentage of marijuana-positive drivers increased. Trends in the prevalence of these substances among fatally injured drivers warrant further attention.

Almost one-third of fatally injured drivers aged 16-19 tested positive for marijuana which is comparable to data reported previously. Notably,

the percentage of drivers aged 20-34 years who tested positive was almost as large. This suggests that education programs that have been developed to reduce marijuana use among 16-19 year old drivers may also be appropriate to address marijuana-impaired driving among this older age group. Conversely, fatally injured drivers aged 35-64, and aged 65 and older were more likely to test positive for CNS depressants and narcotic analgesics. Although programs to reduce marijuana use among older age drivers do not appear necessary at this time, continued monitoring of trends is needed to track whether the prevalence of marijuana use will increase across age categories. Furthermore, a 'one size fits all' approach to reduce any kind of drug-impaired driving among all age groups may not resonate equally throughout the driving population.

Similar to alcohol, a larger percentage of drivers tested positive for marijuana on weekends as opposed to weekdays and at night as opposed to daytime. However, it should be noted that the differences were less pronounced for drivers who tested positive for marijuana than for alcohol. This suggests targeting drivers by time of day and day of week may be less effective for marijuana impaired driving than alcohol impaired driving.

To summarize, an increasing percentage of fatally injured drivers in Canada tested positive for marijuana in recent years whereas a decreasing percentage of these drivers tested positive for alcohol. Nevertheless, despite such opposite trends, the percentage of alcohol-positive fatally injured drivers remains larger than the proportion of drivers who tested positive for marijuana. In addition, the incidence of marijuana use appears greater among drivers in younger age groups that are involved in crashes on weekends and night-time, however, these indicators were not as reliable to predict marijuana use as they were to predict alcohol use. Ongoing analysis of data in future years is needed to monitor progress in reducing marijuana-impaired driving.

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Jonah, B. (2012). Drugs and Driving Framework. Ottawa, Ontario: Canadian Council of Motor Transport Administrators.

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Traffic Injury Research Foundation. (2014). Teens and Drug Impaired Driving. Ottawa, Ontario: Traffic Injury Research Foundation.

¹ Fatality data from British Columbia from 2011 to 2014 were not available at the time that this fact sheet was prepared. As a result, Canadian data presented have been re-calculated to exclude this jurisdiction and make equitable comparisons.

Traffic Injury Research Foundation

The mission of the Traffic Injury Research Foundation (TIRF) is to reduce traffic-related deaths and injuries. TIRF is a national, independent, charitable road safety institute. Since its inception in 1964, TIRF has become internationally recognized for its accomplishments in a wide range of subject areas related to identifying the causes of road crashes and developing programs and policies to address them effectively.

Traffic Injury Research Foundation (TIRF)

171 Nepean Street, Suite 200

Ottawa, Ontario K2P 0B4

Phone: (877) 238-5235

Fax: (613) 238-5292

Email: tirf@tirf.ca

Website: www.tirf.ca

ISBN: 978-1-926857-91-6

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Public Health
Agency of Canada

Agence de la santé
publique du Canada



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Sedgewick Recreation Facility 2017 Approved Budget

