

Agenda Regular Meeting of Council Thursday, April 19, 2018 SEDGEWICK Town of Sedgewick Council Chambers 6:00pm

- 1. Call to Order
- 2. Adoption of Agenda
- 3. Delegations
 - 2017 Audit Report Brian King Prof. Corp. 3.1
 - Karizma Entertainment Promotional Proposal
- 4. Minutes

Regular Meeting (March 22nd, 2018)

- 5. Financials
- 6. New Business
 - 2018 Operational Budget Revised Request for Decision 6.1
 - 6.2 2018 Capital Budget Revised Request for Decision
 - 6.3 Tax Bylaw 539 2018 Mill Rates Bylaw
 - 6.4 IDP Bylaw 540 IDP Review Report
 - 6.5 Dufferin Avenue Designation Amendment
 - 6.6 Tax Payment & Penalty Bylaw 541 Pursuant to Council Directive
 - Naming Rights to Recreation Centre Request for Decision
- 7. Reports
 - **Committee Reports**

Mayor P. Robinson

- **BRAED** April 5, 2018 Meeting
- **FFCS** April 11, 2018 Meeting Minutes

Councillor G. Imlah

- Emergency Services Committee March 27, 2018 Meeting Minutes Councillor S. Levy
- Flagstaff Waste March 27, 2018 Meeting Minutes & 2017 Audit Report
- Parkland Regional Library Feb.22, 2018 Meeting Minutes Councillor T. Schmutz
- Nothing to report

Councillor G. Sparrow

Sedgewick Golf Club Executive - March 27, 2018 Meeting Minutes

7.2 Staff Departmental Reports

Public Works Report – For the period ending April 19th, 2018

7.3 Chief Administrative Officer Report CAO Report – For the period ending April 19th, 2018

8. Correspondence

- 8.1 Crime Prevention Trade Show Presented by Flagstaff Rural Crime Watch Society
- 8.2 Sedgewick Rec Centre February 2018 Profit & Loss Report
- 8.3 Flagstaff Regional Housing Group Minutes of Dec.5, 2017 & Notice of 2017 Audit Report
- 8.4 MSI Capital 2017/18 Allocations Announcment by AMA
- 8.5 Municipal Accountability Program AMA Announces New Program
- 8.6 Alberta Public Works National Public Works Week May 20-26 Proclamation Request
- 8.7 Sedgewick Rec Manager March 20, 2018 Report
- 8.8 Partners for the Saskatchewan River Basin Request for Support

9. In-Camera

10. Round Table/Question Period

11. Adjournment

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FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2017

Brian King Professional Corporation Chartered Professional Accountant



AUDITOR'S REPORT

To the Mayor and Council of the Town of Sedgewick:

Report on the Consolidated Financial Statements

I have audited the accompanying consolidated financial statements of the Town of Sedgewick, which comprise the statement of financial position as at December 31, 2017, and the statements of operations, change in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these consolidated financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Town of Sedgewick as at December 31, 2017, the results of its operations, change in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

M.D. of Wainwright

April 19, 2018

Brian King Professional Corporation

Chartered Professional Accountant

CONSOLIDATED STATEMENT OF FINANCIAL POSITION DECEMBER 31, 2017

	2017	2016
FINANCIAL ASSETS		
Cash (Note 2)	4,497,064	4,459,961
Taxes and grants in place of taxes (Note 3)	109,186	104,039
Trade and other receivables	173,433	141,717
Receivable from other governments	703,478	381,746
Inventory held for resale	163,680	163,680
Other financial assets	77,897	75,790
	5,724,738	5,326,933
LIABILITIES		
Accounts payable and accrued liabilities	157,942	123,786
Deposits held in trust	110,560	110,560
Deferred revenue (Note 4)	2,021,760	1,844,966
	2,290,262	2,079,312
NET FINANCIAL ASSETS	3,434,476	3,247,621
NON-FINANCIAL ASSETS		
Tangible capital assets	6,665,841	6,825,807
Prepaid expenses	45,652	62,498
1 Topala experience	6,711,493	6,888,305
		0,000,000
ACCUMULATED SURPLUS (NOTE 7)	10,145,969	10,135,926

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED DECEMBER 31, 2017

	Budget (unaudited)	2017	2016
REVENUE	(diladdica)		
Net municipal property taxes (Schedule 3)	799,334	787,613	779,004
User fees and sales of goods	1,065,595	1,009,820	965,923
Penalties	24,350	24,898	21,887
Licenses and permits	2,100	2,146	2,224
Fines	500	623	606
Franchise and concession contracts	46,820	46,164	36,595
Investment income	28,500	52,090	123,721
Rentals	7,000	7,941	7,160
Government transfers for operating	139,580	151,743	81,626
Other	6,000	54,733	12,029
	2,119,779	2,137,771	2,030,775
EXPENSES			
Legislative	52,775	42,646	50,115
Administration	445,301	494,147	355,877
Protective services	76,766	50,731	53,762
Transportation	267,199	264,832	239,043
Water supply and distribution	286,355	133,294	98,530
Wastewater treatment and disposal	140,593	66,577	78,586
Waste management	138,140	135,047	136,602
Public health and welfare	17,601	10,303	8,856
Planning and development	171,470	41,037	16,396
Recreation	158,815	257,975	156,057
Culture	23,055	17,215	22,807
Gas system	478,678	383,343	316,362
Amortization	-	289,355	283,462
Loss (gain) on disposal of assets		-	36,678
	2,256,748	2,186,502	1,853,133
EVOCAS OF BEVENUE OVER EVRENOES			
EXCESS OF REVENUE OVER EXPENSES BEFORE OTHER	(126.060)	(40 724)	177 640
BLI OILE OTHER	(136,969)	(48,731)	177,642
OTHER			
Government transfers for capital (Schedule 4)	-	58,774	67,025
			·
EXCESS OF REVENUE OVER EXPENSES	(136,969)	10,043	244,667
ACCUMULATED SURPLUS, BEGINNING OF YEAR	10,135,926	10,135,926	9,891,259
ACCUMULATED SURPLUS, END OF YEAR	9,998,957	10,145,969	10,135,926

CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2017

	Budget (unaudited)	2017	2016
EXCESS OF REVENUE OVER EXPENSES	(136,969)	10,043	244,667
Acquisition of tangible capital assets Amortization of tangible capital assets Loss on sale of tangible capital assets		(129,389) 289,355 - 159,966	(291,210) 283,462 36,678 28,930
Net (increase) decrease of prepaid assets		16,846	2,372
INCREASE IN NET FINANCIAL ASSETS	(136,969)	186,855	275,969
NET FINANCIAL ASSETS, BEGINNING OF YEAR	3,247,621	3,247,621	2,971,652
NET FINANCIAL ASSETS, END OF YEAR	3,110,652	3,434,476	3,247,621

CONSOLIDATED STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2017

Ti .	2017	2016
NET INFLOW (OUTFLOW) OF CASH RELATED TO		
THE FOLLOWING ACTIVITIES:		
OPERATING		
Excess of revenues over expenses	10,043	244,667
Non-cash items included in excess of revenue over expenses:	·	·
Amortization of tangible capital assets	289,355	283,462
Non-cash charges to operations (net change):	•	,
Decrease (increase) in taxes and grants in place of taxes	(5,147)	(26,185)
Decrease (increase) in trade and other receivables	(31,716)	(17,120)
Decrease (increase) in trade and other receivables	(321,732)	(24,198)
Decrease (increase) in prepaid expenses	16,846	2,372
Decrease (increase) in other financial assets	(2,107)	(19,344)
Increase (decrease) in accounts payable and accrued liabilities	34,156	(1,785)
Increase (decrease) in deposits held in trust	-	99,930
Increase (decrease) in deferred revenue	176,794	265,697
	166,492	844,174
CAPITAL		
Acquisition of tangible capital assets	(129,389)	(291,210)
CHANGE IN CASH AND EQUIVALENTS DURING THE YEAR	37,103	552,964
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	4,459,961	3,906,997
CASH AND CASH EQUIVALENTS, END OF YEAR	4,497,064	4,459,961
CASH AND CASH EQUIVALENTS IS MADE UP OF:		
Cash on hand	250	300
Cash in bank	4,496,814	4,459,661
	4,497,064	4,459,961

SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS FOR THE YEAR ENDED DECEMBER 31, 2017

(Schedule 1)

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2017	2016
BALANCE, BEGINNING OF YEAR	818,898	2,491,221	6,825,807	10,135,926	9,891,259
Excess (deficiency) of revenues over expenses	10,043	1	1	10,043	244,667
Unrestricted funds designated for future use	(182,778)	182,778	1	•	1
Current year funds used for tangible capital assets	(996'6)	(119,423)	129,389	,	1
Annual amortization expense	289,355	1	(289,355)		4
Change in accumulated surplus	106,654	63,355	(159,966)	10,043	244,667
BALANCE, END OF YEAR	925,552	2,554,576	6,665,841	10,145,969	10,135,926

CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2017 (Schedule 2)

	LAND	LAND IMPROVEMENTS	BUILDINGS	ENGINEERED STRUCTURES	MACHINERY AND EQUIPMENT	VEHICLES	2017	2016
COST: Balance - beginning of year	182,836	496,035	380,323	9,842,845	602,402	128,389	11,632,830	11,378,298
Acquisition of tangible capital assets Construction in progress Disposal of tangible capital assets	1 1 1	100,704	996'6	18,719	1 1 1	1 1 1	110,670	280,528 10,682 36,678
Balance - end of year	182,836	596,739	390,289	9,861,564	602,402	128,389	11,762,219	11,632,830
ACCUMULATED AMORTIZATION Balance - beginning of year		41,608	235,646	4,015,423	427,282	87,064	4,807,023	4,523,561
Annual amortization	ı	23,219	8,553	229,135	21,582	6,866	289,355	283,462
Balance - end of year	1	64,827	244,199	4,244,558	448,864	93,930	5,096,378	4,807,023
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	182,836	531,912	146,090	5,617,006	153,538	34,459	6,665,841	6,825,807
PRIOR YEAR NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	182,836	454,427	144,677	5,827,422	175,120	41,325	6,825,807	

CONSOLIDATED SCHEDULE OF PROPERTY TAXES LEVIED FOR THE YEAR ENDED DECEMBER 31, 2017 (Schedule 3)

	Budget	2017	2016
	(Unaudited)		
TAXATION			
Real property taxes	1,035,516	1,027,855	1,009,097
Linear property taxes	19,128	15,068	14,979
Government grants in place of property taxes	1,259	1,259	1,229
	1,055,903	1,044,182	1,025,305
REQUISITIONS			
Alberta School Foundation	242,804	242,804	226,450
Flagstaff Regional Housing Group	13,765	13,765	19,851
	256,569	256,569	246,301
NET MUNICIPAL TAXES	799,334	787,613	779,004

CONSOLIDATED SCHEDULE OF GOVERNMENT TRANSFERS FOR THE YEAR ENDED DECEMBER 31, 2017 (Schedule 4)

	Budget	2017	2016
	(Unaudited)		
TRANSFERS FOR OPERATING			
Federal Government	2,000	-	2,000
Provincial Government	108,606	129,203	56,906
Local Governments	28,974	22,540	22,720
	139,580	151,743	81,626
TRANSFERS FOR CAPITAL			
Federal Government	-	-	46,000
Provincial Government	-	58,774	21,025
		58,774	67,025
TOTAL GOVERNMENT TRANSFERS	139,580	210,517	148,651

CONSOLIDATED SCHEDULE OF EXPENDITURE BY OBJECT FOR THE YEAR ENDED DECEMBER 31, 2017 (Schedule 5)

	Budget (Unaudited)	2017	2016
Expenditures	(Orladdited)		
Salaries, wages and benefits	545,950	651,520	498,883
Contracted and general services	1,011,392	724,324	623,328
Purchases from other governments	4,650	6,383	5,016
Materials, goods and utilities	636,425	466,135	366,973
Provision for allowances	-	14,022	2,092
Transfers to local boards and agencies	56,831	31,479	36,187
Other expenditures	1,500	3,284	514
Amortization of tangible capital assets	-	289,355	283,462
Write down of tangible capital assets	-	-	36,678
	2,256,748	2,186,502	1,853,133

SCHEDULE OF SEGMENTED DISCLOSURE FOR THE YEAR ENDED DECEMBER 31, 2017 (Schedule 6)

	General Government	Protective Services	Transportation services	Environmental Services	Public Health & Welfare	Planning & Development	Recreation & Culture	Gas system	Total
REVENUE									
Net municipal property taxes (Schedule 2)	787,613		1	1	1	1	1	ı	787,613
User fees and sales of goods	3,873	3,020	006	513,027	2,915	954	2,078	483,053	1,009,820
Penalties and costs on taxes	21,169	g 1	•	1,189	•	1	1	2,540	24,898
Licenses and permits	1	2,146	•	,	•	1	1		2,146
Fines	398	225	,	1	•	ı	1	•	623
Franchise and concession contracts	46,164	ı		•	,	,	1	ı	46,164
Investment income	50,643	1,414	•	1	ı	ı	33	,	52,090
Rentals	7,941	,		ı	•	•	1	•	7,941
Government transfers	127,007	20,040	•	•	2,500	,	2,196	1	151,743
Other	50,194	1,133	1,800	236	•	1	1,370	•	54,733
	1,095,002	27,978	2,700	514,452	5,415	954	5,677	485,593	2,137,771
EXPENSES									
Salaries, wages and benefits	309,348	13,391	134,793	64,726	1	1	117,599	11,663	651,520
Contracted and general services	198,028	17,999	42,548	202,602	2,437	16,040	134,893	109,777	724,324
Purchases from other governments	•	6,383			•	. '	1		6,383
Materials, goods and utilities	12,111	12,958	86,987	68,094	410	14,864	8,808	261,903	466,135
Provision for allowances	14,022	,	ı		•	1	•	1	14,022
Transfers to local boards and agencies	,	t	1	1	7,456	10,133	13,890	1	31,479
Other expenditures	3,284	1	•	ı	•	•	i		3,284
	536,793	50,731	264,328	335,422	10,303	41,037	275,190	383,343	1,897,147
NET REVENUE, BEFORE AMORTIZATION	558,209	(22,753)	(261,628)	179,030	(4,888)	(40,083)	(269,513)	102,250	240,624
AMORTIZATION AND DISPOSAL OF ASSETS Amortization of tangible capital assets	1,280	7,624	129,438	125,651	,	2,228	20,992	2,142	289,355
NET REVENUE	556,929	(30,377)	(391,066)	53,379	(4,888)	(42,311)	(290,505)	100,108	(48,731)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the Town of Sedgewick are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

Significant aspects of the accounting policies adopted by the town are as follows:

a) Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balances and change in financial position of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the town are, therefore accountable to the Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

c) Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

d) Requisition Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

e) Inventories for Resale

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and levelling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as physical assets under the respective function.

f) Government Transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

g) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

i. Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	YEARS
Buildings	50
Engineered structures - other	25-75
Engineered structures - water system	50-75
Engineered structures - wastewater system	50
Land improvements	20
Machinery and equipment	5-15
Vehicles	10-25

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

ii. Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

iii. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

iv. Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

v. Cultural and Historical Tangible Capital Assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2017

2. CASH AND TERM DEPOSITS		
	2017	2016
Included in cash and term deposits are amounts received from various		
grant funding programs that are held for use in accordance with the funding agreements. (Note 4)	1 640 044	1 462 220
ag. semente. (Note 1)	1,640,014	1,463,220
Included in cash and termdeposits are amounts held for deposits in trust	110,560	110,560
		•
Included in cash and term deposits are amounts designated by council for		
future expenses and tangible capital asset acquisitions. (Note 8)	2,554,576	2,491,221
Total restricted cash and term deposits	4,305,150	4,065,001
rotal rootholog dadit and torm deposits	4,000,100	
Total unrestircted cash and term deposits	191,914	394,960
3. TAXES AND GRANTS IN PLACE OF TAXES RECEIVABLES		
	2017	2016
Current taxes and grants in place of taxes	39,429	28,638
Arrears taxes	57,157	49,781
Property held by the town as a result of tax forfeiture	14,753	29,797
	111,339	108,216
Less: allowance for doubtful accounts	2,153	4,177
	109,186	104,039
4. DEFERRED INCOME		
4. DEI ERRED HOOME		
Deferred income consists of the following:	2017	2016
Basic Municipal Transportation Grant	158,340	158,340
Municipal Sustainability Initiative - Capital	1,660,420	1,442,354
Municipal Sustainability Initiative - Operating Federal Gas Tax	-	91,272
Other deferred revenue	200,000	150,000
Other deletted revenue	3,000	3,000
	2,021,760	1,844,966

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2017

5. DEBT LIMITS

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town of Sedgewick be disclosed as follows:

	2017	2016
Total debt limit	3,206,657	3,046,163
Total debt	-	-
Surplus debt limit	3,206,657	3,046,163
Debt servicing limit	534,443	507,694
Debt servicing	-	-
Surplus debt servicing	534,443	507,694

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities, which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

6. EQUITY IN TANGIBLE CAPITAL ASSETS

	2017	2010
Tangible capital assets (Schedule 2)	11,762,219	11,632,830
Accumulated amortization (Schedule 2)	(5,096,378)	(4,807,023)
	<u>6,665,841</u>	6,825,807

2017

2016

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2017

7. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2017	2016
Unrestricted surplus	925,552	818,898
Restricted surplus		
Operating		
General	78,786	223,786
Occupational health	1,200	1,200
Lagoon maintenance	10,500	10,500
Physician recruitment	2,000	2,000
Recreation	282,994	317,994
	375,480	555,480
Capital reserves		
Administration	60,250	86,250
Fire building	38,565	28,565
Fire equipment	153,771	147,357
Public works equipment	128,153	100,653
Public works building	13,819	8,819
Street work	389,220	329,220
Grant interest	11,429	9,042
Water infrastructure and meters	473,741	407,960
Sewer system	339,224	287,524
Waste disposal	10,331	9,331
Cemetery	5,500	4,000
Subdivision recreation reserve	3,676	3,643
Future development	170,423	170,423
Recreation	270,392	260,391
Culture	16,043	11,043
Natural gas	94,559	71,520
	2,179,096	1,935,741
	2,554,576	2,491,221
Equity in tangible capital assets	6,665,841	6,825,807
	10,145,969	10,135,926

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2017

8. SEGMENTED DISCLOSURE

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

Refer to the Schedule of Segmented Disclosure (schedule 6)

9. SALARY AND BENEFITS DISCLOSURE

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

		2017		2016
		Benefits &		
	Salary	Allowances	Total	Total
Higginson		-		4,037
lmlah	3,575	60	3,635	5,250
Levy	5,950	139	6,089	5,876
Robinson	8,982	180	9,162	10,329
Rose	-	-	-	2,901
Schmutz	4,375	87	4,462	5,236
Sparrow	3,775	81	3,856	3,971
CAO - Former	118,289	8,244	126,533	126,676
CAO - Current	44,842	10,842	55,684	-

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2017

10. LOCAL AUTHORITIES PENSION PLAN

Employees of the town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves 253,862 people and 417 employers. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

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

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

Total current service contributions by the town to the LAPP were \$31,392. Total current service contributions by the employees of the town to the LAPP were \$29,151.

At December 31, 2016, the LAPP disclosed an actuarial deficiency of \$637 Million.

11. CONTINGENCIES

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

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2017

12. FINANCIAL INSTRUMENTS

The Town's financial instruments consist of cash and temporary investments, accounts receivable, investments, bank indebtedness, accounts payable and accrued liabilities, deposit liabilities and long-term debt. It is management's opinion that the town is not exposed to significant interest or currency risks arising from these financial instruments.

The town is subject to credit risk with respect to taxes receivable and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the town provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the fair value of these financial instruments approximates their fair value.

13. RECONCILIATION OF OPERATING RESULTS TO BUDGETING SYSTEM

The town has prepared its budget according to the former accounting standards that were in place which tracked all municipal activities including capital projects and reserves for future use. The reconciliation below to encompass these items is provided for information purposes only to provide users with supplementary comparative information. It should not be used as a replacement for the consolidated statement of financial activities and accumulated surplus and users should note that this information may not be appropriate for their purposes.

Budget (unaudited)	2017	2016
(136,969)	10,043	244,667
-	289,355	283,462
-	-	36,678
(270,000)	(129,389)	(291,210)
(406,969)	170,009	273,597
143,820	(63,355)	(273,597)
(263,149)	106,654	
	(unaudited) (136,969) - - (270,000) (406,969) 143,820	(unaudited) (136,969) 10,043 - 289,355 (270,000) (129,389) (406,969) 170,009 143,820 (63,355)

14. COMPARITIVE FIGURES

Certain comparative figures have been restated to conform to the current year's presentation.

15. APPROVAL OF FINANCIAL STATEMENTS

Council and Management have approved these financial statements.



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Was fun working with the CTA / Sakamoto team on the latest Tom Cochrane concert in Bonnyville... Tom and his band were amazing as

About Us

Concert Promotions – Quality Entertainment – Professionalism

Karizma Agency, "An agency with vision."

Our philosophies revolve around the contribution to the building of a strong grass roots live scene, creating healthy touring environments promoting fairness to both performer and venue alike while working in partnership with many, enabling the betterment of our music industry as a whole.

Since it's inception, Karizma Agency has grown to be a major player in the Canadian music scene, touring some of Canada's largest headlining acts as well as brightest rising stars, while continuing to build new markets and venues.

In 2010 Karizma embarked into the world of major concert promotions working with everyone from Nitty Gritty Dirt Band to Alice Cooper, providing concert content to secondary and tertiary markets across Western Canada. Karizma Concerts was born and continues to deliver big shows to small towns.

The company continues to branch out into many other arenas such as live production, event management, marketing, artist development and consultation...

Karizma Agency was founded in 2003 by standing CEO and president Randy J Martin.



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Was fun working with the CTA / Sakamoto team on the latest Tom Cochrane concert in Bonnyville... Tom and his band were amazing as per usual... A big thanks also to the staff at the C2 in Bonnyville ... you guys rock

Share

Major Headliners

The sky is the limit... Bring us your wish list...

Karizma Agency has access to virtually every major supplier in North America, procuring major level head liners, while offering included consultation to new and experienced buyers alike, regarding all aspects of a successful event from marketing, ticket distrubtion, production and hospitality.

Artists procured include

Tom Cochrane Finger Eleven Alice Cooper Nitty Gritty Dirt Band Terri Clark Collin Rae

Dean Brody

Lou Graham of Foreigner

Nazareth

Wide Mouth Maison

Big Sugar Default

The Wilkonsons Gord Bamford Jason Blaine Shane Yellowbird Julian Austin Alana Myles

Honey Moon Suite Gerry Doucette

Corb Lund Trooper Jessie Farrell Travis Tritt Derric Ruttan

Aaron Pritchet

The Headpins Dwight Yoakam

Charlie Major Bay City Rollers featuring Ian Mitchelle Michelle Wright

Harlequin

Prism

Emerson Drive Glass Tiger Lee Aaron

Econoline Crush

Gene Watson Blue Oyster Cult Deaner Of Fubar Monster Truck

Randy Travis Sawyer Brown Duane Steele Sammy Kershaw

Aaron Tippin Jo Dee Messina Steve Earle Clint Black Little River Band The Mavericks George Canyon

Beverly Mahood White Snake Uncle Kracker Bill Anderson Jay Dee Bixby Jo Hikk

Powdered Blues Band

Nick Guilder Farmers Daughter Brad Johner Ridlev Bent Toronto

Randy & Lehay of Trailer Park Boys

Cyrus of Trailer Park Boys

Irish Descendants Jimmy J.J Walker

Kenny Shields & Streetheart

Crash Test Dummies

Fefe Dobson Dr. Hook

Doug & The Slugs

Great White Helix

Tim Hicks April Wine The Trews



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Roster

Roger West Sweet Tequila Jeremy Dallas **Brad Sims Dirt Road Angels** Cadillac Junkies TJ Ruckus Band Chris Henderson Elvis Robin Kelly One Night With You Abbey Powell Chris Lovely Lori Kole Cyrus of Trailer Park Boys Danita Elvis (Thane Dunn & The Cadillac Kings) Renee Malo DLO Robin Kelly

Karac Hendriks Duane Steele Nervous Flirts Mourning Wood Quentin Reddy Rockzilla Jo Hikk Shane Chisholm Stampin Tin Canners The Oddibles That Funny Magic Guy Jimmy Whiffen Snake Oil Whiskey Cole Malone Mandy Reider Mychela



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about a year ago

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2016

Jan 21. Lonestar. C-2 Bonnyville, AB

Jan 22. Lonestar. Penhold Regional multiplex, Penhold, AB

Jan 24. Lonestar. Mile Zero Regional Multiplex, Grimshaw, AB

April 21. Tom Cochrane with Red Rider – Eagle River Casino, Whitecourt, AB

April 22. Tom Cochrane with Red Rider – West Central Event Centre – Kindersley, SK

April 23. Tom Cochrane with Red Rider – Russel Regional Multiplex – Russel, MB

August 27 Julian Austin with Sweet Tequila - Omniplex 3 - Drayton Valley, AB

Sep 24. Julian Austin with Sweet Tequila – Meadow Lake District Arena – Meadow Lake, SK

2015

Clint Black - Bonnyville, AB Steve Earle - Estevan, SK Steve Earle - Russell, MB Sammy Kershaw, Colin Rae, Aaron Tippin - Kindersley, SK Sammy Kershaw, Colin Rae, Aaron Tippin - Grimshaw, AB Clint Black – Melford, SK

2014

Nitty Gritty Dirt Band – Grimshaw, AB Nitty Gritty Dirt Band – Leduc, AB Nitty Gritty Dirt Band - Penhold, AB Nitty Gritty Dirt Band - Drayton Valley, AB Dwight Yoakam - Westlock, AB Travis Tritt - Grimshaw, AB Travis Tritt – Melfort, SK The Mavericks - Athabasca, AB Terri Clark - Kindersley, SK

2013

f

Nitty Gritty Dirt Band – Drumheller, AB Nitty Gritty Dirt Band - Kindersley, SK Dwight Yoakam - Leduc, AB Dwight Yoakam - Bonnyville, AB Alice Cooper – Kindersley, SK

2012

Sawyer Brown – Edmonton, AB Sawyer Brown - Whitecourt, AB Sawyer Brown - Athabasca, AB Randy Travis - Red Deer, AB Randy Travis - Edson, AB Randy Travis - Westlock, AB Nitty Gritty Dirt Band - Bonnyville, AB Dr. Hook - Edson, AB Dr. Hook - Athabasca, AB



Regular Meeting of Council

March 22, 2018

Council Present		Also Present	
Mayor Perry Robinson		Jim Fedyk	CAO
Councillor Grant Imlah			
Councillor Stephen Levy			
Councillor Tim Schmutz			
Councillor Greg Sparrow			
1. Call to Order – 6:02pr	n		
2. Agenda			
2018-03-35	MOTION by		CARRIED
2010 07 77	Clr. Sparrow		CHILLES
That the agenda be ap			
0 1			
3. Minutes			
2018-03-36	MOTION by		CARRIED
	Clr. Levy		
That the Regular Meet	ing Minutes from Febru	uary 15, 2018 be approve	ed as presented.
4. Old Business			
None			
5. New Business			
5.1 Policy 18-04 – Respec		T	
2018-03-37	MOTION by		CARRIED
	Clr. Imlah		
That Respectful Work	place Policy 18-04 be ap	proved as presented.	
5.2 Bylaw 538 – Code of	Conduct		
2018-03-38	MOTION by		CARRIED
	Clr. Levy		
That Council give first	reading to Bylaw 538, t	ne Town of Sedgewick	Code of Conduct Bylaw.
2018-03-39	MOTION by		CARRIED
	Clr. Schmutz		
That Council give secon Bylaw.	nd reading to Bylaw 53	B, the Town of Sedgew	ick Code of Conduct
Dylaw.			
2018-03-40	MOTION by		CARRIED
=1	Clr. Robinson		UNANIMOUSLY
Bylaw.	o third reading of Bylav	v 538, the Town of Sed	gewick Code of Conduct
-	MOTION by		CARRIED
2018-03-41	Clr. Sparrow		CARRIED
That Council give third	and final reading to By	law 538 the Town of So	edgewick Code of
Conduct Bylaw.	and initial reading to by	idw 550, the rown or 5	eagewick code of
,			
5.3 Sedgewick Lake Park		Т	
2018-03-42	MOTION by		CARRIED
That Carl	Clr. Imlah	inh Time C. I. I. C. III	1 (
	three-year agreement		iease of 132 acres of
pasture at Sedgewick	Lake Park for \$3,000 pe	r year.	

5.4 Policy 18-05 – Snow Removal Policy

Mayor CAO



Regular Meeting of Council

March 22, 2018 Town of Sedgewick Town Office 6:00pm

2018-03-43	MOTION by		CARRIED	
	Clr. Levy			
That Snow Removal Po	olicy 18-05 be approved a	as presented.		
5.5 Subdivision Lot 14 Estimate				
2018-03-44	MOTION by		CARRIED	
	Clr. Imlah			
That Council approve the development of Lot 14 to be included in Phase I of the 54 th Avenue				
residential subdivision at an estimated additional cost of \$109,375.				

5.6 Spruce Drive Servicing				
2018-03-45	MOTION by		CARRIED	
	Clr. Schmutz			
That Council approve including \$10,000 within the 2018 operational budget to have				
engineers conduct a ta	bletop evaluation of the	e existing sanitary sewer	capacity.	

5.7 Electronic LED Sign			
2018-03-46	MOTION by		CARRIED
	Clr. Imlah		

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.

Further, that Council direct the CAO to enter into an agreement as presented with 1410521 Alberta Ltd. to encroach on their property for the purpose of erecting a pylon sign.

5.8 Walking Trail L	ighting	
2018-03-47	MOTION by	CARRIED
	Mayor Robinson	
That Council appr	rove the installation of walking	ng nath lighting in the 2018 Capital Budget with

\$3,000 in funding to come from the Walking Trail Reserve GL#49772995 and the remaining \$90,000 to come from the Recreation Capital Reserve GL#49700998.

5.9 Recreation Centre Naming Rights			
2018-03-48	MOTION by		CARRIED
	Clr. Levy		

That Council approve 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 received to be returned to the same Reserve.

5.10 Bylaw 539 – Tax Payment And Penalty Bylaw			
2018-03-49	MOTION by		CARRIED
	Mayor Robinson		

That Council accept the proposed Bylaw as information and direct Administration to make it their practise to send out a notice prior to August 15th to all property owners whose taxes are outstanding as of August 1st, and further;

That tax payers be allowed to join the monthly payment plan at any time prior to the last business day in July on the condition that by this date an amount equal to seven months of the previous year's taxes has been paid to the Town.

5.11 Sedgewick Public Library Board – Records Inspection

2

Mayor CAO



Regular Meeting of Council

March 22, 2018
Town of Sedgewick Town Office
6:00pm

2018-03-50	MOTION by	CARRIED
	Clr. Levy	

That Council approve the appointment of Ms. Cori Lecours, pursuant to the Libraries Act, to review the Sedgewick Public Library's 2017 financial records per the request of the Alberta Municipal Affairs Library Branch with the understanding that at this time there is no conflict of interest between the parties as Ms. Lecours does not sit on the Library board.

5.12 Proposal of Assessment Services				
2018-03-51	MOTION by		CARRIED	
	Clr. Imlah			
That Council approve the three-year agreement for the period April 1, 2018 to March 31, 2021				
for assessment services with Wainwright Assessment Group Ltd .				

5.13 Emergency Services Committee – Draft Business Plan			
2018-03-52	MOTION by		CARRIED
	Clr. Levy		

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

6. Reports

6.1 Committee Reports					
2018-03-53	MOTION by		CARRIED		
	Mayor Robinson				
That Council formally a	That Council formally appoint Clr. Levy to the Flagstaff Rural Crime Watch Association as an				
adhoc subcommittee of the Citizen's Advisory Committee.					
2018-03-54 MOTION by CARRIED					
Clr. Schmutz					
That the Committee Reports be accepted as information.					

6.2 Staff Departmental Reports			
2018-03-55	MOTION by	CARRIED	
	Clr. Sparrow		
That the Public Works Report be accepted as information.			

6.3 CAO Report			
2018-03-56	MOTION by	CARRIED	
	Clr. Levy		
That the CAO Rep	port be accepted as information.		

7. Correspondence

- 7.1 Alberta Health Services Municipalities and Cannabis Regulation
- 7.2 Alberta Cannabis Secretariat Municipal Fact Sheet
- 7.3 BRAED Value-Added Agricultural Project Update
- **7.4 FRSWMA** Post-Closure Funding Update
- 7.5 Sedgewick Public Library Christmas Event 2018
- **7.6** Letter from AUMA to Minister of Justice re: advocating for municipalities to receive a share of cannabis excise tax
- **7.7 ToofartoofastCanada** Motion to ban Cannabis Outlets
- **7.8 Sedgewick Recreation Centre** December & January Financial Reports
- 7.9 Letter from W. Cumberland Tax Arrears
- 7.10 Flagstaff Intermunicipal Partnership Presentation from Chair to Council

Mayor CAO 22-Mar-2018 22-Mar-2018



Regular Meeting of Council

	1	1		
	Clr. Levy			
That Council direct Administration to send a letter of support to the Sedgewick Library in regards to the Christmas events they are planning for 2018.				
2018-03-58	MOTION by Clr. Sparrow		CARRIED	
That the 18% tax penalt	ty imposed to the accou	nt of W. Cumberland on	January 1 st be waived.	
2018-03-59	MOTION by Mayor Robinson		CARRIED	
Partnership Committee	e stating that as Sedgew pectfully decline Chair Co	tter to the Flagstaff Intevick Town Council has no	new council	
2018-03-60	MOTION by Clr. Schmutz		CARRIED	
That the corresponder	nce items be accepted as	s information.		
8. In-Camera				
2018-03-61	MOTION by Mayor Robinson		CARRIED	
Government Act, 2000 the Freedom of Inform Chapter F-25 and amer	, Chapter M-26 and ame nation & Protection of Produced in the discourage of the disc	oursuant to Section 197(2 endments thereto, and D rivacy Act, Revised Statu cuss the Agenda Items "a ept Town Council and th	vivision 2 of Part 1 of utes of Alberta 2000, 8.1 Security Upgrades"	
2018-03-62	MOTION by Mayor Robinson			
That the meeting retur	n to an open meeting a	t 9:59pm.		
8.1 Security Upgrades				
2018-03-63	MOTION by Clr. Levy		CARRIED	
That Council approve allocating up to \$8,500 from the Office Equipment Reserve (GL #49712900) towards the purchase of a security/surveillance system, custom server and offsite backup hardware for the Town office and enter into a three-year contract with Nutec Elecro-tel for support services.				
8.2 Recreation Plan				
2018-03-64	MOTION by Clr. Sparrow		CARRIED	
	reation operating budge	Recreation Operating Re et to use towards hiring		
9. Round Table/Questio	n Period			
None				
10. Adjournment				
2018-03-65	MOTION by Mayor Robinson		CARRIED	
That the meeting be a	,			



Minutes **Regular Meeting of Council**

Perry Robinson, Mayor	
Jim Fedvk, CAO	

REQUEST FOR DECISION

APRIL 19[™], 2018 2018 REVISED OPERATING BUDGET

2018 REVISED OPERATING BUDGET

EXECUTIVE SUMMARY

In December 2017, Council approved a preliminary 2018 operational budget. With Alberta School Foundation Fund and Senior's Housing requisitions now set and adjustments to operational expenses made, a revised budget is being presented to Council for approval.

BACKGROUND

A summary of the changes to the budget are as follows:

Alberta School Foundation Fund

- residential requisition increased by 4.4% to \$187,757
- non-res requisition increased by 5.9% to \$66,741

Seniors Housing

- requisition increased by 2.7% to \$14,103

Municipal Property Taxes

- Assessment has decreased by 1.3% (\$1.2 million) to \$90,839,100
- The amount required from taxes in 2018 has increased by 1.7% to \$811,877

Changes to expected Revenues and Expenses

Relative to the preliminary budget passed in December 2017, operational revenues (not including property taxes) have increased by \$116k and operational expenses have increased by \$132k. The main changes in regards to revenues include additional provincial grant funding and an increase in utility fees. The main changes for expenses include town office upgrades (security system, server, council chairs) and expenses to support the new Parks Foreman position. The rest of the increases to both areas would be transfers from reserves coming into the budget as revenue and out as expenses (e.g. PSG contract, Parks Foreman salary).

BUDGET IMPLICATIONS

\$811,877 required from taxes in 2018 compared to \$798,434 required in 2017.

ALTERNATIVES

- Council may approve the revised 2018 budget as presented with the amount required from taxes being \$811,877.
- 2. Council may direct administration to make changes to the operational budget and present to Council at the May 2018 regular meeting of Council.



REQUEST FOR DECISION

APRIL 19TH, 2018 2018 REVISED OPERATING BUDGET

RECOMMENDATION

1. That Council approve the revised 2018 budget as presented with the amount required from taxes being \$811,877.

ATTACHMENTS

1. 2018 Operational Budget REVISED

TOWN OF SEDGEWICK BUDGET

2018

OPERATIONAL CONSOLIDATED



		BUDGETED		رې
Name	2017 Expenses	2018 Revenue	2018 Expenses	Funded from Taxes
(10) General Municipal Revenue	\$256,569.00	\$1,163,150.00	\$268,601.00	
(11) Council	\$52,775.00	\$0.00	\$58,160.00	\$58,160.00
(12) Administration	\$445,231.00	\$31,790.00	\$398,652.00	\$366,862.00
(19) Legislative	\$550.00	\$0.00	\$550.00	\$550.00
(23) Fire Services	\$63,066.00	\$33,974.00	\$65,610.00	\$31,636.00
(24) Disaster Services	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00
(26) Bylaw Enforcement	\$10,200.00	\$11,600.00	\$8,200.00	\$0.00
(32) Public Works	\$264,199.00	\$2,000.00	\$319,730.00	\$317,730.00
(37) Storm Sewer	\$3,000.00	\$0.00	\$250.00	\$250.00
(41) Water	\$286,355.00	\$200,760.00	\$108,810.00	\$0.00
(42) Sewer	\$140,593.00	\$190,000.00	\$59,100.00	\$0.00
(43) Waste Management	\$138,140.00	\$138,500.00	\$138,685.00	\$185.00
(51) Social Services	\$13,226.00	\$4,866.00	\$12,547.00	\$7,681.00
(56) Cemetery	\$5,000.00	\$1,000.00	\$1,000.00	\$0.00
(61) Planning	\$3,100.00	\$0.00	\$3,500.00	\$3,500.00
(63) Economic Development	\$166,995.00	\$800.00	\$10,689.00	\$9,889.00
(66) Land and Development	\$750.00	\$0.00	\$0.00	\$0.00
(72) Recreation	\$230,775.00	\$85,000.00	\$180,091.00	\$95,091.00
(74) Culture	\$23,055.00	\$14,085.00	\$17,585.00	\$3,500.00
(91) Natural Gas	\$484,678.00	\$566,250.00	\$452,975.00	\$0.00
	\$2,589,757.00	\$2,443,775.00	\$2,106,235.00	
Less Capital	\$388,000.00	_	\$0.00	
Total Operational Expenses	\$2,201,757.00	=	\$2,106,235.00	:
	2017		2018	
Balance			-\$337,540.00	
Transfer to Reserves	\$299,240.00		\$337,540.00	
Required from Taxes	\$798,434.00		\$811,877.00	

Transfer to Reserves

	2017 Expenses	2018 Expenses	To Reserve #
Administration			
212961 - Cont. to Office Equip	\$1,000.00	\$1,500.00	49712900
Fire			
223762 - Contrib. To Capital - Fire Truc	\$5,000.00	\$5,000.00	49723901
223764 - Cont.To Cap. Reserves-Fire H	\$10,000.00	\$10,000.00	49723903
Public Works			
232760 - Cont. to cap Truck	\$7,500.00	\$7,500.00	49732902
232762 - Cont. to cap Infrastructure	\$60,000.00	\$60,000.00	49732900
232769 - Cont. to cap Building	\$5,000.00	\$5,000.00	49732904
232920 - Cont. to cap Equipment	\$20,000.00	\$20,000.00	49700995
Water			
241765 - Transfer to Capital Reserves	\$61,500.00	\$75,000.00	49741991
241766 - Transfer to Res WMF	\$23,000.00	\$23,000.00	49741992
Sewer			
242930 - Tfr. To Infra.Reserve	\$51,700.00	\$75,000.00	49742901
Waste			
243762 - Contrib. to Capital - Landfill E	\$1,000.00	\$1,000.00	49743100
Cemetery			
256762 - Contrib. to Capital	\$1,500.00	\$1,500.00	49791901
Recreation			
272762 - Contrib. to Capital - Rec	\$10,000.00	\$10,000.00	49700998
272769 - Contrib. to Rec Reserves	\$15,000.00	\$15,000.00	49700997
Culture			
274920 - Contribution to Capital- Hall	\$5,000.00	\$5,000.00	49791903
Natural Gas			
291760 - Reserve Fund	\$23,040.00	\$23,040.00	49791900
Total Reserves	\$299,240.00	\$337,540.00	
Total Expenses	\$2,888,997.00	 \$2,442,275.00	
- 3 tal _/pailses	+=,===,,,,,,,	·-, -, -, -, -, 5.00	

2018

GENERAL REVENUE



REVENUE

Name	2017 Budget	2018 Budget	
100110 - Tax Levy - Minimum	\$78,693.00	\$68,931.00	
100111 - Tax Levy - ASFF - Res	\$179,809.00	\$187,757.00	
100112 - Tax Levy - ASFF - No	\$62,995.00	\$66,741.00	
100113 - Tax Levy - Seniors' H	\$13,765.00	\$14,103.00	
100114 - Tax Levy - Linear Ass	\$14,080.00	\$12,603.00	
100115 - Tax Levy - Residentia	\$564,551.00	\$576,888.00	
100116 - Tax Levy - Commerc	\$141,110.00	\$153,454.00	
100201 - Federal G.I.L.	\$900.00	\$900.00	Canada Post property taxes
100510 - Penalties And Costs	\$21,850.00	\$21,850.00	
100530 - Fortis AB Franchise	\$46,820.00	\$52,423.00	
100551 - Dividend Income	\$5,000.00	\$5,000.00	
100552 - Royalties Income	\$2,500.00	\$2,500.00	
	\$1,132,073.00	\$1,163,150.00	

REQUISITIONS

Name	2017 Budget	2018 Budget
202741 - ASFF Non Res	\$62,995.00	\$66,741.00
202750 - ASFF Res/Farm	\$179,809.00	\$187,757.00
202751 - Seniors' Housing (FI	\$13,765.00	\$14,103.00
	\$256,569.00	\$268,601.00

2018

COUNCIL



REVENUE

Name	2017 Budget	2018 Budget	Description
Prov. Conditional Grant	\$6,000.00	\$0.00	
	\$6,000.00	\$0.00	