	2017 Budget	2017 Actual	% of Budget Dec 2017 (100%)
Revenues:			
Ag Society - Annual	\$ 17,500.00	\$ 17,500.00	100%
Facility Room Rentals	\$ 8,000.00	\$ 10,228.34	128%
July 1st Revenues	\$ 7,500.00	\$ 6,339.48	85%
Fundraisers/Raffles/Signage	\$ 20,000.00	\$ 19,388.51	97%
Arena Revenue (winter)	\$ 78,000.00	\$ 130,297.85	167%
Arena Revenue (spring/summer)	\$ 6,000.00	\$ 7,309.52	122%
Bowling Revenues	\$ 30,000.00	\$ 32,142.13	107%
Curling Revenues	\$ 30,000.00	\$ 25,964.87	87%
Library Lease/UT	\$ 4,800.00	\$ 4,800.00	100%
Concession	\$ 100,000.00	\$ 124,451.55	124%
Co-op Gift Cards	\$ 100,000.00	\$ 90,450.00	90%
Co-op Gift Card - Dividend	\$ 6,000.00	\$ 5,508.66	92%
Bank Interest	\$ 20.00	\$ 24.88	124%
Ag OP Grant	REMOVED	\$ -	
Capital Grants	\$ 7,600.00	\$ 15,000.00	197%
Town OP Grant/Capital Reserves	\$ 27,700.00	\$ 27,500.00	99%
Other	\$ 500.00	\$ 446.34	89%
Donations	\$ 10,000.00	\$ 21,311.74	213%
ATM Fee Income	\$ 2,000.00	\$ 2,900.00	145%
Total Revenues:	\$ 455,620.00	\$ 541,563.87	119%
Expenditures:			% of Budget
Salaries (Full Time)	\$ 43,200.00	\$ 49,265.95	114%
Salaries (Part-Time)	\$ 61,500.00	\$ 77,356.10	126%
Salaries - Employer Contr.	\$ 9,120.00	\$ 10,038.58	110%
Education/Training	\$ 1,000.00	\$ 175.00	18%
Office Supplies	\$ 2,000.00	\$ 2,085.08	104%
Advertising/Promotional	\$ 1,000.00	\$ 945.59	95%
Service Charges	\$ 200.00	\$ 285.45	143%
General Goods & Services	\$ 110,000.00	\$ 99,026.57	90%
Janitorial Supplies	\$ 5,000.00	\$ 6,280.48	126%
OH&S	\$ 750.00	\$ 1,006.75	134%
Freight	\$ 100.00	\$ -	0%
Telephones/Alarms	\$ 3,000.00	\$ 2,340.41	78%
Audit Fees	\$ 2,000.00	\$ 2,475.00	124%
Waste Management Fees	\$ 1,400.00	\$ 1,140.10	81%
Insurance	\$ 270.00	\$ 169.95	63%
Building R&M	\$ 20,000.00	\$ 17,130.23	86%
Equipment R&M	\$ 25,000.00	\$ 22,558.92	90%
Electricity	\$ 71,240.00	\$ 70,575.91	99%
Gas	\$ 26,240.00	\$ 20,511.11	78%
Concession Exp.	\$ 65,000.00	\$ 63,190.81	97%
Contribution to Capital	\$ 7,600.00	\$ 7,600.00	
Total Expenditures:	\$ 455,620.00	\$ 454,157.99	100%
Net Surplus/(Deficit)	\$ -	\$ 87,405.88	
Concession Reno	Capital Exp	\$ 36,063.92	
New Hardball Diamond	Capital Exp	\$ 20,638.60	

Sedgewick Rec Centre

Profit & Loss

December 2017

	Dec 17
Income	
4100 · Bowling	
4115 · YBC	19.05
4125 · Bowling Facility Rentals	542.86
4135 · Bowling Merchandise Sales	108.76
Total 4100 · Bowling	670.67
4200 · Arena	
4201 · Minor Hockey Ice Rental	10,004.61
4205 · Rec Hockey	975.00
4210 · Sabres	1,430.00
4212 · Canskate	1,491.00
4220 · Arena Facility Rental	939.52
Total 4200 · Arena	14,840.13
4350 · Curling Utility Repay	
4352 · CC Natural Gas Recovery 15%	405.32
4353 · CC Lighting Recovery 20%	673.60
4354 · CC Plant Power Recovery 50%	2,726.45
Total 4350 · Curling Utility Repay	3,805.37
4400 · Concession	
4401 · Concession Sales	10,805.71
4410 · Liquor Sales	2,372.00
4415 · Bottle depot	160.00
Total 4400 · Concession	13,337.71
4500 · Facility	
4501 · Facility Misc Rental	97.62
4510 · Fundraising	661.25
4600 · Interest Income	1.19
4710 · July 1st	3,259.91
4731 · Donations	2,505.00
Total 4500 · Facility	6,524.97
4770 · Grants	
4771 · Ag Society Utility Grant	17,500.00
Total 4770 · Grants	17,500.00
4900 · Friends of the Rec Centre	
4925 · Avenue ATM Activity Fee	270.00
Total 4900 · Friends of the Rec Centre	270.00
4901 · Rec Board Fundraising	
4902 · Wildrose Gift Card Sales	23,000.00
Total 4901 · Rec Board Fundraising	23,000.00
Total Income	79,948.85
Expense	
6000 · Bowling Expense	
6001 · Bowling Miscellaneous	444.00
6002 · Bowling Janitorial	285.00
Total 6000 · Bowling Expense	729.00
6010 · Arena Expenses	
6025 · Zamboni Repair & Maint	124.00
6040 · Arena Program Expense	727.50
Total 6010 · Arena Expenses	851.50