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

2018

ADMINISTRATION



REVENUE

Name	2017 Budget	2018 Budget	Description
112210 - VCU Interest	\$21,000.00	\$7,200.00	approx. \$600/month
112410 - Misc. Admin. Rev.	\$3,500.00	\$3,000.00	Tax/compliance certificates, Garage sale kits, office charges
112560 - Bdlg/Land Rental	\$7,000.00	\$6,625.00	Lagoon Pasture lease- \$3000, Axia Supernet lease \$3000, ATCO lease \$625
112561 - Machine Rentals (C	\$125.00	\$100.00	
112845 - Cond. Operating Gr	\$22,656.00	\$14,865.00	MSI - SDI Safety Management System \$4000, Council/Office Renos \$10,865
112920 - Drawn From Opera	\$85,800.00	\$0.00	
	\$140,081.00	\$31,790.00	

Name	2017 Budget	2018 Budget	Description
212110 - Salaries	\$162,207.00	\$136,034.00	CAO, Reception 10 months
212120 - Salaries - Prt.Time	\$49,078.00	\$75,582.00	ACAO, Finance 10 months
212121 - Overtime		\$1,000.00	
212123 - Bonuses		\$1,660.00	\$500/FT staff, prorated for PT staff
212130 - Employer Contrib.	\$22,404.00	\$51,166.00	
212131 - WCB	\$6,000.00	\$7,000.00	
212211 - Travel/Subs.	\$4,000.00	\$4,000.00	
212212 - Education/Training	\$58,530.00	\$6,000.00	\$1000 website training, \$2000 finance, \$3000 misc
212213 - Occupational Healt	\$7,680.00	\$8,000.00	\$4000 SDI Safety Management System; \$4000 Staff H&W program
212215 - Freight	\$100.00	\$100.00	
212216 - Postage	\$1,100.00	\$1,100.00	
212217 - Telephone	\$5,280.00	\$8,800.00	Telus phone \$300/month, CAO cell phone \$100/month, new phone system \$4000
212218 - Internet/Website Co	\$975.00	\$5,160.00	\$75/month CCI wireless, \$30/month webhosting, \$250/month website maintenance, \$50/month security system, \$25/month off-site backu
212220 - Advertising, Printin	\$4,700.00	\$4,000.00	CP and other sponsorship ads \$500, Go East \$1000, Bylaw and Tax notice Ads \$500, Job ads \$500, Yellow Pages \$300, misc \$1200
212221 - Municipal Members	\$6,855.00	\$7,000.00	\$2814 ArcGIS license, AUMA, LGAA, FCM, Go East, HR Downloads, Lucky 13
212230 - Audit Fees	\$9,476.00	\$9,500.00	Contract through 2019
212231 - Assessor	\$12,860.00	\$13,500.00	WAG contract ends spring 2018
212232 - Legal & LTO	\$8,500.00	\$5,000.00	
212250 - Buildings R&M	\$25,500.00	\$20,000.00	Council Chambers reno, Janitorial \$1500, Misc \$2500, Council Chamber chairs
212251 - Equipment R&M Co	\$40,786.00	\$10,500.00	Xerox \$5000, IT support \$5000, Misc \$500
212274 - Insurance	\$9,000.00	\$12,850.00	
212510 - Office Supplies	\$5,000.00	\$5,000.00	
212511 - Janitorial Supplies	\$1,000.00	\$1,000.00	
212540 - Electricity	\$2,500.00	\$2,300.00	
212541 - Natural Gas	\$700.00	\$800.00	

212915 - Other Expenses		\$600.00	CC charges \$50/month
212961 - Contrib.Office Equi	\$1,000.00	\$1,000.00	
	\$445,231.00	\$398,652.00	

2018

LEGISLATIVE



REVENUE

Description	2018 Budget	2017 Budget	Name
	\$0.00		
	\$0.00	\$0.00	

Name	2017 Budget	2018 Budget
219150 - Election Officer Fee:	\$400.00	\$400.00
219290 - Election Costs	\$150.00	\$150.00
	\$550.00	\$550.00



2018

FIRE SERVICES



REVENUE

Name	2017 Budget	2018 Budget	Description
123410 - Fire Fees Charged	\$7,680.00	\$5,000.00	includes County callouts as per agreement
123590 - County Agreement	\$10,000.00	\$10,000.00	Compensation for housing shared equipment
123592 - County Operating G	\$18,974.00	\$18,974.00	
123850 - Other Grants (BRCF	\$1,500.00		
	\$38,154.00	\$33,974.00	

Name	2017 Budget	2018 Budget	Description
223120 - Fire Fighter Fees	\$24,080.00	\$24,600.00	\$2000 honorarium Chief, \$1000 honorarium dep/asst chiefs (x2), practices \$4800, meetings \$4800, callouts \$8000, courses \$3000
223130 - Employer Contribut	\$350.00		
223211 - Subs/Km/Misc.	\$1,000.00	\$500.00	
223212 - Education/Training	\$1,200.00	\$5,200.00	First Aid- \$140 per person @ 10 ppl (estimate) = \$1400, NFPA 1051- \$230 per person @ 10 ppl (estimate) + Instructor and exam proctor \$1500 = \$380
223215 - Freight	\$200.00	\$200.00	
223217 - Phones/Alarm	\$4,836.00	\$4,150.00	\$135/month, \$335 Radio license, Flagstaff County Communication Tower \$2000
223218 - Internet Costs	\$530.00	\$735.00	\$61/month
223230 - EMS Regional Dispa	\$2,850.00	\$2,200.00	\$2.70/capita
223250 - Building R&M (Cont	\$500.00	\$500.00	
223251 - Machine R&M	\$3,000.00	\$2,000.00	
223252 - Machine R&M (Cou	\$3,500.00	\$2,500.00	
223274 - Insurance	\$3,320.00	\$3,575.00	
223300 - Regional Emergency S	Services Society	\$2,200.00	
223350 - Rescue Unit Req.	\$1,800.00	\$1,800.00	Flagstaff County Rescue Requisition
223510 - Gen. Goods & Servic	\$10,550.00	\$10,000.00	\$1250 xmas Lions Gala, \$600 toques, defibulators,\$1000 first aid supplies, misc
223511 - Vehicle Fuel	\$600.00	\$500.00	
223512 - Vehicle Fuel (County	\$750.00	\$500.00	
223540 - Electricity	\$3,000.00	\$3,000.00	
223541 - Natural Gas	\$1,000.00	\$1,450.00	
	\$63,066.00	\$65,610.00	

2018

DISASTER SERVICES



REVENUE

Description	2018 Budget	2017 Budget	Name
	\$0.00	\$0.00	

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



2018

BYLAW ENFORCEMENT



REVENUE

Name	2017 Budget	2018 Budget	Desc
126510 - Municipal BEO Fines	\$500.00	\$250.00	
126521 - Permits - Bldg.,Gas,E	\$1,500.00	\$1,000.00	
126522 - Hawkers/Pedlar Lice	\$350.00	\$350.00	
126525 - Animal Licenses	\$1,750.00	\$2,000.00	
126840 - Provincial Grant - O	\$10,000.00	\$8,000.00	MSI - BEO contract
	\$14,100.00	\$11,600.00	

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

2018

PUBLIC WORKS



REVENUE

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

Name	2017 Budget	2018 Budget	Description
232110 - Salaries	\$76,743.00	\$103,200.00	Foreman 8 months, Assistant 8 months
232120 - Salaries Prt-Time	\$21,696.00	\$19,280.00	Summer I \$14228, Casual snow removal \$5000
232121 - Overtime		\$2,500.00	
232122 - Oncall		\$11,500.00	115 hrs weekends @ \$50, 250 hrs weekdays @ \$20
232123 - Bonuses		\$1,000.00	\$500/FT employee
232130 - Employer Contribut	\$17,750.00	\$23,400.00	
232211 - Travel/Subs.	\$3,000.00	\$2,500.00	
232212 - Education/Training	\$5,000.00	\$3,000.00	
232215 - Freight	\$500.00	\$1,000.00	
232217 - Telephone	\$3,780.00	\$4,100.00	\$2100 FT staff cells, \$275 PT staff cells, \$1700 landline
232250 - Buildings R&M	\$500.00	\$4,500.00	\$500 misc, \$4000 Welcome sign LED lights
232251 - Machine R&M Conti	\$17,000.00	\$20,000.00	Commercial Vehicle Inspection Program -2 gravel trucks
232252 - Streets/Sidewalks/C	\$34,000.00	\$30,000.00	Sidewalk repairs-\$10,000, crackfiller-\$2000, coldmix-\$3500, spray \$1500, Sp.Drive dust suppresant \$8,000, other-\$5000
232274 - Insurance	\$5,730.00	\$5,250.00	
232510 - Sm.Equip/Misc.Supr	\$8,000.00	\$10,000.00	
232511 - Vehicle Fuel	\$9,000.00	\$15,000.00	
232512 - Shop Tools	\$1,000.00	\$2,000.00	
232540 - Electricity	\$3,500.00	\$3,500.00	
232541 - Natural Gas	\$2,000.00	\$3,000.00	
232542 - Street Lites	\$55,000.00	\$55,000.00	
	\$264,199.00	\$319,730.00	

2018

STORM SEWER



REVENUE

Description	2018 Budget	2017 Budget	Name
	\$0.00		
	\$0.00	\$0.00	

Name	2017 Budget	2018 Budget	Description
237251 - Rpr. & Maint.	\$3,000.00	\$250.00	
	\$3,000.00	\$250.00	



2018

WATER



REVENUE

Name	2017 Budget	2018 Budget	Description
141410 - Sale Of Water	\$100,000.00	\$110,000.00	\$1.65/m3
141510 - Water Penalties	\$600.00	\$600.00	
141590 - Bulk Water Revs	\$2,500.00	\$5,500.00	\$0.055/gallon
141820 - Water Infrastructur	\$61,500.00	\$61,500.00	\$5100/month (\$12.67 cc valve renewal fee)
141825 - Water Meter Replac	\$23,000.00	\$23,160.00	\$1930/month (\$5 meter replacement fee)
141846 - Prov. Grant - Operat	\$35,000.00		
141940 - Contr. From Capital	\$124,000.00		
	\$346,600.00	\$200,760.00	

Name	2017 Budget	2018 Budget	Description
241110 - Salaries And Wages	\$24,488.00	\$23,100.00	Foreman 2 months, Assistant 2 months
241130 - Employer Contributi	\$5,917.00	\$5,850.00	Foreman 2 months, Assistant 2 months
241215 - Freight	\$4,500.00	\$4,000.00	
241217 - Telephone	\$800.00	\$800.00	\$66.50/month
241218 - WTP Internet	\$600.00	\$2,100.00	internet \$50/month, SCADA IT \$125/month
241235 - Water Meter Readir	\$3,900.00	\$4,560.00	\$380/month
241250 - Building R&M	\$20,000.00	\$5,000.00	misc
241251 - Equipment R&M Coı	\$190,500.00	\$25,000.00	misc repairs
241274 - Insurance	\$3,700.00	\$3,900.00	WTP and bulk water station
241510 - Gen. Goods & Servic	\$6,000.00	\$10,000.00	Kaisen Water Samples \$4000
241530 - Chemicals	\$8,500.00	\$8,500.00	
241540 - Electricity	\$16,000.00	\$14,000.00	
241541 - Natural Gas	\$1,450.00	\$2,000.00	
	\$286,355.00	\$108,810.00	

SEWER



REVENUE

Name	2017 Budget	2018 Budget	Description
142410 - Sewer Service Fees	\$120,000.00	\$132,000.00	
142510 - Sewer Penalties	\$400.00	\$400.00	
142820 - Sewer Infrastructur	\$51,700.00	\$57,600.00	\$4800/month (\$11/account)
142930 - Contr. From Other (\$12,829.00		
142940 - Contr. From Capital	\$75,000.00		
	\$259,929.00	\$190,000.00	

1			
Name	2017 Budget	2018 Budget	Description
242110 - Salaries	\$24,467.00	\$23,100.00	Foreman 2 months, Assistant 2 months
242130 - Employer Contribut	\$5,917.00	\$5,850.00	Foreman 2 months, Assistant 2 months
242217 - Telephone/Alarm	\$1,650.00	\$1,650.00	\$137/month
242250 - Building R&M	\$500.00	\$2,500.00	\$2000 to build fence to protect lagoon, \$500 misc
242251 - Equipment R&M Co	\$21,329.00	\$15,000.00	Flushing; heat lamp contract \$250; sewer line repairs; Sewer capacity tabletop analysis \$10,000
242255 - Sewage Lagoon	\$80,800.00	\$5,000.00	enzymes (less than 2017)
242274 - Insurance	\$1,000.00	\$950.00	
242510 - Supplies	\$500.00	\$500.00	
242540 - Electricity	\$3,800.00	\$3,800.00	
242541 - Natural Gas	\$630.00	\$750.00	
	\$140,593.00	\$59,100.00	

2018

WASTE



REVENUE

Name	2017 Budget	2018 Budget		Description
143410 - Collection And Disp	\$138,690.00	\$138,000.00	\$11,500/month, \$28.75/property	
143510 - Garbage Penalties	\$400.00	\$500.00		
143590 - Misc. Revenue	\$50.00			
	\$139,140.00	\$138,500.00		

	Name	2017 Budget	2018 Budget		Description
	243350 - FRSWMA Requisition	\$126,590.00	\$123,685.00		
	243360 - Curbside Recycling	\$10,400.00	\$14,000.00	9 months 2017; 12 months 2018	
	243510 - General Goods & Se	\$1,150.00	\$1,000.00	Scale fees, bag tags	
Ī		\$138,140.00	\$138,685.00		

2018

SOCIAL SERVICES



REVENUE

	Name	2017 Budget	2018 Budget		Description
	Provincial Grants - Operating	5	\$4,866.00	MSI - Community Resource Officer	·
Ī		\$0.00	\$4,866.00		

	Name	2017 Budget	2018 Budget	Description
	251350 - FFCS Req.	\$7,456.00	\$7,056.00	\$8.70/capita
	251356 - Community Resourc	\$5,145.00	\$4,866.00	\$6/capita
	251770 - Grants-Other-FIRST	\$625.00	\$625.00	Agreement through 2018 - Flagstaff welcoming project
_		\$13.226.00	\$12,547,00	



2018

CEMETERY



REVENUE

Name	2017 Budget	2018 Budget		Description
156410 - Plot Sales	\$600.00	\$500.00		
156415 - Memorial Book Sale	\$100.00	\$0.00		
156510 - Goods & Services	\$500.00	\$500.00	Permits and monuments fees	
156590 - Cemetery Donation	\$4,500.00	\$0.00	County Grant - eligible again Oct. 2019	
	\$5,700.00	\$1,000.00		

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

2018

PLANNING



REVENUE

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

Name	2017 Budget	2018 Budget	Description
261200 - Gen. Services Contr	\$1,600.00	\$2,000.00	IDP Review with County
261510 - ARB Costs - LARB, C	\$1,500.00	\$1,500.00	Local Assessment, Combined Assessment review boards
	\$3,100,00	\$3,500,00	



2018

ECONOMIC DEVELOPMENT



REVENUE

Name	2017 Budget	2018 Budget	Descr
163590 - Grants - Federal	\$2,000.00	\$800.00	
163840 - Conditional Grant -	\$25,350.00		
163921 - Transfer from Capita	\$139,000.00		
	\$166,350.00	\$800.00	

Name	2017 Budget	2018 Budget		Description
263350 - BRAED Membersh	i \$645 . 00	\$608.00	\$0.75/capita	
263360 - FIP Membership	\$8,350.00	\$7,581.00	Requisition	
263510 - Goods & Supplies	\$158,000.00	\$2,500.00	Parade Float, Fireworks \$2000	
	\$166,995.00	\$10,689.00		

2018

Land and Development



REVENUE

t Description	2018 Budget	2017 Budget	Name
	\$0.00	\$0.00	

Name	2017 Budget	2018 Budget	Description
266200 - Gen. Service Contr.	\$750.00		
	\$750.00	\$0.00	

2018

RECREATION



REVENUE

Name	2017 Budget	2018 Budget	Description
172410 - Recreation Land Rei	\$500.00	\$0.00	Waived as per res. 2016-06-133
172920 - Tfr. From Reserves	\$54,000.00	\$85,000.00	\$50,000 parks foreman; \$35,000 PSG contract
	\$54,500.00	\$85,000.00	

Name	2017 Budget	2018 Budget	Description
		_	·
272110 - Salaries - Fulltime	\$24,497.00		Parks Foreman (July to Dec)
272120 - Salaries - Prt-Time	\$111,957.00	\$21,791.00	Summer II, Finance 1 month
272130 - Employer Contrib.	\$7,521.00	\$11,500.00	Parks Foreman (July to December), Finance 1 month, Summer II
272121 - Overtime		\$1,000.00	
272123 - Bonuses		\$500.00	
272214 - Recreation Program	\$50,000.00	\$0.00	
272212 - Education		\$3,000.00	AARFP Courses
272251 - Equipment R&M	\$3,000.00	\$500.00	
272252 - Building R&M	\$500.00	\$500.00	
272260 - Parks Improvement	\$9,000.00	\$5,500.00	\$1500 flowers, \$2000 MSP maint., \$2000 receptacles
272274 - Insurance	\$18,100.00	\$16,600.00	
272510 - Gen. Goods & Servic	\$500.00	\$75,000.00	\$30,000 PSG Contract; \$5000 PSG expenses; \$10,000 ice decking; \$30,000 misc
272540 - Electricity	\$3,300.00	\$4,800.00	Trailer Disposal Stn \$1000, MSP \$1100, Welcome sign \$1200, Walking Trail \$500, LED HWY 13 sign \$1000
272541 - Rec Centre - Water	\$2,400.00	\$2,400.00	as per YTD
272779 - Rec Centre Grant - A	\$500.00	\$0.00	
	\$230,775.00	\$180,091.00	

2018

CULTURE



REVENUE

Description	2018 Budget	2017 Budget	Name	
	\$14,085.00	Operating	174840 - Provincial Grants -	
	\$14,085.00	\$0.00		

Name	2017 Budget	2018 Budget	Description
274120 - Salaries - Prt. Time		\$1,989.00	Finance 1 month
274130 - Employer Contrib.		\$859.00	Finance 1 month
274274 - Insurance	\$3,300.00	\$3,500.00	
274770 - Grant - Library	\$7,000.00	\$7,500.00	
274771 - Grant - Hall Operatir	\$6,000.00	\$0.00	
274774 - P.R.L. Req.	\$6,755.00	\$6,585.00	
	\$23,055.00	\$17,585.00	

2018

NATURAL GAS



REVENUE

Name	2017 Budget	2018 Budget	Description
191410 - Sale Of Gas	\$403,750.00	\$412,250.00	85,000GJ @ \$4.85/Gj,\$25 meter maintenance charge monthly to pay for future line replacement (\$4/service to town reserves, \$5/service to SKNGS reserves, \$16/service offse
191411 - Gas S/C	\$120,960.00	\$120,960.00	\$21 meter maintenance charge monthly to pay for future line replacement (\$5/riser to SKNGS reserves, \$16/riser offsets operating costs)
191412 - SKNGS Reserve Func	\$23,040.00	\$23,040.00	\$4/riser per month paid into reserves for local line replacement, upgrades and expansion
191413 - Nat.Gas - Town Facil	\$6,000.00	\$4,000.00	
191510 - Gas Penalties	\$1,500.00	\$1,500.00	
191590 - Gas Install.& Misc. F	\$1,500.00	\$4,500.00	3 x \$1500/each
	\$556,750.00	\$566,250.00	

Name	2017 Budget	2018 Budget	Description
291110 - Salaries	\$11,041.00	\$6,807.00	Receptionist 2 months allocated for time billing
291130 - Employers Contrib.	\$622.00	\$2,168.00	Receptionist 2 months allocated for time billing
291215 - Freight	\$300.00	\$300.00	
291216 - Postage	\$6,500.00	\$6,000.00	
291220 - Advert/Printing	\$400.00	\$400.00	
291250 - Gas System R&M	\$26,425.00	\$14,250.00	\$1750 Meter reinspections, \$2000 meter repairs, \$4000 fittings, \$500 valves, \$1500 removal of unused services, \$4500 safety modifications
291251 - Mach. R&M	\$4,000.00	\$3,500.00	to SKNGS
291260 - New Install. Costs	\$4,500.00	\$4,500.00	3 x \$1500/each
291290 - Taxes/Misc.	\$8,700.00	\$7,000.00	Taxes to County for linear and RMO station
291350 - Admin. Costs	\$72,250.00	\$80,750.00	85,000GJ @ \$0.95/GJ to SKNGS
291532 - Gas Purch For Resal	\$297,500.00	\$297,500.00	85,000 GL @ 3.50/GJ to SKNGS
291541 - Natural Gas	\$600.00	\$1,000.00	
291760 - SKNGS Reserve Fun	\$51,840.00	\$28,800.00	\$5/riser per month paid into SKNGS reserves (\$28,800)
·	\$484,678.00	\$452,975.00	

TOWN OF SEDGEWICK

REQUEST FOR DECISION

APRIL 19[™], 2018 2018 CAPITAL REVISED BUDGET

2018 REVISED CAPITAL BUDGET

EXECUTIVE SUMMARY

In December 2017 Council approved a preliminary capital budget for 2018.

BACKGROUND

15 capital projects have been identified for 2018 for an approximate total cost of \$4.9 million.

Approximately \$2.4 million is to be funded by grants, \$1.5 million to be funded by reserves and \$930,000 to be funded by debenture (subdivision).

The budget is as follows:

Sewer infrastructure replacement	\$1,600,000.00
20 lot subdivision	\$1,100,000.00
Main Street Revitalization	\$1,500,000.00
Fire Hydrant Replacement (10)	\$25,000.00
Cathodic Bed Replacement (nat gas)	\$18,000.00
65 new meters (nat gas)	\$9,100.00
WTP genset	\$160,000.00
Water well	\$35,000.00
John Deere 3039R Utility Tractor, attachments	\$49,500.00
Trail Lighting	\$93,000.00
Electronic Sign	\$90,000.00
Water Meters	\$10,000.00
WTP HVAC Upgrade	\$80,000.00
Spruce Drive Area 1 Sewer	\$110,000.00
SCADA Upgrade	Unknown

BUDGET IMPLICATIONS

As per above

ALTERNATIVES

- 1. Council may approve the 2018 revised Capital Budget at a total amount of \$4,879,600 with \$1,553,600 coming from reserves, \$2,396,000 from grants and \$930,000 from debenture.
- 2. Council may direct administration to make changes to the revised capital budget and bring back to the May 2018 regular meeting of Council.



REQUEST FOR DECISION

APRIL 19TH, 2018 2018 CAPITAL REVISED BUDGET

RECOMMENDATION

1. That Council approve the 2018 revised Capital Budget at a total amount of \$4,879,600 with \$1,553,600 coming from reserves, \$2,396,000 from grants and \$930,000 from debenture.

ATTACHMENTS

1. 2018 Capital Budget REVISED

CAPITAL



	2018	Funded by	Funded by	Funded by	Funded by	Funded by
Project	Budget	Sale of Asset	Grants	Reserves	Debenture	Taxes
Sewer infrastructure replacement	\$1,600,000.00		\$1,345,220.00	\$254,780.00		
20 lot subdivision	\$1,100,000.00			\$170,000.00	\$930,000.00	
Main Street Revitalization	\$1,500,000.00		\$1,050,780.00	\$449,220.00		
Fire Hydrant Replacement (10)	\$25,000.00			\$25,000.00		
Cathodic Bed Replacement (nat gas)	\$18,000.00			\$18,000.00		
65 new meters (nat gas)	\$9,100.00			\$9,100.00		
WTP genset	\$160,000.00			\$160,000.00		
Water well	\$35,000.00			\$35,000.00		
John Deere 3039R Utility Tractor, attachmer	\$49,500.00			\$49,500.00		
Trail Lighting	\$93,000.00			\$93,000.00		
Electronic Sign	\$90,000.00			\$90,000.00		
Water Meters	\$10,000.00			\$10,000.00		
WTP HVAC Upgrade	\$80,000.00			\$80,000.00		
Spruce Drive Area 1 Sewer	\$110,000.00			\$110,000.00		
SCADA Upgrade	Unknown					
	\$4,879,600.00	\$0.00	\$2,396,000.00	\$1,553,600.00	\$930,000.00	\$0.00

Capital Reserves and Grants

Capital Reserves	2018 Amount	To be Used	Remaining
19791900 - Natural Gas Capital Reserve	\$117,540.00	\$27,100.00	\$90,440.00
Cathodic Beds		\$18,000.00	
Gas meters		\$9,100.00	
19741991 - Water Infra., 49741992 - WMF	\$468,500.00	\$310,000.00	\$158,500.00
Hydrant Replacement		\$25,000.00	
Water Well		\$35,000.00	
WTP genset		\$160,000.00	
Approx. 10 replacement meters		\$10,000.00	
SCADA Upgrades WTP			
HVAC Upgrade WTP		\$80,000.00	
19742901 - Sewer Infrastructure	\$415,000.00	\$364,780.00	\$50,220.00
Sewer main replacement		\$254,780.00	
Spruce Drive Area 1 Sewer		\$110,000.00	
19732900 - Street Infrastructure	\$449,220.00	\$449,220.00	\$0.00
Main Street Revitalization		\$449,220.00	
19700992 - Future Development	\$170,500.00	\$170,000.00	\$500.00
Subdivision		\$170,000.00	
19700995 - PW Equipment	\$148,000.00	\$49,500.00	\$98,500.00
JD Tractor, attachments		\$49,500.00	
19732905 - LED Pylon Sign	\$90,000.00	\$90,000.00	\$0.00
Pylon Sign		\$90,000.00	
19700998 - Rec Capital	\$280,000.00	\$90,000.00	\$190,000.00
Trail Lighting		\$90,000.00	
19772995 - Walking Trail Lighting	\$3,000.00	\$3,000.00	\$0.00
Trail Lighting		\$3,000.00	
Subtotal Capital Reserves	\$1,768,760.00	\$1,553,600.00	\$398,160.00

Grants	Total in 2018	Use in 2018	Ending 2018
497321000 - MSI Capital	\$1,986,000.00	\$1,986,000.00	\$0.00
Main Street Revitalization		\$1,050,780.00	
Sewer infrastructure replacement		\$935,220.00	
49701004 - BMTG	\$160,000.00	\$160,000.00	\$0.00
Sewer infrastructure replacement		\$160,000.00	
49701005 - FGTF	\$250,000.00	\$250,000.00	\$0.00
Sewer infrastructure replacement		\$250,000.00	
Subtotal Grants	\$2,396,000.00	\$2,396,000.00	\$0.00

TOWN OF SEDGEWICK

REQUEST FOR DECISION

APRIL 19[™], 2018 BYLAW 539 – TAX BYLAW

BYLAW 539 - TAX BYLAW

EXECUTIVE SUMMARY

Council is required each year to pass a property tax bylaw that imposes a tax in respect of property in the municipality to raise revenue in order to pay for budgeted expenses, transfers and requisitions.

BACKGROUND

In 2018, \$811,877 is required to be raised by the municipality through property taxes in order to meet the needs of the budget.

In keeping with a ratio similar to 2017, administration is recommending that 77% of the levy be borne by residential property taxes and 23% be borne by non-residential/linear property taxes.

The result is a residential tax rate of 7.91480 (versus 7.51195 in 2017), and a non-res tax rate of 9.25017 (versus 8.77500 in 2017). For a residential property assessed at \$250,000 this results in a 5.4% increase or approximately \$100. A non-res property assessed at the same amount would see a \$118 increase.

A minimum property tax of \$900 has been kept intact.

Overall taxes (inclusive of ASFF and Seniors Foundation) for residential would increase by 5.6% and non-res by 5.1%.

BUDGET IMPLICATIONS

ALTERNATIVES

- 1. Council may give first, second and third reading to Bylaw 539 The 2018 Tax Bylaw.
- 2. Council may direct administration to make changes to the bylaw and bring back to the May 2018 regular meeting of Council for approval.

RECOMMENDATION

1. That Council give first, second and third reading to Bylaw 539 – The 2018 Tax Bylaw.

ATTACHMENTS

- 1. Bylaw 539, The 2018 Tax Bylaw
- 2. Tax Rate Comparisons

TOWN OF SEDGEWICK BYLAW NO. 539/18 TOWN OF SEDGEWICK TAX BYLAW

A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE VARIOUS RATES OF TAXATION TO BE IMPOSED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF SEDGEWICK FOR THE 2018 TAXATION YEAR.

WHEREAS the Town of Sedgewick has prepared and adopted detailed estimates of the municipal revenues and expenditures as required at the Council meeting held on April 19th, 2018;

AND WHEREAS the estimated municipal expenditures and transfers set out in the operating budget for the Town of Sedgewick for 2018 total \$2,442,275;

AND WHEREAS the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$1,631,900 and the balance of \$811,877 is to be raised by general municipal taxation;

AND WHEREAS the 2018 requisitions are:

Alberta School Foundation Fund (ASFF) Requisition Residential/Farmland Non-Residential Sub-Total	\$187 <u>\$ 66</u> \$254	,741
Seniors Foundation Requisition	\$ 14,	103
Provincial Designated Industrial Property Requisition	\$	52;

AND WHEREAS the Council of the Town of Sedgewick is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions;

AND WHEREAS the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000;

AND WHEREAS Section 357 of the Municipal Government Act provides that the Minimum Tax Bylaw: "may specify a minimum amount payable as property tax..." and the Town of Sedgewick has resolved to establish a minimum tax;

AND WHEREAS the assessed value of all property in the Town of Sedgewick as shown on the assessment roll is:

Residential/Farmland	\$72,887,290
Non-Residential	\$16,589,340
Linear	\$ 1,362,470
Total	\$90,839,100

AND NOW THEREFORE under the authority of the Municipal Government Act, the Council of the Town of Sedgewick in the Province of Alberta, duly assembled, enacts as follows:

1. Taxation Rates

That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property shown on the assessment roll of the Town of Sedgewick:

ASFF Requisition	Tax Levy	Assessment	Tax Rate			
Residential/Farmland Non-Residential/Linear Total	\$187,757 <u>\$ 66,741</u> \$254,498	\$72,887,290 <u>\$17,951,810</u> \$90,839,100	2.57599 3.71779			
Seniors Foundation Re	equisition					
Residential/Farmland Non-Residential/Linear Total	\$11,316 <u>\$ 2,787</u> \$14,103	\$72,887,290 \$ <u>17,951,810</u> \$90,839,100	0.15525 0.15525			
Provincial Designated	Provincial Designated Industrial and Linear Property Requisition					
DI Property Linear Total	\$ 5 \$ 47 \$ 52	\$ 160,510 <u>\$ 1,362,470</u> \$ 1,522,980	0.000034178 0.000034178			
General Municipal Lev	y					
Residential/Farmland Non-Residential/Linear Total	\$576,888 <u>\$166,057</u> \$742,946	\$72,887,290 <u>\$17,951,810</u> \$90,839,100	7.91480 9.25017			

2. Minimum Tax

The minimum amount payable as property tax for general municipal purposes shall be:

	Tax Rate	Tax Levy
Vacant Residential	\$900	\$15,010
Vacant Non-Residential	\$900	\$ 9,632
Occupied Residential	\$900	\$33,247
Occupied Non-Residential/Linear	\$900	\$11,042
Total		\$68,931

3. Severability

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

4. Enactment

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 t province of Alberta this <u>19th</u> day of <u>April</u> , 2018.	he
Second Reading passed in open Council duly assembled in the Town of Sedgewick, in t province of Alberta this day of, 2018.	he
Third Reading passed in open Council duly assembled in the Town of Sedgewick, in t province of Alberta this day of, 2018.	he
TOWN OF SEDGEWICK	
MAYOR	
CHIEF ADMINISTRATIVE OFFICER	

2018 Tax Rate Bylaw

Assessment Values	2017	2018	Difference
Res/Farmland	74,369,250	72,887,290	1,481,960
Non/Res	16,325,800	16,589,340	-263540
Linear	1,359,630	1,362,470	-2840
Total Taxable Assessment	92,054,680	90,839,100	1,215,580

		2018 MR	
Assessment Classes	2017 MR	Proposed	MR Diff.
Residential	7.51195	7.91480	0.4029
Non.Res./Linear	8.77500	9.25017	0.4752

Tax Per MR for General Municipal	2017	2018
Res/Farmland	564,551	576,888
Non.Res/Linear	155,190	166,057

Minimum Municipal Taxes	2017	2018
Vacant Residential	17,702	15,010
Vacant Non-Res	13,012	9,632
Occupied Residential	34,370	33,247
Occupied Non-Res/Linear	13,609	11,042
Total:	78,693	68,931

Tax \$\$ Per Assessment	2017	2018	Diff.
Res. Minimum Levy \$900	\$ 119,809	\$ 113,711	
Residential per \$250,000	1,877.99	1,978.70	\$ 100.71
Non.Res/Linear Minimum \$900	\$ 102,564	\$ 97,296	
Non-Res/Linear per \$250,000	2193.75	2312.54	\$ 118.79

2017 vs 2018 Mill Rates Comparisons

Tax Rates per Requisitions:

		2018	
	2017	Proposed	Diff
Residential/Farmland ASFF Req.	179,809	187,757	7,948
Tax Rate	2.41779	2.57599	0.15820
Non-Res/Linear ASFF Req.	62,995	66,741	3,746
Tax Rate	3.56203	3.71779	0.15576
Senior Foundation Req	13,765	14,103	338
Tax Rate	0.14975	0.15525	0.00550
DIP Req	0	52	52
Tax Rate	0	0.000034178	0.000034178

				2018	
Total MR Comparisons		2017	P	roposed	Diff
Res/Farmland	Municipal	7.51195		7.9148	0.40285
	ASFF	2.41779		2.57599	0.15820
	Sr's Foundation	0.14975		0.15525	0.00550
Total MR		10.07949		10.64604	0.56655
Taxes Per \$250,00	00 Assessment	\$ 2,519.87	\$	2,661.51	5.62%

Non.Res	Municipal	8.775	9.25017	0.47517
	ASFF	3.56203	3.71779	0.15576
	Sr's Foundation	0.14975	0.15525	0.00550
Total MR		12.48678	13.12321	0.63643
Taxes Per \$250,000 Assessment		\$ 3,121.70	\$ 3,280.80	5.10%

DIP/Linear	Municipal	8.775	9.25017	0.47517
	ASFF	3.56203	3.71779	0.15576
	Sr's Foundation	0.14975	0.15525	0.00550
	DIP	0	0.000034178	0.000034178
Total MR		12.48678	13.1232442	0.63646
Taxes Per \$250,00	00 Assessment	\$ 3,121.70	\$ 3,280.81	5.10%

TOWN OF SEDGEWICK

REQUEST FOR DECISION

 $\label{eq:April 19} \text{April 19}^{\text{th}}, 2018$ Bylaw 540 – Intermunicipal Development Plan

BYLAW 540 - INTERMUNICIPAL DEVELOPMENT BYLAW

EXECUTIVE SUMMARY

On March 13th the IDP Committee met to review amendments to the Intermunicipal Development Plan. The meeting included two Town of Sedgewick Councillors, two Flagstaff County Councillors, one member from each party's administration and representatives from Municipal Planning Services.

BACKGROUND

A list of proposed changes to the IDP has been included as an attachment.

BUDGET IMPLICATIONS

None

ALTERNATIVES

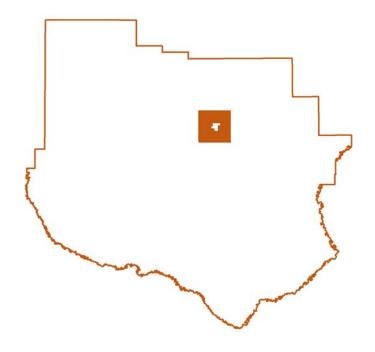
- 1. Council may give first reading to Bylaw 540, the Town of Sedgewick and Flagstaff County Intermunicipal Development Plan Bylaw.
- 2. Council may direct administration to take changes or feedback back to the IDP Committee for review.

RECOMMENDATION

 That Council give first reading to Bylaw 540, the Town of Sedgewick and Flagstaff County Intermunicipal Development Plan Bylaw.

ATTACHMENTS

- 1. Proposed Intermunicipal Development Plan Changes
- 2. Bylaw 540/18, the Town of Sedgewick and Flagstaff County Intermunicipal Development Plan Bylaw



TOWN OF SEDGEWICK & FLAGSTAFF COUNTY

INTERMUNICIPAL DEVELOPMENT PLAN

Bylaw _____

Report to Council for First Reading 18 April 2018

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1. Proposed Intermunicipal Development Plan Changes

The following proposed changes to the draft Town of Sedgewick (Bylaw 540/18) & Flagstaff County Intermunicipal Development Plan were made in consultation with the Intermunicipal Planning Committee, and Administration of both the Town of Sedgewick and Flagstaff County.

These changes have been made to the draft document and are reflected in the Town of Sedgewick & Flagstaff County Intermunicipal Development Plan provided to Council for 1st Reading.

Document Issue	Page #	Editorial Response
Minor spelling, grammar,	Throughout	Spelling, grammar, and punctuation errors noted and
and punctuation errors	Document	appropriate changes made.
Section 1.5.1	2	Change made to reflect duration to 2028 (10 years from
Plan outlook and duration	_	2018).
Sections 1.5 & 3.5		Deleted (from original IDP) and inserted in Section 3.5 Plan
Review period –	2	Review
Inconsistent with MGA		
Section 1.7	3	Updated to reflect changes to the MGA and to clarify the
Enabling Legislation		relationship between the IDP and the ICF process.
		Definition for "referral area" revised to indicate that
Section 1.10	4	discretionary development activities, not development
"Referral Area" definition		activities, will be referred to the Town for comment, to be
		consistent with the plan.
		Definition for "urban expansion area" changed from:
		"are lands where growth patterns remain as anticipated, be
		the primary urban expansion area and the priority area for
Section 1.10		future annexations by the Town"
"Urban Expansion Area"		to: "means an area in Flagstaff County identified in this plan for
definition and Multi-lot	5	future planned urban development, and is the priority area
Country Residential		for future annexations by the Town of Sedgewick."
Subdivision		To ruture annexations by the rown of sedgewick.
		Also revised (f) to clarify that a multi-lot country residential
		subdivision is a subdivision that would create five or more
		parcels on a quarter section.
		Wording changed from: "The subdivision of the subject
		lands will result in the creation of a parcel or parcels for
Section 2.1.2(b)(2)		residential purposes and, combined with previously
Trigger for area structures		subdivided parcels, total greater than 6.06 ha (15.0 acres)"
plans in the Urban	6	to: "The subdivision of the subject lands will result in the
Expansion area		creation of 5 or more parcels."
		·
		This provides consistency with the County's MDP and LUB.
		Reference to the County's Land Use Bylaw is needed to
Section 2.1.2(c)		indicate how subdivision in the Urban Expansion Area shall
Max density in the Urban	6	be determined
Expansion area		
		Reference to the County's Land Use Bylaw is now included.

Sections 2.1.3(b) and (c) Referral area - inconsistencies	6	The Referral Area and the Urban Expansion Areas have been identified on a map, Policies now indicated that discretionary use development permit applications and all subdivision applications within this area will be circulated to the Town for review.
Section 2.2.2 (c) Policy limiting un-serviced residential development	_	Wording of the policy changed to ""Un-serviced residential development shall be limited to 6.06 ha (15.0 acres) per quarter section within the Urban Expansion Area, unless agreed to in writing by the Town."
to 6.06 ha (15.0) per quarter in the Urban Expansion Area	7	Deleted the second sentence of the policy: "Notwithstanding, the County shall apply a deferred services caveat to all newly created parcels in the Urban Expansion Area to ensure the orderly future servicing of these lands" at the request of the County.
Section 2.2.2 Inclusion of the Town's Land Use Districts	7	References to Schedule "A" and the Town's Land Use Districts were removed from the IDP. This revision will ensure that, should the Town's Land Use Bylaw Districts be amended, a corresponding amendment to Schedule A will not be required.
		These changes were made.
Section 2.3.1 Requirements for Area Structure Plans in the Urban Expansion Area	7	List of supporting studies and reports that shall and may be required are updated to reflect current provincial and municipal requirements.
Section 2.3.2 Unserviced development in the urban expansion area	8	Section was revised as per the discussion at the last IPC meeting to enable unserviced development within the urban expansion area with the following conditions: 1. The developer shall enter into a deferred servicing agreement with the County which shall be registered by caveat on title; and 2. Wastewater shall be hauled to the Sedgewick wastewater lagoon.
Section 3.4 Roles and responsibilities of the Intermunicipal Planning Committee	11	Section 3.4 was expanded to provide greater detail regarding:
Section 3.5 – Plan Review	13	

IDP review period		it would like to meet on an annual basis to review the IDP with the CAOs, and to explore further avenues of collaboration. This section was rewritten to enable those meetings to occur in person, via phone, or email at the discretion of the CAO or designate. 3.5.3 The MGA now requires that municipalities review their IDPs every five (5) years in coordination with the Intermunicipal Collaboration Framework (ICF). This policy was revised to ensure consistency with new MGA requirements and then relocated from Section 1.5 – Duration to make it easier to find in the document. Deleted policies re: repealing the IDP and inserted policies for the required process to amend the IDP.
Section 3.6 Plan Termination/Repeal (DELETED)		This section was deleted. In discussions with County administration it was determined that these policies are somewhat misleading. Now that the MGA requires all municipalities (outside of regional growth boards) to have IDPs and IDP cannot be repealed without a new IDP being approved to take its place. So, rather than establishing procedures for plan repeal, we have clarified the plan review process. The document was also updated to reflect the new section numbers. Updated mapping to remove comments and questions
Section 4 - Mapping	Pg. 17-20	Darkened line work for improved print quality
Section 5 — Appendix	Pg. 21	Inserted Development Considerations Map which identifies features that should be taken into consideration when evaluating subdivision and development applications: - Former landfill location - Former lagoon location - Current lagoon location - Location of Town water wells - Environmentally Significant Areas - Historic resources - Water bodies & water courses - Oil and gas wells - High pressure pipelines - Wooded areas

2. Consultation with Stakeholder Agencies and Landowners

Municipal Planning Services circulated a copy of the draft Town of Sedgewick & Flagstaff County Intermunicipal Development Plan to local stakeholder agencies on **6 April 2018.** The following chart identifies the agencies that were notified, and where provided, their response.

Stakeholder Agency	Response Provided
Alberta Energy Regulator	To be updated
Alberta Environment & Parks	To be updated
Alberta Health Services (Flagstaff)	To be updated
Alberta Transportation (Vermilion)	To be updated
ATCO Gas	To be updated
Battle River REA	To be updated
Battle River School Division	To be updated
Canada Post (Kerry)	To be updated
Enbridge Pipelines Inc.	To be updated
FortisAlberta	To be updated
Iron Creek Gas Co-op	To be updated
Sequoia Resources Corp.	To be updated
Telus Communications (AB NE)	To be updated
Tidewater Midtstream and Infrastructure Ltd.	To be updated

Affected landowners within the County will be mail notified after first reading and the Town will notify Town residents in the local paper prior to the public hearing.

3. Recommendation to Council

Municipal Planning Services recommends that Council gives First Reading to the Town of Sedgewick & Flagstaff County Intermunicipal Development Plan as presented.



Town of Sedgewick Bylaw #: 540/18

Flagstaff County Bylaw #:

For First Reading – April 2018

ACKNOWLEDGEMENTS

The Town of Sedgewick & Flagstaff County Intermunicipal Development Plan was originally prepared by Austrom Consulting Ltd., and approved in 2009.