Sedgewick Rec Centre

Profit & Loss

December 2017

	Dec 17
6200 · Concession Expense	
6205 · Concession Merchandise	3,315.25
6210 · Concession Equip/Supplies	784.52
6215 · Liquor Expenses	628.33
Total 6200 · Concession Expense	4,728.10
6300 · Facility Expenses	
6301 · Bookkeeping	1,000.00
6304 · Insurance	169.95
6305 · Bank charges	36.35
6315 · Facility Repair & Maint	1,076.42
6325 · Custodial Supplies	456.69
6328 · First Aid/Safety	687.21
6350 · Waste Management Fees	104.00
6360 · Office Supplies	118.85
6365 · Telephone Costs	186.45
6380 · Professional Fees - Accountant	2,225.00
Total 6300 · Facility Expenses	6,060.92
6400 · Utilities	
6410 · Natural Gas	
6411 · Bowling Nat. Gas 10% in season	270.21
6412 · Arena Nat. Gas - 20% in season	540.43
6413 · Curling Nat. Gas -15% in season	405.32
6414 · Facility Nat Gas - 55% or rest	895.35
6415 · Carbon Levy	590.83
Total 6410 · Natural Gas	2,702.14
6430 · Lighting	
6431 · Bowling Lighting - 10% in use	336.80
6432 · Arena Lighting - 30% - in use	1,010.40
6433 · Curling Lighting - 20% - in use	673.60
6434 · Facility Light 40% or rest	1,347.19
Total 6430 · Lighting	3,367.99
6440 · Power Plant	
6441 · Arena Power Plant - 50%	2,726.46
6442 · Curling Power Plant - 50%	2,726.45
Total 6440 · Power Plant	5,452.91
Total 6400 · Utilities	11,523.04
6700 · Payroll Expenses	
6710 · Facility Manager Hours	
6712 · Facility Manager OT Hours	0.00
6710 · Facility Manager Hours - Other	2,610.00
Total 6710 · Facility Manager Hours	2,610.00
6715 · Arena hours	
6717 · Arena overtime hours	0.00
6715 · Arena hours - Other	2,604.00
Total 6715 · Arena hours	2,604.00
6720 · Concession hours	
6722 · Concession overtime hours	102.00
6720 · Concession hours - Other	5,115.20
Total 6720 · Concession hours	5,217.20

10:54 AM

2018-02-18

Accrual Basis

Sedgewick Rec Centre

Profit & Loss

December 2017

	Dec 17
6723 · Concession Supervisor	
6724 · Concession Supervisor OT Hours	0.00
6723 · Concession Supervisor - Other	2,034.00
Total 6723 · Concession Supervisor	2,034.00
6725 · Janitorial hours	512.00
6700 · Payroll Expenses - Other	1,296.26
Total 6700 · Payroll Expenses	14,273.46
Total Expense	38,166.02
Net Income	41,782.83