In 2018, Municipal Planning Services (2009) Ltd. worked with the Town, County, and the Intermunicipal Planning Committee established by the existing IDP to undertake a review of the goals and policies of the plan, as a part of the plan's periodic review requirements.





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1 | INTRODUCTION

1.1 | PLAN ORGANIZATION

- 1 | The Flagstaff County and the Town of Sedgewick Intermunicipal Development Plan (IDP) has been organized into three sections:
 - a. **SECTION 1 INTRODUCTION** includes the purpose and background, goals of the IDP, enactment, duration, description of the plan area, enabling legislation, guiding principles, public engagement process and key definitions.
 - b. **SECTION 2 PLAN POLICIES** includes the plan area, land use concept, utility and stormwater management policies; transportation policies; environmental protection, infrastructure corridors; oil and gas infrastructure; and economic development.
 - c. **SECTION 3 PLAN ADMINISTRATION AND IMPLEMENTATION** includes adoption process, approving authorities, plan amendments, establishment of the Intermunicipal Planning Committee, plan review, plan termination/repeal, annexation, dispute resolution, and correspondence.

1.2 | PURPOSE AND BACKGROUND

The municipalities of Flagstaff County (County) and the Town of Sedgewick (Town) agreed to enter the process to jointly develop an Intermunicipal Development Plan (IDP).

"The purpose of the IDP will be to ensure that a coordinated and cooperative approach is in place for managing the use and development of lands adjacent to the boundary of the Town of Sedgewick, within Flagstaff County".

- 2 | The Town and County have agreed to undertake the process for preparing and adopting, by bylaw, the IDP which will address the principles, policies and considerations outlined in this document.
- The Town and County recognize that all municipalities are equal and have the right to growth and development. Both municipalities have agreed that a negotiated IDP is the preferred method of addressing intermunicipal land use planning issues within the IDP area and that it represents the best opportunity for a continuing cooperative working relationship between the two municipalities.
- 4 | The municipal policy framework for the preparation of an IDP is contained within the Municipal Development Plans of the County and the Town. The Town's Municipal Development Plan (MDP), identifies development opportunities for lands adjacent to the Town. In addition, the MDP contains policies regarding intermunicipal planning and cooperation. The County's Municipal Development Plan contains intermunicipal policies and supports the protection of a 3.2 kilometre area around each urban municipality for urban expansion plans and industrial parks.
- 5 | The IDP is designed to enhance and support any Intermunicipal Collaboration Framework entered into between the Town and County.
- 6 Nothing contained within this IDP is intended to nor shall be interpreted as fettering either Council's discretion.



1.3 | GOALS OF THE IDP

- 1 | The overall goals of the IDP are to:
 - a. Ensure orderly development, while protecting the area surrounding the Town for future expansion;
 - b. Establish a framework for attracting economic opportunities;
 - c. Improve opportunities to secure a long-term economic base for the region;
 - d. Ensure the municipalities are development ready and future oriented in their efforts to attract economic activity; and
 - e. Ensure that the municipalities are developed in a manner that is equitable and fair to the residents of the municipalities.
- The IDP and the various cost sharing agreements together form the basis of cooperative effort between the Town and the County to work together to serve the needs of their communities.

1.4 | ENACTMENT

The policies contained within the Town of Sedgewick and Flagstaff County Intermunicipal Development Plan Bylaw come into force once the County and the Town Council have given Third Reading to this IDP Bylaw. The intent is not that any policies in the IDP Bylaw be applied retroactively to any applications that are already in process.

1.5 | DURATION

- The IDP sets forth, in general terms, the strategic patterns for land uses, servicing and transportation policies as well as other mutually agreed to policy directions to the year 2028. While the IDP is meant to be a long range planning document, it is intended that regular monitoring, review and periodic amendments may be required for policies in the IDP to remain current with changing trends, technologies and growth within the region.
- The IDP sets forth a process for amendment and repeal of this document when it is in the mutual interests of the County and the Town to do so.

1.6 | PLAN AREA

- The IDP area encompasses lands north, west, east, and south of the present corporate limits of the Town of Sedgewick as shown on **Map 1 Plan Area Boundaries**. Property owners within the IDP area, adjacent property owners, residents of the Town and other interested parties have been consulted during the IDP planning process.
- 2 | The IDP area encompasses lands identified as the Urban Expansion Area and Referral Area as defined in **Section 1.10** of this Plan.



1.7 | ENABLING LEGISLATION

- 1 | The Town of Sedgewick & Flagstaff County Intermunicipal Development Plan shall form part of the Town of Sedgewick & Flagstaff County Intermunicipal Collaboration Framework.
- The procedure for adopting an Intermunicipal Development Plan is described in Section 631(1) of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended (the Act). Section 631(1) states:
 - 631 (1) Two or more councils of municipalities that have common boundaries that are not members of a growth region as defined in Section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with Sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.
 - (2) An intermunicipal development plan
 - (a) must address:
 - (i) the future land use within the area,
 - (ii) the manner of and the proposals for future development in the area,
 - (iii) the provision of transportation systems for the area, either generally or specifically,
 - (iv) the coordination of intermunicipal programs relating to the physical, social and economic development of the area,
 - (v) environmental matters within the area, either generally or specifically, and
 - (iii) any other matter relating to the physical, social or economic development of the area that the councils consider necessary, and
 - (b) must include:
 - (i) a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,
 - (ii) a procedure to be used, by one or more municipalities, to amend or repeal the plan, and
 - (iii) provisions relating to the administration of the plan.

The Intermunicipal Development Plan is consistent with requirements for intermunicipal collaboration and Intermunicipal Development Plans identified within the Act.

The procedure for adopting an Intermunicipal Development Plan is described in Section 692 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended.

1.8 | GUIDING PRINCIPLES

1 | Maintain an open, fair and honest communication between the two municipalities and affected stakeholders.



- 2 | Promote orderly, economic and beneficial land development to minimize the amount of agricultural land converted to other land uses prematurely.
- 3 | Recognize the need for urban expansion of the Town and the need for orderly, timely and agreed upon annexation.
- 4 | Determine compatible and complementary land uses within the IDP area and adjacent lands while ensuring proposed land uses and development do not interfere or conflict with future urban expansion.
- 5 | Development of land use policies to provide for, and in support of, economic development that will benefit the two municipalities economically and socially.
- 6 Development of a Plan for the provision of utility corridors within the Plan Area to provide for future growth and development of the IDP area, and to ensure oil and gas development/pipelines and/or gravel extraction facilities do not inhibit or restrict the future development of the region.
- 7 | Effective coordination of transportation systems and protection of required land for future road and trail network developments.
- 8 | Development of land use policies to ensure that future sites for schools and recreation areas are protected.
- 9 | Identification and protection of physical features and environmentally sensitive areas.
- 10 | Provide for effective IDP administration and implementation mechanisms.

1.9 | PUBLIC ENGAGEMENT

- In accordance with Section 692 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, Councils must take measures to involve the public prior to adopting an Intermunicipal Development Plan. Several opportunities and methods have been used to carry out effective public engagement. In summary they include:
 - a. Media releases to facilitate project awareness;
 - b. Mailings to affected property owners, adjacent residents and other stakeholders;
 - c. Public Hearing(s) held before Flagstaff County and the Town of Sedgewick Councils to allow all parties to make representations on the IDP.

1.10 | DEFINITIONS

- 1 | All the terms and meanings in this IDP shall carry their normal definitions unless otherwise defined herein:
 - a. "area structure plan" means a statutory plan, adopted by bylaw, which provides a policy framework for subsequent redesignation, subdivision and development of a specified area of land in the municipality pursuant to Section 633 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended.
 - b. "development" means an activity taking place on a parcel as defined pursuant to the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended.
 - c. "confined feeding operation" is an agricultural operation as defined within the *Agricultural Operations Practices Act*, R.S.A. 2000, c. A-7, as amended.
 - d. "farmstead" means an agricultural dwelling and improvements as defined within the Flagstaff County Land Use Bylaw.
 - e. "fragmented parcel" means a parcel of land that is separated from the balance of the remainder of the parcel as defined within the Flagstaff County Land Use Bylaw.



- f. "multi-lot country residential subdivisions" shall be considered to be any subdivision which will create five or more country residential parcels on a quarter section.
- g. "referral area" are lands within the plan area that are intended for eventual growth of the Town; within this area the County will refer to the Town for comment on proposed discretionary development activities (as illustrated in Map 1 Plan Area Boundaries).
- h. "urban expansion area" means an area in Flagstaff County identified in this plan for future planned urban development, and is the priority area for future annexations by the Town of Sedgewick.
- i. "utility services" means a parcel serviced with municipal gas, water and sewer services.



2 | PLAN POLICIES

2.1 | PLAN AREA

GOAL To protect the lands identified as the Urban Expansion Area from fragmented un-serviced development; to encourage collaborative planning within the remaining IDP lands identified as the Referral Area; and to minimize premature subdivision activity within the agricultural area surrounding the Town.

1 | General IDP Policies:

- a. Confined feeding operations requiring registrations or approvals and manure storage facilities requiring authorization under the *Agricultural Operations Practices Act*, R.S.A. 2000, c. A-7, as amended, shall be discouraged within the Plan Area.
- b. The County will refer all subdivision applications, Municipal Development Plan and/or Land Use Bylaw amendments, and proposed Area Structure Plans within the Plan Area to the Town for comment.
- c. Any disputes shall be dealt with through the procedure outlined within **Sections 3.8** and **3.9** of this Plan.

2 | Urban Expansion Area Policies:

- a. The Urban Expansion Area will consist of lands identified as the "urban expansion area" identified on Map 1 Plan Area Boundaries.
- b. Area Structure Plans within the Urban Expansion Area may be required where:
 - 1. The subject lands are within 1.6 kilometres of Highway 13 and Highway 869; or
 - 2. The subdivision of the subject lands will result in the creation of five or more parcels; or
 - 3. The subdivision of the subject lands will result in the creation of a parcel or parcels for commercial and industrial purposes.
- c. Farmstead and fragmented parcel subdivisions shall be permitted within the Urban Expansion Area pursuant to the County's Municipal Development Plan and Land Use Bylaw.
- d. Multi-lot Country Residential subdivisions may be permitted within the Urban Expansion Area subject to the provisions of the Flagstaff County Municipal Development Plan and **Section 2** of this Plan.
- e. In addition to referrals cited in **Section 2.1(1)(b)**, the County shall refer all discretionary use development permit applications within the Urban Expansion Area to the Town for comment
- f. The planning process in the Urban Expansion Area will be a cooperative effort between the Town and the County. Developers will be required to work with the Town and County planning departments to ensure that the development is compatible with the future growth patterns of the Town.

3 | Referral Area Policies:

a. In accordance with the Flagstaff County Municipal Development Plan all subdivision applications and development permits *for a discretionary use* within the Intermunicipal Development Plan area will be forwarded to the Town for review and comment.



2.2 | LAND USE CONCEPT

- **GOAL** To ensure that future land uses allowed within the Urban Expansion Area and Referral Area are compatible with the future growth patterns of the Town.
- 1 | Flagstaff County agrees that all development within the Urban Expansion Area, and Referral Area identified on Map 2 Future Land Use Concept will be planned to minimize the impact on the growth of the Town.
- 2 | Urban Expansion Area Land Use Policies:
 - a. In considering subdivision and development proposals in the Urban Expansion Area, the
 County Subdivision Authority and Development Authority will ensure that the proposed
 subdivision and/or development conforms to the intent of Map 2 Future Land Use
 Concept and the land use policies contained herein.
 - b. Residential, commercial and industrial areas identified in Map 2 Future Land Use Concept shall be used predominantly for these purposes over the long term. Agricultural, local commercial (within residential areas), open space, recreational, institutional and resource extraction industrial uses may also be present based on the detailed land use concept of an approved area structure plan.
 - c. Unserviced residential development shall be limited to 6.06 ha (15.0 acres) per quarter section within the Urban Expansion Area, unless agreed to in writing by the Town.
 - d. If agreed to in writing by the Town, subdivision and development within the Urban Expansion Area of an area exceeding 6.06 ha (15.0 acres) per quarter section for multi-lot country residential subdivisions may be allowed where the lot density is at a minimum, equal to the R4 District within the Town of Sedgewick Land Use Bylaw (0.5 acre to 1.0 acre in size).
- 3 | Referral Area Land Use Policies:
 - a. All land use matters within the Referral Area (as illustrated in Map 1 Plan Area Boundaries) shall be dealt with in accordance with the Flagstaff County Municipal Development Plan and Flagstaff County Land Use Bylaw.
- 4 | Airport Protection Overlay:
 - a. The Airport Protection Overlay policies and regulations of the Flagstaff County Municipal Development Plan and Land Use Bylaw shall apply to lands within the plan area identified as Airport Protection Overlay (as illustrated in **Map 2 Future Land Use Concept**).

2.3 | UTILITY AND STORMWATER MANAGEMENT POLICIES

GOAL The lands within the Urban Expansion Area will be serviced and will include suitable stormwater management systems.

- 1 | Plans Required:
 - a. Within the Urban Expansion Area, Area Structure Plans shall be accompanied by the preparation of the following:
 - 1. Water and Wastewater Servicing Plans;
 - 2. Geotechnical Report;
 - 3. Phase I Environmental Assessment; and
 - 4. Stormwater Management Plan.



- b. Within the Urban Expansion Area, Area Structure Plans may also be required to be accompanied by the preparation of the following:
 - 1. Wetland assessment;
 - 2. Traffic Impact Assessment; and
 - 3. Any other studies required by the County's approving authorities to determine the suitability of the site for the proposed use.

2 | Utility Services:

- a. Services for all developments outside of the Town boundaries shall not connect to the Town's infrastructure system until such time that the land is annexed, unless otherwise agreed to by the Town and County.
- b. Developments may be permitted which are serviced via cistern and holding tanks (for wastewater) until such time as the lands are annexed and water and wastewater transmission lines are extended to the area with the following conditions:
 - 1. The developer shall enter into a deferred servicing agreement with the County which shall be registered by caveat on title; and
 - 2. Wastewater shall be hauled to the Sedgewick wastewater lagoon.
- c. For developments requiring or proposing to require municipal water and wastewater services in the Urban Expansion Area, the Town and County agree to enter into a joint servicing agreement for said services.
- d. For developments located within the Urban Expansion Area requiring or proposed to require water and wastewater services from the Town, the County will submit the relevant portions of the development agreement, including full details on the water and wastewater servicing standards and anticipated volumes, for the Town's approval.
- e. The Town, subject to available capacity, payment of the user fees and Alberta Environment approval, agrees to accept, from County residents and developments in the Urban Expansion Area, wastewater from holding tanks that comply with the standards set by the Town.

3 | Stormwater Management:

- a. Provisions should be made to control stormwater runoff to predevelopment rates. The number of stormwater management facilities in the Urban Expansion Area should be minimized in order to control ongoing operational and maintenance costs and consumption of developable lands.
- b. Best management practices should be utilized as measures to control stormwater quality. Incorporation of stormwater management facilities with natural areas may benefit the area as a whole. Existing water bodies could be utilized or integrated into stormwater management plans.

2.4 | TRANSPORTATION POLICIES

- **GOAL** The Town and County will work together and in partnership with the Province in the continual development and maintenance of a safe and efficient transportation network within the IDP area.
- 1 | The Town and County will work together and with Alberta Transportation to ensure a safe and efficient transportation network is developed and maintained to service the residents and businesses within the IDP Area.



- 2 | When subdivisions are approved in the IDP area, all right-of-way requirements will be secured to ensure that long-term transportation and road plans can be implemented when warranted.
- 3 | Developers will be required to construct all roads to County standards.
- 4 | As a part of the Area Structure Plan process, Alberta Transportation may require the development of a Traffic Impact Assessment for any subdivision within 1.6 kilometres of Highway 13 and Highway 869.

2.5 | ENVIRONMENTAL PROTECTION AND OPEN SPACE

- **GOAL** The municipalities will continue to protect and enhance the existing open spaces surrounding the Town.
- 1 | Environmentally sensitive lands have been identified within Map 2 Future Land Use Concept.
- 2 | Land suitable for Environmental Reserve (ER), in accordance with the provisions of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, may be identified at the subdivision application stage and be dedicated as an Environmental Reserve parcel, and Environmental Reserve Easement or a Conservation Easement.
- The County, when approving subdivisions within the Urban Expansion Area, shall take Municipal Reserves in accordance with the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended.
- 4 | Through the Flagstaff County Land Use Bylaw, appropriate development setbacks from water bodies and watercourses shall be enforced.
- Both municipalities shall recognize and enhance the wide diversity of open space opportunities and seek to identify future partnerships.

2.6 | INFRASTRUCTURE CORRIDORS

- **GOAL** The municipalities will work together to ensure that utility corridors are planned, constructed, and maintained.
- The Town and County acknowledge that the future development within the Plan Area is dependent on access to water and wastewater services, and the Town and County agree to work together to ensure the corridors for these services are protected.

2.7 | OIL AND GAS INFRASTRUCTURE

- **GOAL** The municipalities will work with the oil and gas industry to ensure that resource infrastructure does not negatively impact future development within the IDP area.
- 1 | Oil and gas infrastructure have been identified within Map 2 Future Land Use Concept.
- The Town and County also acknowledge that the development of the oil and gas industry has played an integral part in the development of the region. The Town and County will work with the oil and gas industry to ensure that the orderly development of the Plan area is not unduly restricted by the development of oil and gas infrastructure, including pipelines.
- 3 | The County will refer all resource related referrals to the Town on lands identified within the Urban Expansion Area.



2.8 | ECONOMIC DEVELOPMENT

- **GOAL** To promote, develop and enhance infrastructure in order to increase business activity in the region.
- 1 | The municipalities have agreed to work together to promote and support economic development that is good for both municipalities. Land use policies will be developed that will support and encourage a cooperative effort in support of economic development.



3 | PLAN ADMINISTRATION AND IMPLEMENTATION

3.1 | ADOPTION PROCESS

- 1 | The Intermunicipal Development Plan shall be adopted by bylaw by the Town and the County in accordance with the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended.
- 2 | The Town's adopting bylaw will specify that although the Town adopts the policies and objectives of the plan, the Town has no legal jurisdiction for lands in the Plan area which are outside of the boundaries of the Town.
- 3 | Any amendments to the Municipal Development Plans and Land Use Bylaws of the Town and County required to implement the policies of the Intermunicipal Development Plan should occur simultaneously with the adoption of the plan.

3.2 | APPROVING AUTHORITIES

- 1 | All the statutory plans impacting the Plan area shall be made consistent with this Plan.
- 2 | The County shall be responsible for the administration and decisions on all statutory plans, land use bylaws, and amendments thereto.

3.3 | PLAN AMENDMENTS

- An amendment to this Plan may be proposed by either municipality. An amendment to the Plan proposed by a landowner shall be made to the municipality in which the subject land is located.
- An amendment to this Plan has no effect unless adopted by both municipalities by bylaw in accordance with the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended.

3.4 | ESTABLISHMENT OF THE INTERMUNICIPAL PLANNING COMMITTEE

- 1 | The Intermunicipal Planning Committee will be established upon third reading of the Bylaw adopting the Flagstaff County and the Town of Sedgewick Intermunicipal Development Plan.
- 2 | The Intermunicipal Planning Committee will not be a decision-making body, but will submit recommendations to the approving bodies of the respective municipalities, striving for consensus as much as possible.
- 3 | The Intermunicipal Planning Committee will be comprised of:
 - a. two members of the Council of the Town of Sedgewick;
 - b. two members of the Council of Flagstaff County;
 - c. one staff member of the Town of Sedgewick; and
 - d. one staff member of Flagstaff County

The Councils of each municipality may appoint alternative members, should any member not be able to attend an IMC meeting.

- 4 | The Intermunicipal Planning Committee shall establish its own rules of procedure, including its own schedule of meetings.
- 5 | Information shall be communicated to the Intermunicipal Planning Committee members electronically.
- 6 | The Intermunicipal Planning Committee shall not deal exclusively with development matters within the Flagstaff County and the Town of Sedgewick Intermunicipal Development Plan area. Rather, it will deal with all matters referred to it in the manner described in **Section 3.4.7**.



- 7 | The Intermunicipal Planning Committee has the following functions:
 - a. to clarify the intent and interpretation of the Intermunicipal Development Plan;
 - b. to develop specific strategies related to the provision of infrastructure, service provision, cost sharing, etc. for proposed subdivision and development in the Flagstaff County and the Town of Sedgewick Intermunicipal Development Plan area that reflect the policies and guidelines set out in the Intermunicipal Development Plan;
 - c. to review and comment on applications to amend the Flagstaff County and the Town of Sedgewick Intermunicipal Development Plan;
 - d. to review and comment on development matters referred to it in accordance with this Intermunicipal Development Plan; and
 - e. to undertake such other matters as it deems reasonable and as are referred to it by either Council or municipal administration.
- 8 | The Town and County agree:
 - a. the County's Subdivision Authority and Development Authority will notify Town
 administration of all subdivision applications and development permit applications for
 discretionary uses received within the Referral Area identified on Map 1 Plan Area
 Boundaries; and
 - b. the County's Subdivision Authority and Development Authority will notify Town administration of applications for all subdivision applications and all development permit applications for discretionary uses received within the Urban Expansion Area identified on Map 1 Plan Area Boundaries;
 - c. the Town's Subdivision Authority and Development Authority will notify County administration of all subdivision applications and discretionary development permit applications for discretionary uses within the Town.
- 9 | Each municipality's Subdivision Authority and Development Authority shall ensure that their decisions are consistent with the Flagstaff County and the Town of Sedgewick Intermunicipal Development Plan.
- Depending on the nature of the proposed application for subdivision or development, the Intermunicipal Planning Committee may provide recommendations related to the proposed application.
- Where a referral is required, the referring municipality shall provide complete information concerning the matter to the other municipality's administration. The other municipality (hereinafter referred to as "the responding municipality") will undertake an evaluation of the matter and provide comments to the administration of the applicant municipality within the timeframe indicated on the referral letter.
 - a. If there is any concern, the two (2) administrations shall discuss the issue and attempt to resolve the matter.
 - b. If the administrations resolve the concern, the responding municipality will formally notify the applicant municipality and the Intermunicipal Planning Committee, and the applicant municipality will take the appropriate actions to consider approving the matter.
 - c. In the event that the issue is not resolved at the administrative level, the applicant municipality's administration shall refer the matter to the Intermunicipal Planning Committee.



- 12 | Upon the referral of a matter, the Intermunicipal Planning Committee will schedule a meeting and the administrations of the County and Town will present their positions on the matter to the Committee.
- 13 | After consideration of a matter, the Intermunicipal Planning Committee may:
 - a. Provide suggestions to both administrations with respect to revisions to the matter that should be considered to make it more acceptable to both Municipalities;
 - b. If possible, agree on a consensus position of the Committee in support of or in opposition to the matter, to be presented to both Councils;
 - c. Conclude that no initial agreement can be reached and that a consensus position of the Committee will not be presented to both Councils;
 - d. If agreed to by both Municipalities, employ a facilitator to help the Committee work toward a consensus position;
 - e. If a matter cannot be satisfactorily processed following a Committee review, refer the matter to both Councils; or
 - f. Undertake any other action it deems reasonable.

3.5 | PLAN REVIEW

- Annually, the Development Officers and the Intermunicipal Planning Committee shall determine the advisability of any amendments to the Plan. If an amendment is deemed necessary by both municipalities then the results of the review shall be presented to both Councils; either jointly or separately; within one month of the anniversary of the adoption of this plan. The Councils shall determine if any amendments are to be proceeded with and direct municipal administration to commence with a public plan amendment process. If both Councils do not agree that a particular amendment shall proceed then neither municipality shall proceed with that amendment.
- The IDP shall be comprehensively reviewed every five years, from the date on which the IDP comes into effect, as part of the review of the Town of Sedgewick and Flagstaff County Intermunicipal Collaboration Framework.

3.6 | ANNEXATION

- 1 | The County recognizes and agrees that the Town will need additional land to grow and will support annexations that will provide for 20 years of projected growth within the boundaries of the Town and which require municipal utility services from the Town.
- The annexation process may be initiated by the Town through the preparation of a Growth Study and in accordance with the Municipal Government Act.
- The Town and County will endeavour to reach an intermunicipal agreement on the annexation prior to submitting the annexation to the Municipal Government Board.

3.7 | DISPUTE RESOLUTION

- 1 | The Town and County agree that disputes relating to the Intermunicipal Development Plan shall be restricted to the following:
 - a. Lack of agreement on proposed amendments to the plan;
 - b. Lack of agreement on any proposed statutory plan, land use bylaw or amendment to either located within or affecting the Plan area; or
 - c. Lack of agreement on an interpretation of this plan.



- 2 | Lack of agreement pursuant to **Section 3.7(1)(a)** and/or **(b)** of this plan is defined as a statutory plan, land use bylaw or amendment to either which is given first reading by a Council which the other Council deems to be inconsistent with the policies of this Plan or detrimental to their planning interests as a municipality.
- A dispute shall be limited to the decisions on the matters listed in **Section 3.7(1)**. Any other appeal shall be made to the appropriate approving authority or appeal board that deals with that issue.
- 4 | The dispute resolution process may only be initiated by Town or County Councils.
- Identification of a dispute and the desire to go through the dispute resolution process may occur at any time regarding a **Section 3.71)(c)** dispute matter and may only occur within 30 calendar days of a decision made pursuant to **Section 3.7(2)**. Once either municipality has received written notice of a dispute, the dispute resolution process must be started within 15 calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 6 | In the event the dispute resolution process is initiated by the municipality having authority over the matter, it shall not give any further approval in any way until the dispute has been resolved or the mediation process has been concluded.
- 7 | In the event mediation does not resolve the dispute, the Municipality may proceed to adopt the bylaw and, in accordance with the Municipal Government Act, the other municipality will have the right to appeal to the Municipal Government Board.

3.8 | DISPUTE RESOLUTION PROCESS

- Stage 1 Administrative Review The Chief Administrative Officers of both municipalities, or their designates, will meet in an attempt to resolve the issue first. Failing resolution, the dispute will then be referred to the Intermunicipal Planning Committee. In the event a resolution is not achieved by the 30th day following the first meeting of the Chief Administrative Officers of both municipalities, either municipality may refer the dispute to the Intermunicipal Planning Committee.
- 2 | Stage 2 Intermunicipal Planning Committee Review The Committee will convene to consider and attempt to resolve the dispute. In the event a resolution is not achieved by the 30th day following the first meeting of the Intermunicipal Planning Committee, either municipality may refer the dispute to a mediator.
- 3 | Stage 3 Mediation The services of an independent mediator will be retained, with the mediator to present a written recommendation to both Councils. The costs of mediation shall be shared equally between the Town and County.
- 4 | Stage 4 Municipal Government Board In the event the mediation process does not resolve the dispute, the Municipality may proceed to adopt the bylaw and in accordance with the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, the other municipality will have the right to appeal to the Municipal Government Board.



3.9 | CORRESPONDENCE

Written notice under this Plan shall be addressed as follows:

a.	In the case of Flagstaff County to:	
	Flagstaff County - c/o Chief Administrative Offic	cer
	P.O. Box 358, Sedgewick, AB TOB 4CO	
b.	In the case of the Town of Sedgewick to:	
	Town of Sedgewick - c/o Chief Administrative O	officer
	Box 129, Sedgewick, Alberta, TOB 4CO	
author	TNESS WHEREOF the parties have affixed their ized signing officers of the parties as of the first of the country	·
Chief <i>I</i>	administrative Officer	Chief Administrative Officer

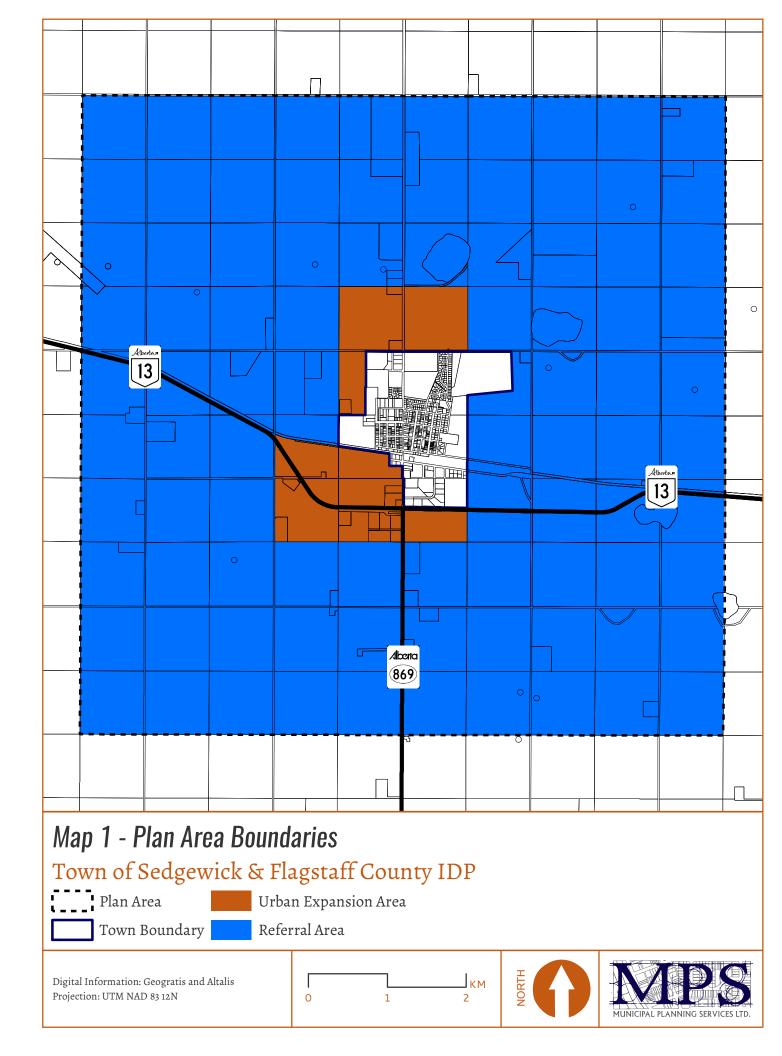


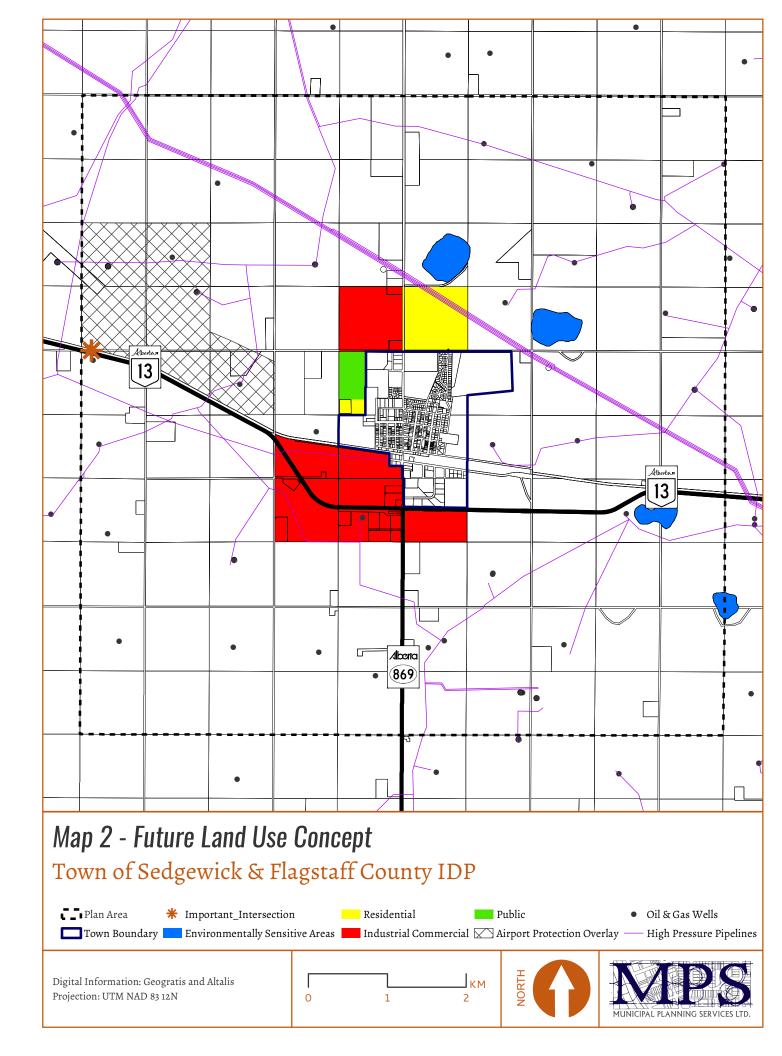
4 | MAPS

MAP 1 - PLAN AREA BOUNDARIES

MAP 2 - FUTURE LAND USE CONCEPT



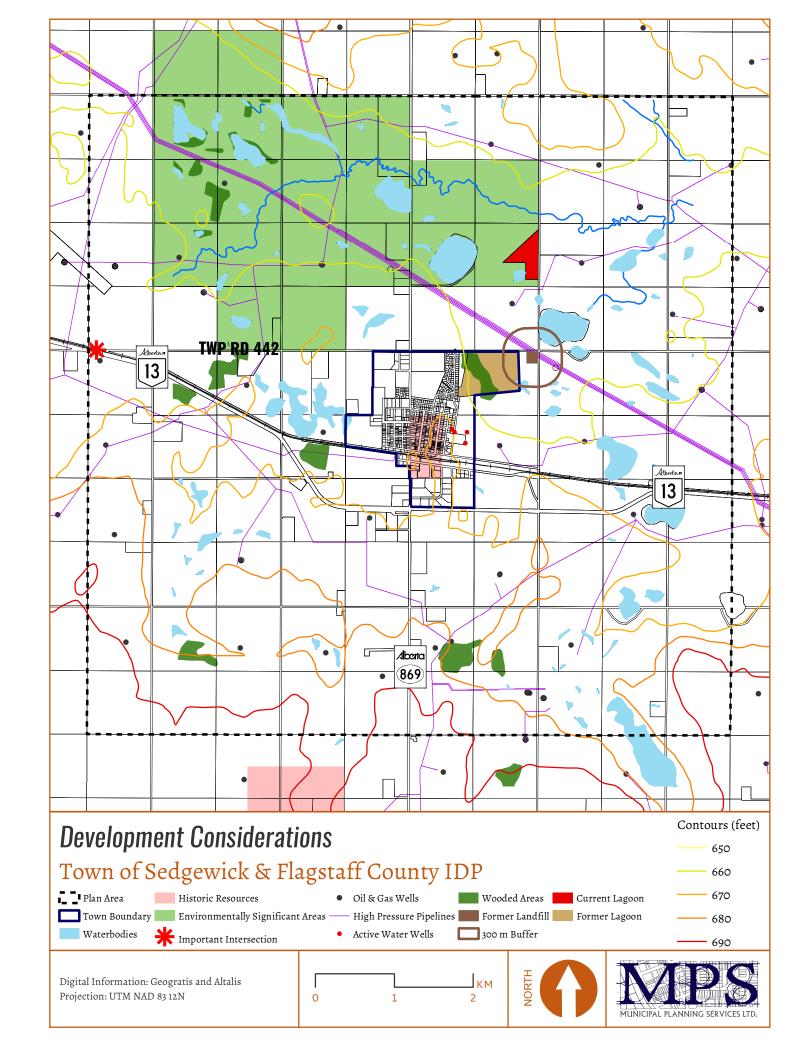




Appendix A – Information Map (not approved as part of the bylaw)

DEVELOPMENT CONSIDERATIONS





TOWN OF SEDGEWICK

REQUEST FOR DECISION

APRIL 19TH, 2018 STREET NAME DESIGNATION REMOVAL

STREET NAME DESIGNATION REMOVAL

EXECUTIVE SUMMARY

Changes to land uses and building positions can lead to problematic civic addressing processes.

For example, the demolition of the former Flagstaff Lodge, which faced 51st Avenue and the construction of a new adult self-contained facility that now faces 50th Street, revealed limitations to recording an accurate civic address for the new facility that would direct Fire and EMS to the correct location. Amendments were made to the civic address of a property immediately north of the new Prairie Rose Place to accommodate an accurate, revised address for the new building.

BACKGROUND

In or around 1947, the name Dufferin Avenue was designated for the road that runs along the south boundary of the Sedgewick Golf Course; it is used as a back alley for the residents of McLean Crescent West; it has not been used as a 'street' for decades, if ever. All properties located along 'Dufferin Avenue' face McLean Crescent West, not the Avenue.

With the name designation as a formal street, it was automatically assigned a civic road number, which in this case, per Municipal Planning Services, is 52nd Street.

The designation versus the actual use of the roadway can cause confusion and conflicting information for Fire & EMS services, developers, courier deliveries and utility companies.

The possibility of future development expansion into the golf course to create another block of residential properties on the north side of 'Dufferin Avenue' is extremely unlikely.

Municipal Planning Services recommended, in order to 'clean up' the civic address map, a resolution from Council to remove the Dufferin Avenue designation was required.

BUDGET IMPLICATIONS

None

ALTERNATIVES

- 1. That Council endorse a motion to remove the designation of Dufferin Avenue from Plan 4763AJ.
- 2. That Council file the information on the designation status of Dufferin Avenue.

RECOMMENDATION

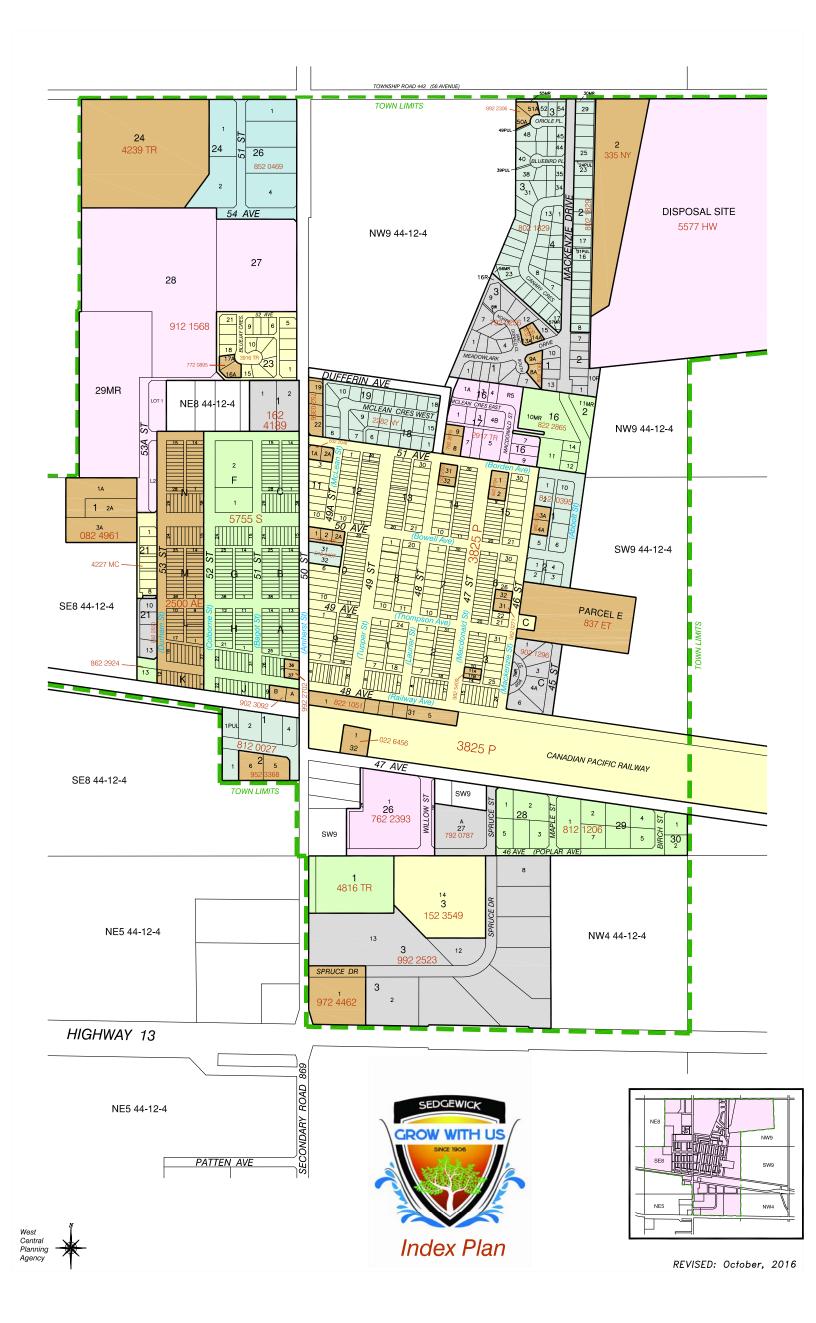
1. That Council endorse a motion to remove the designation of Dufferin Avenue from Plan 4763AJ.



REQUEST FOR DECISION
APRIL 19TH, 2018 STREET NAME DESIGNATION REMOVAL

ATTACHMENTS

1. Town of Sedgewick Legal Map





REQUEST FOR DECISION

APRIL 19TH, 2018
TAX PAYMENT AND PENALTY BYLAW

BYLAW 541 – THE TAX PAYMENT AND PENALTY BYLAW

EXECUTIVE SUMMARY

At their March 22nd, 2018 regular meeting, Council reviewed Bylaw 459, the Tax Payment, Non-Payment, Pre-Payment & Penalties Bylaw.

BACKGROUND

At the March 22nd, 2018 meeting Council passed a motion to allow tax payers to enter into the Tax Payment Plan up to the last business day in July on the condition that by this date an amount equal to seven months of the previous year's taxes has been paid to the Town. The motion also included adding the practise of sending out notices to property owners who have not paid their taxes by the end of July. These notices are to be sent out prior to August 15th.

The Bylaw has been revised to include this direction and also a severability clause has been added which was previously missing. As well, the title of the Bylaw has been simplified. Changes can be seen in section 5.a) and 10.a)

BUDGET IMPLICATIONS

None

ALTERNATIVES

- 1. Council may give first, and/or second and third reading to Bylaw 541, The Tax Payment and Penalty Bylaw.
- 2. Council may provide further direction to administration with the Bylaw being brought back to Council at a later date.

RECOMMENDATION

1. That Council give first, second and third reading to Bylaw 541, The Tax Payment and Penalty Bylaw.

ATTACHMENTS

1. Bylaw 541, The Tax Payment and Penalty Bylaw

TOWN OF SEDGEWICK BYLAW NO. 541/18 TOWN OF SEDGEWICK TAX PAYMENT & PENALTY BYLAW

WHEREAS, the authority and provisions of the Municipal Government Act, 2000, 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.
 - a. Any taxes unpaid as of the last day of business in July shall receive a notice

of said unpaid taxes by August 15th.

- 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, 2000, Chapter M-26 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 up to the last business day in July on the condition that by this date, an amount equal to seven months of the previous year's taxes have been paid to the Town.
 - 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.

SEVERABILITY

12. 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.

EFFECTIVE DATE

- 13. This Bylaw shall come into affect upon final reading.
- 14. Upon final passing of this bylaw, Bylaw#459 is hereby rescinded.

READ A FIRST TIME THIS ___ OF APRIL, 2018.

READ A SECOND TIME BY LINANIMOUS CONSENT OF COUNCIL.