Sedgewick Recreation Facility 2018 Approved Budget

Revenues:	2018 Budget	2018 Actual	% of Budget Jan 2018 (8%)
Ag Society - Annual	\$ 14,500.00		0%
Facility Room Rentals	\$ 11,000.00		0%
July 1st Revenues	\$ 5,000.00		0%
Fundraisers/Raffles/Signage	\$ 10,000.00	\$ 150.00	2%
Arena Revenue (winter)	\$ 80,000.00	\$ 18,581.39	23%
Arena Revenue (spring/summer)	\$ 10,000.00		0%
Bowling Revenues	\$ 32,000.00	\$ 161.91	1%
Curling Revenues	\$ 30,000.00	\$ 3,759.16	13%
Library Lease/UT	\$ 4,800.00	\$ 2,400.00	50%
Concession	\$ 109,934.00	\$ 17,365.25	16%
Co-op Gift Cards	\$ 100,000.00	\$ 1,250.00	1%
Co-op Gift Card - Dividend	\$ 6,000.00		0%
Bank Interest	\$ 50.00	\$ 1.02	2%
Capital Grants	\$ 15,000.00		0%
County Recreation Funding	\$ 27,500.00		0%
Other	\$ 500.00		0%
Donations	\$ 10,000.00	\$ 70.00	1%
ATM Fee Income	\$ 2,200.00		0%
Total Revenues:	\$ 468,484.00	\$ 43,738.73	9%
Expenditures:			% of Budget
Salaries (Full Time)	\$ 84,240.00	\$ 6,070.50	7%
Salaries (Part-Time)	\$ 62,700.00	\$ 13,924.00	22%
Salaries - Employer Contr.	\$ 14,694.00	\$ 1,921.12	13%
Education/Training	\$ 1,000.00	\$ 500.00	50%
Office Supplies	\$ 2,000.00	\$ 779.18	39%
Advertising/Promotional	\$ 1,000.00		0%
Service Charges	\$ 400.00	\$ 12.55	3%
General Goods & Services	\$ 100,000.00	\$ 570.85	1%
Janitorial Supplies	\$ 5,000.00		0%
WCB	\$ 750.00		0%
Freight	\$ 100.00		0%
Telephones/Alarms	\$ 3,000.00	\$ 189.45	6%
Audit Fees	\$ 2,000.00		0%
Waste Management Fees	\$ 1,400.00	\$ 104.00	7%
Insurance	\$ 200.00		0%
Building R&M	\$ 20,000.00	\$ 924.58	5%
Equipment R&M	\$ 25,000.00	\$ 1,196.07	5%
Electricity	\$ 70,000.00	\$ 8,219.40	12%
Gas	\$ 25,000.00	\$ 4,278.18	17%
Concession Exp.	\$ 50,000.00	\$ 8,121.29	16%
Capital Contribution	\$ -		
Total Expenditures:	\$ 468,484.00	\$ 46,811.17	10%
Net Surplus/(Deficit)	\$ -	-\$ 3,072.44	

Sedgewick Rec Centre
Profit & Loss
January 2018

	Jan 18
Income	
4100 · Bowling	
4115 · YBC	19.05
4125 · Bowling Facility Rentals	142.86
Total 4100 · Bowling	161.91
4200 · Arena	
4201 · Minor Hockey Ice Rental	15,981.39
4205 · Rec Hockey	975.00
4210 · Sabres	1,625.00
Total 4200 · Arena	18,581.39
4350 · Curling Utility Repay	
4352 · CC Natural Gas Recovery 15%	641.73
4353 · CC Lighting Recovery 20%	661.52
4354 · CC Plant Power Recovery 50%	2,455.91
Total 4350 · Curling Utility Repay	3,759.16
4400 · Concession	
4401 · Concession Sales	14,350.48
4410 · Liquor Sales	2,860.72
4415 · Bottle depot	154.05
Total 4400 · Concession	17,365.25
4500 · Facility	
4600 · Interest Income	1.02
4731 · Donations	70.00
4755 · Sedgewick Library	2,400.00
Total 4500 · Facility	2,471.02
4901 · Rec Board Fundraising	
4902 · Wildrose Gift Card Sales	1,250.00
4901 · Rec Board Fundraising - Other	150.00
Total 4901 · Rec Board Fundraising	1,400.00
Total Income	43,738.73
Expense	
6000 · Bowling Expense	
6002 · Bowling Janitorial	225.00
6005 · Bowling Repair & Maint	345.85
Total 6000 · Bowling Expense	570.85
6010 · Arena Expenses	
6020 · Arena Repair & Maint	100.00
6025 · Zamboni Repair & Maint	252.00
Total 6010 · Arena Expenses	352.00
6200 · Concession Expense	
6205 · Concession Merchandise	6,154.15
6210 · Concession Equip/Supplies	784.52
6215 · Liquor Expenses	1,182.62
Total 6200 · Concession Expense	8,121.29