READ A THIRD TIME BY UNANIMOUS CONSENT OF COUNCIL AND FINALLY PASSED THIS __ DAY OF APRIL, 2018.

TOWN OF	SEDGEWICK	
MAYOR		
CHIEF AD	MINISTRATIVE OF	FICER

TOWN OF SEDGEWICK

REQUEST FOR DECISION

April 19, 2018
Naming Rights to Recreation Centre

NAMING RIGHTS TO RECREATION CENTRE

EXECUTIVE SUMMARY

Performance Sports Group has secured a letter of agreement with Wild Rose Coop for the naming rights to the Recreation Centre

BACKGROUND

The agreement is for a term of 15 years for a total of \$150,000. Payments are \$10,000 per year. A 20% commission to PSG would have to be paid from this.

The name of the facility would become the Wild Rose Co-op Recreation Centre.

The LOA has been signed by Wild Rose Co-op pending board approval. Their board meets Monday evening.

A Sponsorship Agreement would still have to be entered into with Wild Rose Coop specifying details of the agreement.

BUDGET IMPLICATIONS

\$150,000 revenue over 15 years less commission.

ALTERNATIVES

- 1. Council may approve entering into a Letter of Agreement with Wild Rose Co-op for the naming rights of the Recreation Centre for a total amount of \$150,000.
- 2. Council may decline the proposed naming rights agreement with Wild Rose Co-op.

RECOMMENDATION

1. That Council approve entering into a Letter of Agreement with Wild Rose Co-op for the naming rights of the Recreation Centre for a total amount of \$150,000.

ATTACHMENTS

1. Letter of Agreement – Recreation Centre Naming Rights

LETTER OF AGREEMENT

THIS AGREEMENT MADE IN DUPLICATE THIS 18th DAY OF April, 2018.

BETWEEN

THE TOWN OF SEDGEWICK

(Hereinafter called the "Town")

AND

WILD ROSE CO-OPERATIVE ASSOCIATION LTD.

(Hereinafter called "Wild Rose Co-op")

This letter of agreement ("LOA") sets out the terms and conditions by which the Wild Rose Co-operative Association Ltd. ("Wild Rose Co-op) is to acquire from the Town of Sedgewick (the "Town") naming rights for Sedgewick Recreation Centre (the "Naming Rights"). Specifically, this LOA sets forth certain terms and conditions that are proposed to be included in a Sponsorship Agreement between the parties with respect to the Naming Rights (the "Sponsorship Agreement".)

This LOA Shall remain open for acceptance until Thursday, April 18th, 2018 at 12:00 pm (CST), at which point it shall be automatically revoked without any further action or notice by the Town of Sedgewick.

All references to currency in this LOA are stated in Canadian dollars.

1. Naming Rights

- **a)** Upon the Effective Date of the Sponsorship Agreement, and for the duration of the Term, the Town will grant to Wild Rose Co-op the exclusive right and license to name the Wild Rose Recreation Complex. The Naming Rights granted hereunder will include the right of Wild Rose Co-op to have the Facility Mark and or the Facility Graphic Logo prominently displayed on all Naming Rights Inventory.
- **b)** For purposes of this Agreement, "Naming Rights Inventory" means any and all manner of advertising, promotions, sponsorships, documentation, letterhead etc., which in the normal course incorporate or otherwise utilize the Facility Graphic Logo and/ or the Facility Mark.

2. Term

The term (the "Term") of the Sponsorship Agreement shall be for a period of fifteen (15) years commencing May 1, 2018 (the "Effective Date").

3. Fees

In consideration for the rights and licenses granted to Wild Rose Co-op in the Sponsorship Agreement, Wild Rose Co-op shall pay to the Town the amount of one hundred and fifty thousand dollars as follows:

 Ten thousand dollars each year for 15 years due within 30 days of May 1st of each year beginning May 1, 2018

4. Mutual Obligations

Immediately upon signing this LOA, Wild Rose Co-op and the Town shall work diligently and in good faith to settle the Sponsorship Agreement. In addition, Wild Rose Co-op and the Town shall commence work to produce a Graphic Logo (the "Facility Graphic Logo"), comprised of the Facility Mark and such other trademarks of Wild Rose Co-op as the parties may reasonably agree, to be used in connection with the Naming Rights granted in the Sponsorship Agreement.

5. Exclusive Negotiation

Upon execution of this LOA and until the Sponsorship Agreement is signed, the Town nor its representative shall not directly or indirectly solicit, initiate or encourage submission of proposals or offers from any third party relating to the Naming Rights.

LETTER OF AGREEMENT

6. Supply of Consumables

a) Wild Rose Co-op will have first opportunity to supply products (food, fuel, toiletries, golf grounds supplies and cleaning supplies) and brands offered by Wild Rose Co-op to the Town for the Sedgewick Recreation Centre which will include the Sedgewick Golf Course.

Wild Rose Co-op will provide products at rates that reflect industry standards in order to support reasonable profit margins for all parties. In the event that a suitable product cannot be provided by Wild Rose Co-op, the Town shall retain the right to source products from alternate sources.

b) For the purposes of this Sponsorship Agreement, the term for the supply of consumables will begin no later than May 1st, 2018 and extend for a period of fifteen (15) years.

7. Transaction Fees and Documents

Each of the parties will bear its own expenses in connection with preparation and review of this LOA, the Sponsorship Agreement and any other documents relating to the transactions contemplated hereby.

I, Carol Rollheiser, affirm that I possess the authority to represent Wild Rose Co-op in this agreement and do thereby agree with all terms of this agreement on this 18 day of April (month), 2018.

Wild Rose Co-op	Town of Sedgewick
Signature Signature	Signature
Carol Rollheiser PENDING BOARD	
APPROVAL	
Print Name	Print Name
April 18, 2018	
Date	Date



COMMITTEES REPORT

MEETING DATE: APRIL 19[™], 2018 MEMBER: MAYOR ROBINSON

SFPOR

FFCS

- Financials were reviewed by our new accountants and found to be in order
- I will attend Regional meeting on May 25th
- Current budgetary process is unfolding as forecast
- SkillsLink very successful and will be doing another session beginning in June. This is a
 great program and has established a firm relationship between FFCS and the Federal
 Covernment

George Cuff

In addition to FFCS and BRAED, I also attended the George Cuff training session in Strome on April 10th. Much useful knowledge was gained regarding our processes but it was very comforting to see that our organization is conducting business pretty much the way we should be.

Parkland Regional Library

As well, on the 10th of April, I attended the PRL brainstorming session which was a ministrategic planning session. In short we spent the evening, after dinner, establishing Library priorities into the future. In attendance were reps from the community, various organizations, as well as County of Flagstaff. Cr. Levy will doubtless have a more detailed report, as our official representative.

First Nations Meeting

 We are set to have our meeting with First Nations representatives April 17th. A verbal report will be forthcoming at our Council meeting.

Those are my reports, respectfully submitted.



Box 373, 5023 50th Street Killam, Alberta T0B 2L0 Phone: 780 385 2450

Email: executivedirector@braedalberta.ca

AGENDA Board of Directors Meeting

5:00 – 8 pm April 5, 2018 Royal Canadian Legion, 4810 – 50th Avenue Castor, Alberta

5 - 6pm Dinner

6 – 8pm Board of Directors Meeting

Call to Order

1. Welcome & Introductions

Brian Ducherer, BRAED Chair

- 2. Approval of Agenda
- 3. Approval of Minutes from December 7, 2018
- 4. Business Arising from Minutes
 - a. Interim Executive Director Deliverables
 - b. EATC Removal and Progress
- 5. Review of Financials attached
- 6. Election of Executive Member Town Representative
- 7. Project Updates
 - a. Broadband Phase Two
 - b. Value-added Agriculture attached
- 8. 2018-19 Operational Plan approval attached
- 9. Guest Speaker The Plant Protein Landscape and Opportunities for the BRAED Region
 - a. Darren Walkey, Business Director, CP2 Program, University of Alberta
- 10. Round Table Updates
- 11. Next Meeting
- 12. Adjournment



for Economic Development Speaker Profile:

Darren Walkey is the Business Director, CP2 Program, University of Alberta. The CP2 program at the University of Alberta has strong research capability focussed on uses of plant proteins. Darren handles all the corporate discussions with companies looking to develop products, new processing methods, and commercialization. Projects range from large multi-nationals to local family owned businesses. Darren is an expert in this filed, with discussions with over 2000 businesses from around the world on commercial opportunities in plant proteins, other ingredients and consumer product manufacturing.

Darren has also been involved in the development of Protein Industries Canada Ltd, the new super cluster prairie wide effort that has raised nearly \$600 million dollars of new investment to increase manufacturing of ingredients from our crops (protein being the poster child), getting these used in domestic end consumer product manufacturing (food, beverage, natural health, personal care, industrial non food, pet food, fish food and so on, and ramping up ingredient exports. A primary measure of success of PIC will be new and expanded manufacturing plants in this sector. Darren has also been involved in the development of Plant Protein Alliance of Alberta, which will be the Alberta partner of Protein Industries Canada in bringing their super cluster services and investment into Alberta. Protein Industries Canada will be open for business later this summer as they are currently recruiting staff and setting up their operations.

Minutes and Meeting Notes from BRAED

Board of Directors Meeting, December 7, 2017 – Irma, AB

BRAED Board of Directors Meeting

The New Horizons Centre, Irma, AB December 7, 2017

Communities:

Daysland: Ed Kusalik Hardisty: Doug Irving Wainwright: Ed Chow

M.D. of Wainwright – Phil Valleau

Coronation: Shelley Cook

Forestburg: Blaise Young, Bob Coutts

Camrose: Vic Goodman

Paintearth County: Stan Schulmeister

PEPS: Carol Thomson

Beaver County: Kevin Smook

Holden: John Markel Viking: Rod Hunter Alliance: Dell Wickstom Tofield: Larry Tiedemann Ryley: Brian Ducherer Lougheed: Janice Bishop

Edgerton: Wendy Belik, Wes Laporte

BRAED Interim Executive Director: Cathy Goulet

Administration: Debra Anderson

Alberta Innovation and Advanced Education: Dawna Allard

GOA/Labour: Jean Vidal

Orientation for Board Members @ 5:00 p.m. PowerPoint by Cathy Goulet

Supper at 6:00 p.m.

Board of Directors Meeting

Call to order: Welcome & Introductions

Arnold Hanson, Chair, called the meeting to order at 6:39 p.m.

Approval of the Agenda:

Phil Valleau made the motion to approve the December 07, 2017 agenda.

CARRIED

Approval of Minutes:

Victor Goodman made the motion to approve the March 29, 2017 Minutes/Notes.

CARRIED

Business Arising from Minutes

- a. Interim Executive Director Deliverables (see handout)
- b. Review of BRAED's Mandate
 - Email all CAO BRAED information
 - Government need to hear BRAED's successes
 - BRAED should have a meeting once a year when all the elected officials are invited to attend
 - Send out every six month the new businesses that are in the region
 - This could be a part of the Business retention & expansion project
 - BRAED could advertise what it is currently doing.
- c. EATC Removal and Progress (see handout)
 - Discussion on BRAED's attachment to the EATC website
 - 1. AlbertaHUB and PEP staff contend that residual funds in the EATC account were withheld inappropriately
 - 2. EATC with written support from BRAED has been awarded a CARES Regional Stream grant. This project includes \$20,000 support from BRAED in a \$190,000 budget and will operate from December 2017 to March 31, 2019. BRAED's portion of the activities is for the first year of the grant and are focussed on the upgrading of BRAED's website content, particularly to incorporate the 2016 Stats Canada Census data. There is a disagreement among the managers on how BRAED's withdrawal from EATC impacts the grant terms.
 - 3. Due to low funding, withdrawal mid-year is problematic

Motion Vic Goodman made the motion that there be BRAED appoint two representatives to the Governance Committee for the purpose of meeting to resolve the issues, which the managers feel cannot be dealt with by staff.

Motion Brian Ducherer made the motion that BRAED Board of Directors direct it's Executive to complete the withdrawal from the Eastern Alberta Trade Corridor by June 30, 2018. And the Executive is authorized to negotiate the details of that withdrawal in a manner that protects the future interests of BRAED.

CARRIED

Motion Phil Valleau made the motion for BRAED to remain in the organization Ports-to-Plains and pay the membership fee yearly.

CARRIED

Review of Financials: Cathy Goulet (see hand-out)

Motion Rod Hunter moved to accept the financials as presented.

CARRIED

Project Updates: (see handout)

- a) Value added Agriculture
- b) One Less Trip Regional Shop Local Initiative
- c) Youth Intern
- d) Growing Business Together
- e) EATC Marketing and Website
- f) Broadband Preparedness -
- g) Board Development
- h) BRAED Marketing and Website

List of Grant Funding/Project Deadlines (see handout)

Motion Victor Goodman made the motion the accept Project Updates report as presented by Cathy Goulet.

CARRIED

Designation of Associate Member – Arnold Hanson

Resolution from the floor to support his membership

Motion Brian Ducherer made a motion to accept Arnold Hanson as an Associate Member of BRAED.

CARRIED

Election of Executive Members

The following board members were nominated to the Executive Committee

- Ed Kusalik representing a town or city
- Arnold Hanson member-at-large
- Larry Tiedemann member-at-large
- Stan Schulmeister representing a MD or County

Motion

- Rod Hunter member-at large
- Victor Goodman EDO
- Brian Ducherer representing the villages

Kevin Smook made the motion to accept the nominees to the Executive Committee.

CARRIED

Highlights from the Round Table:

MD of Wainwright - Phil Valleau

• Preplanning for next year's roads

Holden – John Markel

- Four new board members
- Fertilizer Plant

Hardisty - Doug Irving

- New hotel (64 rooms) is opening soon
- Oil industry is improving

Forestburg - Blaise Young, Bob Coutts

- Oilfield Fabrication
- Grain seed company
- Electric Scooters
- Working on the a plan for the loss of the coal industry

Camrose – Victor Goodman

- Undertaking a downtown redevelopment plan
- Viable economic hub

Ryley – Brian Ducherer

- Assessment of infrastructure
- MCC with Beaver Landfill

GOA – Labour – Jean Vidal

- Will help business with their recruitment
- There will be a new announcement in January
- Partner in Business Breakfast

Lougheed - Janice Bishop

- Major "clean-up" after last CAO
- New seed cleaning plant

Allaince - Dell Wickstrom

- Recreation concentration
- Parade of Lights (BRR train)
- New train station

Edgerton - Wendy Belik, Wes Laporte

- Monthly newsletter
- Do their own census
- 100th anniversary this summer was very successful
- New paving in the new year
- Throw back Thursdays
- CARES grant
- Working on a strategy economic plan
- New letter/social media

Viking – Rod Hunter

- Issues with Suncor
- Pavement problems that is not up to standards

Tofield – Larry Tiedemann

• New hardware store is proceeding after some setbacks

Coronation – Shelley Cook

- Part of highway 12 has been paved
- 3 day 150 year celebration
- Oilfield has picked up

Daysland – Ed Kusalik

- All council was acclaimed
- Iron Creek is expanding
- Patterson Terminal is very busy
- Auction Mart
- Real estate is moving, sold another lot
- Has four doctors

Paintearth County: Stan Schulmeister

- Wind farm at Halkirk is expanding
- Paved through Halkirk

Wainwright - Ed Chow

- Crime issues
- Lakeland College is to do come courses
- 20,000 projects

Beaver County - Kevin Smook

- Developing a "home grown" plan
- Working with the Value-added agriculture project and BRAED
- Parrish and Hiendecker grain terminal
- Industrial park by Ryley
- Youth engagement strategy with the U of A

Alberta Innovation and Advanced Education: Dawna Allard

- Congratulations to all the new members
- Continuing to help the communities affected by the coal closures
- GOA is here to help navigate

Stan Schulmeister Secretary		Brian Ducherer Chair
Adjournment at 8:36 p.m.		
Next Board of Directors Meeting:	Hosted by the County of Paintearth	Date: March 2018



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	

9:39 AM 03/08/18 Accrual Basis

Battle River Alliance for Economic Development Balance Sheet

As of February 28, 2018

	Feb 28, 18
ASSETS Current Assets	
Chequing/Savings 1100 · ATB Financial - chequing 1150 · ATB Financial - savings	185,821.47 -0.05
1155 · ATB Pay As You Go-EATC Account 1160 · Petty cash	13,018.45 245.00
Total Chequing/Savings	199,084.87
Other Current Assets 1201 · AR - other 1300 · Due from EATC 1400 · Prepaid insurance	100.29 -2,410.42 936.12
Total Other Current Assets	-1,374.01
Total Current Assets	197,710.86
TOTAL ASSETS	197,710.86
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable 2000 · Accounts Payable	1,607.55
Total Accounts Payable	1,607.55
Credit Cards 2025 · ATB Mastercard	1,030.14
Total Credit Cards	1,030.14
Other Current Liabilities 2026 · ATB MC - EATC share 2053 · Deferred Revenue 2200 · GST/HST Payable 2300 · Due to EATC - Bank Account 2400 · Payroll Liabilities	-1,247.48 147,392.89 -7,392.81 13,053.26 1,882.34
Total Other Current Liabilities	153,688.20
Total Current Liabilities	156,325.89
Total Liabilities	156,325.89
Equity 3800 · Unrestricted Net Assets Net Income	36,925.44 4,459.53
Total Equity	41,384.97
TOTAL LIABILITIES & EQUITY	197,710.86

Accrual Basis

Battle River Alliance for Economic Development Profit & Loss by Class

April 2017 through February 2018

	Ag Project		CARES Project	Operating	TOTAL
Income					
4000 · OPERATING INCOME 4010 · Membership dues	0	0.00	0.00	35,704.25	35,704.25
4020 · Operating grant	0	.00	0.00	100,000.00	100,000.00
4200 · AGM registration fees 4300 · Interest income).00).00	0.00 0.00	795.00 752.00	795.00 752.00
Total 4000 · OPERATING INCOME		0.00		0.00 137,251.2	
4500 · PROJECT INCOME					
4520 · Cares Grant 4530 · ICCI Funding).00).00	18,675.93 0.00	0.00 32,200.00	18,675.93 32,200.00
4560 · Value-Added Agriculture Project	42,000		0.00	0.00	42,000.00
Total 4500 · PROJECT INCOME		42,000.00	18,67	75.93 32,200.0	0 92,875.
Total Income		42,000.00	18,67		
Expense 6000 · OPERATING EXPENSES 6100 · Governance & Operations 6101 · Wages					
6105 · Salaries and wages 6110 · Professional fees	0.00 0.00		0.00 0.00	20,715.69 44,433.68	20,715.69 44,433.68
Total 6101 · Wages	0.00		0.00	65,149.37	65,149.37
6125 · Professional development 6130 · Conference expenses 6135 · Memberships & fees	0.00 0.00		0.00 0.00	150.67 165.00	150.67 165.00
Total 6125 · Professional development	0.00		0.00	315.67	315.67
6150 · Office supplies	0.00		0.00	1,853.59	1,853.59
6155 · Rent	0.00		0.00	3,690.00	3,690.00
6160 · Telephone 6165 · Postage	0.00 0.00		0.00 0.00	2,399.58 259.28	2,399.58 259.28
6170 · Bank charges	0.00		0.00	361.88	361.88
6175 · Insurance 6180 · Legal & accounting	0.00 0.00		0.00 0.00	671.00 -1,951.25	671.00 -1,951.25
6185 · Travel	0.00		0.00	1,551.17	1,551.17
Total 6100 · Governance & Operations	0	0.00	0.00	74,300.29	74,300.29
6200 · Member Engagement 6210 · Executive meetings	0.00		0.00	110.00	110.09
6215 · Board meetings	0.00 0.00		0.00 0.00	110.98 972.89	110.98 972.89
6220 · External meetings	0.00		0.00	534.37	534.37
6225 · AGM 6230 · Community Visits	0.00 0.00		0.00 0.00	1,970.58 322.48	1,970.58 322.48
6235 · Advocacy activities	0.00		0.00	170.75	170.75
Total 6200 · Member Engagement	0	0.00	0.00	4,082.05	4,082.05
6300 · Sponsorship 6315 · Other Marketing	0.00		0.00	1,100.00	1,100.00
6300 · Sponsorship - Other	0.00		0.00	809.46	809.46
Total 6300 · Sponsorship	0	0.00	0.00	1,909.46	1,909.46
Total 6000 · OPERATING EXPENSES		0.00		0.00 80,291.8	0 80,291
7000 · PROJECT EXPENSES					
7100 · ECIA -Marketing & Communication 7105 · Website maintenance	0.00		0.00	861.47	861.47
7110 · Promotional items	0.00		0.00	1,119.78	1,119.78
7115 · Newsletter	0.00		0.00	132.35	132.35
Total 7100 · ECIA -Marketing & Communication	0	0.00	0.00	2,113.60	2,113.60
7300 · EATC 7305 · EATC - partnership fee	0.00		10,000.00	10,000.00	20,000.00
Total 7300 · EATC	0	0.00	10,000.00	10,000.00	20,000.00
7400 · One Less Trip Shop Local Projec					
7420 · Advertising & promotions 7425 · Events	0.00 0.00		6,878.33 150.00	0.00 0.00	6,878.33 150.00
Total 7400 · One Less Trip Shop Local Projec	0	.00	7,028.33	0.00	7,028.33
7500 · Broadband Preparedness Project 7510 · Meeting costs	0.00		147.60	0.00	147.60
Total 7500 · Broadband Preparedness Project	0	0.00	147.60	0.00	147.60
7900 · Value Added Ag Project	114,586	5.32	0.00	0.00	114,586.32
Total 7000 · PROJECT EXPENSES		114,586.32	17,17	75.93 12,113.6	0 143,875.
7800 · Learning Event RAIL Commons Spo		0.00	1,50	0.00	0 1,500.
Total Expense		114,586.32	18,67	75.93 92,405.4	0 225,667.
					5 4,459.