Sedgewick Rec Centre

Profit & Loss

January 2018

2018-02-18

Accrual Basis

	Jan 18
6300 · Facility Expenses	
6301 · Bookkeeping	1,200.00
6302 · Elevator Expenses	630.75
6305 · Bank charges	12.55
6315 · Facility Repair & Maint	824.58
6328 · First Aid/Safety	500.00
6350 · Waste Management Fees	104.00
6355 · Equipment R&M (facility)	313.32
6360 · Office Supplies	779.18
6365 · Telephone Costs	189.45
Total 6300 · Facility Expenses	4,553.83
6400 · Utilities	
6410 · Natural Gas	
6411 · Bowling Nat. Gas 10% in season	427.82
6412 · Arena Nat. Gas - 20% in season	855.64
6413 · Curling Nat. Gas -15% in season	641.73
6414 · Facility Nat Gas - 55% or rest	2,352.99
Total 6410 · Natural Gas	4,278.18
6430 · Lighting	
6431 · Bowling Lighting - 10% in use	330.76
6432 · Arena Lighting - 30% - in use	992.28
6433 · Curling Lighting - 20% - in use	661.52
6434 · Facility Light 40% or rest	1,323.02
Total 6430 · Lighting	3,307.58
6440 · Power Plant	
6441 · Arena Power Plant - 50%	2,455.91
6442 · Curling Power Plant - 50%	2,455.91
Total 6440 · Power Plant	4,911.82
Total 6400 · Utilities	12,497.58
6700 · Payroll Expenses	
6710 · Facility Manager Hours	
6712 · Facility Manager OT Hours	0.00
6710 · Facility Manager Hours - Other	3,060.00
Total 6710 · Facility Manager Hours	3,060.00
6715 · Arena hours	
6717 · Arena overtime hours	0.00
6715 · Arena hours - Other	3,690.00
Total 6715 · Arena hours	3,690.00
6720 · Concession hours	
6722 · Concession overtime hours	192.60
6720 · Concession hours - Other	8,217.40
Total 6720 · Concession hours	8,410.00
6723 · Concession Supervisor	
6724 · Concession Supervisor OT Hours	0.00
6723 · Concession Supervisor - Other	3,010.50
Total 6723 · Concession Supervisor	3,010.50
6725 · Janitorial hours	624.00

Sedgewick Rec Centre
Profit & Loss
January 2018

	Jan 18
6700 · Payroll Expenses - Other	1,921.12
Total 6700 · Payroll Expenses	20,715.62
Total Expense	46,811.17
Net Income	-3,072.44

MARCH 12. 2018

RECEIVED

MAR 19 2018

SEDGEWICK TOWN COUNCIL
SEDGEWICK, AB, T0B 4C0

DEAR COUNCIL MEMBERS

I RECIENLTLY RECIEVED A "PAST DUE" TAX NOTICE FOR 2017. I HAVE A CONCERN WITH THIS NOTICE AS FOLLOWS:

DUE TO A MISTAKE BY A LOCAL BANK MY ONLINE PAYMENT WAS NOT PROCESSED ON JULY 30, 2017. THIS RESULTED IN MY PAYMENT BEING LATE.

MY PAYMENT WAS CERTAINLY LATE, SO THE INITIAL LATE CHARGES ARE JUSTIFIABLE.

MY CONCERN IS WITH THE SECOND CHARGE FOR BEING LATE PAST JANUARY 1, 2018. WHY WAS THE LATE NOTICE SENT AFTER THIS DATE? THERE WAS SIX MONTHS BETWEEN DATES. I THINK THE TOWN SHOULD SEND OUT THE LATE NOTICES BEFORE THE SECOND DATE. OR IS IT INTENTIONAL IN ORDER TO GET SECOND PENALTY (18%).

MY FAMILY HAS LIVED IN THIS COMMUNITY FOR OVER 100 YEARS WITH OUT ANY PRIOR PAYMENT CONCERNS.

CONCERNED CITIZEN



WILLIAM COLLIN CUMBERLAND

TAX CERT No.
2018 - 0038

ROLL NUMBER
53001410 800

Flagstaff Intermunicipal Partnership Committee

Box 210, FORESTBURG, AB T0B 1N0

RECEIVED

MAR 22 2018

March 16, 2018

Town of Sedgewick
Attn: Town Council
PO Box 129
Sedgewick, AB T0B 4C0

Dear Sir/Madam:

As you may be aware, Flagstaff Intermunicipal Partnership (FIP) has been working on a regional governance project for the past few years. We are currently working on developing a proposal for what a single-tier municipality might look like and how it might operate. A key component of the proposal will be addressing concerns and comments from the general public.

We realize that council members who were newly elected in October, 2017 may not be aware of the background of the project and may feel uncomfortable addressing concerns or comments brought to them by residents.

In an effort to ensure that all elected officials are updated on the project, Chair Bob Coutts is requesting to attend a future council meeting to discuss the project. It is anticipated that the discussion could take ½ hour. It would be appreciated if Chair Bob Coutts could be scheduled to appear at a future council meeting. Please contact FIP Coordinator, Debra Moffatt, to schedule a date. An information package will be provided prior to the meeting for Council's review.

If you have any questions, please do not hesitate to contact the undersigned at cao@forestburg.ca or by phone at 780-582-3668.

Yours truly,



Debra Moffatt, Coordinator
Flagstaff Intermunicipal Partnership