BRAED Operational Plan 2018-19 – FINAL DRAFT

FOCUS AREAS

- Economic Diversification Investment attraction focussed on value-added agriculture, local retail supports, regional business development
- Capacity Building Member engagement, training and development
- Advocacy focussed on the agriculture industry, broadband and coal communities

FOCUS – Economic Diversification

Goal: To support regional business and economic development through BRAED-led initiatives

Priorities:

- Engage in projects and outreach activities that promote business growth and economic development opportunities in the region.
- Assist communities to develop more balanced and diversified economies beyond traditional industries.

Tactic	Target	Inputs	Time	Lead	Desired Results/Indicators
PRIORITY ONE	BRAED	Staff time	Q1 -2	Contractor	 BRAED is equipped with
Working collaboratively	member	and project			data analysis and
with the City of	communities	management		ED	training that will
Camrose, Camrose					enhance the ability to
County, Flagstaff	BRAED	CARES		Chair	engage in targeted
County, Beaver County,	agricultural	funding		Crian	investment attraction
and the Paintearth	producers			Executive	that will lead to job
Economic Partnership				Executive	creation, diversification
BRAED will implement	Prospective				and positive economic
a multi-phased project	international				growth in the region.
aimed at building the	investors				
capacity of member					
communities to attract					
investment related to					
Value-Added					
Agriculture.					
BRAED delivers <i>One</i>	BRAED	Staff time	Q 1-3	Contractor	 Community members
Less Trip Buy Local	Business	and project			have an increased
Campaign that	Community	management		ED	understanding of the
promotes regional					impact that small shifts in
collaboration and	Elected				their spending patterns
supports for local	Officials	CARES			can have on the ability of
businesses in response		Funding			local businesses to
to current economic	BRAED				survive, thrive and
downturn.	Member				contribute to the tax base
	Communities				and support of
					community programs.
					Continue implementation
					of a marketing and

BRAED designs and delivers a regional approach to the delivery of Business Retention and Expansion Services	BRAED Members BRAED Business Community Municipal Staff Business Service Providers	Staff time – project management Travel Core Funding CARES Funding	Q1-4	Contractor	communications strategy that builds awareness using local print media throughout the region. Continued design and implementation of a contest promotion that gathers customer data for use in future marketing initiatives Design and implementation of a survey approach to gather feedback from participating businesses in order to evaluate the effectiveness of the project. BRAED communities have an enhanced capacity to deliver or expand Business Retention and Expansion services. Business visitations are increased throughout the region. Municipalities are better able to support businesses to take advantage of programs and services.
Working collaboratively with the Central	BRAED member	Staff time – contract	Q1	Contractor	BRAED members work collaboratively with one
Alberta Economic	communities	management		ED	voice to define and
Partnership (CAEP), and the Government of	CAEP	Core funding			solve broadband access
Alberta, BRAED plans	CALF	Core fulluling			issues.
and implements a	Provincial	CARES			
follow-up to the	partners	funding			
assessment of Broadband Capacity					
S. Saabana Capacity					

FOCUS – CAPACITY BUILDING

Goals:

- To serve as an information clearinghouse linking BRAED members, strategic business partners and service providers.
- To grow the profile of BRAED among members and member communities

- Provide regular information to members and their communities
- Advance and promote BRAED through greater presence in members communities

Tactic	Target	Inputs	Time	Lead	Desired Results/Indicators
PRIORITY	BRAED	Staff	Ongoing	Contractor	Stakeholders have an
BRAED updates are ongoing with focussed delivery on website and social media.	members Elected officials Community members Provincial and other funding partners	time Core funding CARES funding		ED	increased awareness of and engagement in BRAED activities. Stakeholders have an enhanced understanding of regional issues, successes and challenges. Increased feedback from membership Increased engagement of municipal leaders and staff in regional projects BRAED maintains and grows its membership base Increased website traffic Increase in followers on social media platforms Increased attendance at BRAED programs and events.
BRAED maintains a presence at community-based economic development events and activities.	BRAED Member Municipal Councils CAOs Community members	Staff time Travel Core funding	Ongoing	ED Chair Executive	 Identify collaborative opportunities Support member communities' economic development efforts. BRAED memberships are maintained Increased participation in regional initiatives by member communities Member communities seek BRAED participation in planning local economic development events and initiatives.

Goal: To ensure that BRAED is governed and managed effectively.

- Engage in regular review of BRAED's mission, vision, policies and procedures
- Maintain accountability to members
- Ensure that activities align with the Strategic Plan and provide regular progress reports to members

Tactic	Target	Inputs	Time	Lead	Desired Results/Indicators
The Vision, Mission and	BRAED Board	Staff time	Tied to	Contractor	Strategic documents are
Policies are reviewed to	members		next		current.
reflect the needs of		BRAED	funding	ED	 Updates or changes are
BRAED Board Members.		Board	cycle.		responsive to
		Member		Executive	circumstances or to shifts
		planning			in the economic
		session			environment.
					 Activities and reporting
		Travel			align to approved goals
					leading to greater
		CARES			transparency and
		Grant			enhanced capacity to act
					strategically on behalf of
					the organization.
BRAED Board	BRAED Board	Staff Time	Q3	ED	BRAED Board members
participates in Board	members				are provided with the
Development and/or		Travel			necessary training and
Orientation activities					resources to effectively
semi-annually.		Core			carry out their duties as
		funding			directors.

Goal: To remain visible and valued within the region while promoting the region to Provincial, National and International audiences.

- Engage on a regular basis with member municipal councils and CAOs.
- Promote the value of regional collaboration and opportunities to access funding programs.
- Provide members with the tools they need to grow their own economies.
- Promote the region to external audiences.

Tactic	Target	Inputs	Time	Lead	Desired Results/Indicators
PRIORITY BRAED Website is	BRAED members	Staff time	Q1/Q2 2018	Contractor	BRAED and member communities are better able
repurposed and refreshed to address strategic priorities of Value-added	Potential investors Regional	CARES funding		ED Chair Executive	to promote the region, respond to investment enquiries and cross-promote regional opportunities to do business.
agriculture and regional capacity building	business community			Executive	
BRAED supports the development of a	BRAED member municipalities	Staff time Travel	Ongoing	Contractor	Regional businesses are strong partners in regional economic development activities.
strong business network in the region	BRAED business community	Core Funding CARES funding			 activities. Regional businesses will understand the benefits of regional collaboration. Regional businesses build strong relationships.
BRAED presents timely updates to Municipal Councils to ensure Council oriented to BRAED's strategic purpose at least once every election cycle.	BRAED Members Sub-regional partnerships Elected Officials Municipal Staff	Staff time Travel Core funding	Ongoing	ED Chair and Executive	 Member communities have an increased awareness of and engagement in BRAED activities. Members have an enhanced awareness of BRAED resources, services and supports. Membership levels are maintained Member municipalities actively engage in BRAED meetings and events
BRAED is transitioning out of membership in the EATC.	REDA partners	Staff time Travel Core and CARES funding	Q1	Contractor Chair Executive	Successful and amicable removal of BRAED from the partnership

FOCUS – ADVOCACY

Goal: To connect with and engage economic partners in ways that best meet the needs of BRAED members

- Build strong relationships between member communities
- Establish and maintain positive and productive relationships with Provincial and Municipal elected officials
- Actively contribute to the development of programs and policies that are responsive to the needs of member communities and rural Alberta as a whole
- Identify opportunities and advocate for increased investment in the region

Tactic	Target	Inputs	Time	Lead		Desired Results/Indicators
Ongoing communications	Elected	Staff	Ongoing	ED	•	BRAED builds support for
with Government of	Officials	time				regional priorities of value-
Alberta senior				Chair		added agriculture, rural
bureaucrats and elected	Senior	Chair				broadband and rural
officials	Government	time				entrepreneurship
	Staff				•	Government of Alberta
		Travel				provides incremental support
						for BRAED initiatives
	· ·	Core				
		funding				
Assess impact of	Elected	Staff	Ongoing	ED	•	Communities have improved
economic trends on	officials	time				resilience in the face of shifting
regional labour force and				Chair		job and skills demands.
propose remediation	Alberta	Travel				
strategies for skills	Labour	`				
development.		Core				
		funding				
		Potential				
		grant				
		funding				
		for pilot				
		project.				

BRAED BUDGET 2018-19

OPERATING			PROJECTS	
Income			Project Income	
Memberships	\$	35,704	Prepaid retainer	\$ 32,370
Operating grant	\$:	100,000	CAEP - Prepaid	\$ 5,000
AGM Registration	\$	800	CARES Grant – REDA stream one	\$ 46,312
Interest income	\$	750	CARES Grant – Value-added Ag	\$ 13,600
Total Operating income	\$:	137,254	Partners – Value-added Ag	\$ 8,000
			Reserves - Value-added Ag	\$ 20,000
Expenses			CARES Grant – REDA stream two	\$ 100,000
Management fees	\$	50,000	Total Project Income	\$ 225,282
Clerical	\$	18,000		
Professional development	\$	2,000	Project Expenses	
Board meetings	\$	2,000	Broadband preparedness	\$ 45,000
Office supplies	\$	1,200	Website	\$ 11,370
Rent	\$	1,000	Marketing	\$ 37,000
Telephone	\$	2,000	Value-added Ag	\$ 41,600
Postage	\$	300	Business retention	\$ 46,312
Bank charges	\$	240	One Less Trip	\$ 23,000
Insurance	\$	700	EATC Extrication	\$ 21,000
Legal and accounting	\$	5,000	Total Project Expenses	225,282
Travel	\$	5,000	Net Project Income	\$ -
Members engagement	\$	12,000		
EATC Membership (3 mo's)	\$	5,000		
Provision for EATC incremental costs	\$	10,000		
Operating Expenses	\$:	114,440		
Net Operating Income	\$	22,814		
Project reserves	\$	20,000		

ANNUAL BUDGET 2018-19

Operations \$114,440
Projects \$225,282

Total \$339,722



FFCS BOARD MEETING APRIL 11, @ 6 PM 2018

FFCS BOARD AGENDA

Wednesday April 11th, 2018 6 pm

FFCS Board Room 4809 49th Avenue, Killam, AB T0B 2L0 Please RSVP so we know we have quorum

Call to order

Additions to Agenda Approval of Agenda

Approval of Minutes from February 22nd, 2018

Financial

- 1.) Financial Review for 2017
- 2.) Financial Statements for January and February 2018
- 3.) Disbursement Lists for February, March 2018

Program Reports

- 1.) Director Report
- 2.) Counsellor's Report

Correspondence

See list A & B

Information:

- 1.) Skills Link Program
- 2.) FFCSAA update
- 3.) Food Bank Statistics for 2017
- 4.) SOS Schedule
- 5.) Rural Crime Watch Trade Show

New Business

- 1.) Draft Resolution for Provincial Conference in Edmonton in November
- 2.) In Camera
- 3.) Date of next meeting

FLAGSTAFF FAMILY & COMMUNITY SERVICES

BOARD MINUTES - FEBRUARY 22, 2018

PRESENT: Perry Robinson Town of Sedgewick

Mel Thompson, Flagstaff County Heidi Pierce, Town of Killam Kim Martin, Village of Lougheed Elaine Fossen, Village of Forestburg Bonnie Wood, Village of Heisler Murray Candlish, Town of Daysland

FFCS Staff: Lynne Jenkinson, Director

Brooke Grove, Finance Manager

Sue Freadrich, Recording Secretary

REGRETS: Penny Wurz, Town of Hardisty

Dell Wickstom, Village of Alliance

Perry Robinson called the meeting to order at 6:01 PM

Approval of Agenda

02-01-2018

Elaine Fossen made a motion to approve the February 22, 2018 agenda, with the addition of #4 to new business, Spring Regional meeting.

Carried

Approval of Minutes

02-02-2018

Perry Robinson made a motion accept the minutes.

Carried

Financial Statements

1. Financial Statements

Brooke Grove presented the December 2017 financials.

They were accepted as information.

2. Disbursements List

Brooke Grove presented the December 2017, and January 2018 disbursements. The reports were accepted as information.

UNAPPROVED

Program Reports

- 1. Director's Report Lynne Jenkinson
 - · Presented at meeting
 - Handout in booklet
- 2. Counsellor's Report
 - Presented at meeting
 - Handout in booklet

The reports were accepted as information.

Correspondence

- 1. Thank you from Doris Johnson (Caravan driver).
- 2. Thank you from Skills Link participants.

<u>Information</u>

- Counsellor Outreach Program
 Previously discussed under Counsellor's report.
- 2. Skills Link Program
- Christmas Sharing Program112 Hampers went out in 2017.
- 4. Provincial Conference

 November 28-30th 2018 all board members are invited.
- 5. FFCSSAA.

 Handout in booklet

02-03-2018

Bonnie Wood made a motion to accept information.

Carried

New Business

- 1. First auction \$24,290.00 was raised before expenses
- 2. In camera

No need to go in camera

- 3. Date of next meeting April 11, @ 6 pm.
- 4. Spring Regional Meeting
 Camrose Norseman, May 25 from 10 am-3 pm.

Date of next meeting, Wednesday, April 11, 2018, at 6pm.

Perry Robinson adjourned the meeting at 6:56 PM.

Perry Robinson, Chairperson

FCSS/FIRST Board Meeting Counselling Program Monthly Stat Report Feb. 2018

	FIRST Clients	Individual Counselling	Family Counselling	Total # of Cases	Total # of		
					Sessions		
ſ	13	26	3	29	59		

Case/Client Location

Hardisty	2
Lougheed	1
Sedgewick	6
Killam	7
Strome	2
Alliance	
Forestburg	4
Galahad	2
Daysland	2
Heisler	-
Out of County	3

Updates/Training/Meetings

- -59 counselling sessions for the month
- -counsellor providing consultation and counselling to Skills Link Program
- -Rural Counselling Outreach continues to be active
- -counsellor participated in First Auction
- -counsellor continues to supervise RSW Associate

FCSS/FIRST Board Meeting Counselling Program Monthly Stat Report March. 2018

FIRST Clients	Individual Counselling	Family Counselling	Total # of Cases	Total # of Sessions
13	23	6	29	65

Case/Client Location

Case/Cheff Docation			
Hardisty	3		
Lougheed	1		
Sedgewick	6		
Killam	7		
Strome	2		
Alliance	_		
Forestburg	5		
Galahad	2		
Daysland	2		
Heisler	•		
Out of County	1		

<u>Updates/Training/Meetings</u>

- -65 counselling sessions for the month
- -counsellor attended ASCW Conference
- -counsellor providing some counselling to Skills Link Program
- -Rural Counselling Outreach continues to be active. Forestburg location has substantial increase in referrals.
- -counsellor continues to supervise RSW Associate

EAST CENTRAL FCSSAA SPRING REGIONAL MEETING

9:30 a.m. to 3:30 p.m. Friday, May 25, 2018

Norsemen Inn, Salon A1 6506 – 48th Avenue, Camrose

Hosted by Camrose & District FCSS
Margaret Holliston, cdss@telus.net; 780-672-0141



AGENDA

9:30 to 10:00	Registration (\$10/person) and Networking		
10:00 to 10:10	Welcome, Greetings, Housekeeping		
10:00 to 10:15	Approval of the Agenda		
10:15 to 10:30	Fall Regional Meeting Minutes (November 8, 2017)		
10:30 to 11:30	Resolutions Regional Resolutions Process Proposed Resolutions Review and Revision Other?		
11:30 to 11:40	Break		
11:40 to 12:10	Provincial Update with Ken Dropko		
12:10 to 1:00	Lunch and Networking		
1:00 to 1:30	FCSSAA Update with George Glazier and Deb Teed		
1:30 to 1:40	Break		
1:40 to 3:10	Conversation Café: • How are our East Central rural communities and programs inclusive? • How are we welcoming? • Who are our newcomers? Who are our 'marginalized' residents? • What more can we do?		
3:10 to 3:30	Anything else?		
3:30 (at the latest)	Adjournment and Safe Travels		

who can go-Lynne will negister and pay CDSS via chaque ASAP



Subject: RE: Flagstaff Newspaper

Date: March 27, 2018 at 10:10 AM

To: Lynne Jenkinson ljenkinson@telus.net, Deb Teed director@fcssaa.org

Cc: Joyce Mellott Joyce Mellott@gov.ab.ca



Congratulations, Lynne! What a wonderful article that profiles your work!

Wishing you a Happy Easter.

Ken Dropko

Executive Director

3rd Floor, 44 Capital Boulevard 10044 - 108 Street Edmonton, AB T5J 5E6

Family & Community Services Branch **Community Services & Supports Division Alberta Community and Social Services** (780) 644-2485 ken.dropko@gov.ab.ca



From: Lynne Jenkinson [mailto:ljenkinson@telus.net]

Sent: Monday, March 26, 2018 8:31 AM

To: Ken Dropko; Deb Teed Subject: Flagstaff Newspaper

thought you might like to read this....a few mistakes in the info.....but pretty spot on....and we do a lot out here....

Lynne Jenkinson **Executive Director**

Flagstaff Family and Community Services

780-385-3976





March 2018 FCSSAA Board Meeting Highlights

Report from the FCSS Provincial Office-Ken Dropko

For his detailed report please click here

· Actions on Resolutions-for the updated information

click here

- Resolution Manual Review and Process
 - The FCSSAA Board is conducting a review of the Resolutions Manual.
- Rural Homelessness Estimations
 - The FCSSAA recieved notice that the homelessness estimation grant from Homelessness Partnering Strategy through Alberta Rural Development Network (ARDN) was approved. The project will begin April 1, 2018 and goes to March 31, 2019. The project will be conducting at least 10 homelessness estimations in 10 communities outside the seven cities. We will be using the estimation guide developed by ARDN and several partners. To find the guide you can go to their website (www.ardn.ca). An application criteria and process is being developed and will be available soon.

Next FCSSAA Board Meeting April 6, 2018

Find Out More









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Our mailing address is: #106 8944 182 Street NW

PROVINCIAL OFFICE UPDATE (Ken Dropko)

2018 Funding Agreements

All of the 2018 Funding Agreements for the eight Metis Settlements have been signed. The second of the FCSS quarterly payments to municipalities and Metis Settlements will be issued in April.

2017 Annual Reports

The 2017 Annual Program Reports are available for reporting on the FCSS on-line system. The reports are due by the end of April, 2018 for municipalities and the end of July for the Metis Settlements.

Municipalities who anticipate a delay in submitting their annual reports should advise Ken's office.

Outcome Measures

The 2015 Outcome Report and summary document is being finalized.

Review and approval of the 2016 outcomes data is well underway and roll up of the data will begin soon.

Systems changes need to be completed before the 2017 report template can be uploaded. Hopefully, this will be completed soon.

Budget Updates

Budget 2018 is anticipated to be tabled in the Legislature around the third week in March. Final decisions regarding the Ministry budget will be made by the Minister next week.

Restructuring of FOIP

The Government of Alberta (GoA) is committed to ensuring the administration of the Freedom of Information and Protection of Privacy (FOIP) Act meets today's increasing demands for access to information and supports the GoA's commitment to openness and transparency.

FOIP delivery services are being consolidated under the leadership of Service Alberta.

The project is intended to support an effective and efficient GoA-wide approach for responding to information requests and is structured to deliver and reinforce consistent practices.

Under this initiative, the reporting structure in FOIP services departments will be consolidated across government under the leadership of Service Alberta effective April 1, 2018, however, decision making will remain within the departments as legislated under the FOIP Act.

FCSSAA Resolution Updates

Resolution 03 – Provincial Investment in 211- no new information to provide.

- Minister requested the development of options for his consideration.
- Options have been developed considering information provided at the meeting with the Minister as well as information obtained from internal reviews and funding information.
- Ministry is still waiting for direction on the options presented.

Flagstaff Food Bank Christmas Sharing Program Report

2017 Annual # per Community, % of Total Use by Community (served 132 different households)

	2017	2016	2015	2014	2013	2012
Alliance	44	18	28			
Daysland	67	74	35			
Foresthurg	128	110	76			
Galahad	4	5	4			
Hardisty	27	19	26			
Heisler	10	17	15			
Killam	81	99	70			
Lougheed	41	46	20			
Seletanivica	65	55	24			
Strome	54	77	47			
Total	521	520	345	283	344	342

Annual # Per Community	% of Total Use By Community			
44 Alliance	8.44%			
67 Daysland	12.88%			
128 Forestburg	24.57%			
4 Galahad	0.76%			
27 Hardisty	5.18%			
10 Heisler	1.92%			
81 Killam	15.55%			
41 Lougheed	7.87%			
65 Sedgewick	12.47%			
54 Strome	10.36%			
521	100.00%			

Draft Resolution for FCSSAA Conference November 2018

Submitted by: East Central Region Family and Community Support Services

BE IT RESOLVED THAT the FCSSAA work with the Provincial Government to better understand the challenges faced by Rural Alberta FCSS programs and be more receptive to program needs in rural, remote and isolated geographic areas.

AND BE IT RESOLVED that the Provincial government policies, granting and pilot programs that serve rural Albertans be amended to reflect an accurate definition of "Rural" to better encompass and serve Real Rural Albertans.

The core of FCSS programming is Preventive Social Initiatives to enhance the wellbeing of our community members. FCSS programs in rural, remote and isolated areas are the reference centre for the communities we work in. Often, and as established through past presented resolutions, we provide services that other programs are mandated to do.

FCSS must be recognized as the thread it is, moving through Rural communities, connecting people to the assistance they require. We understand local issues, build relationships with our clients and work with local partners to ensure our community member needs are met. FCSS programs are excellent at reporting on Outcomes and have established financial credibility and accountability amongst Provincial programs. FCSS would also be better served by the Province to be embedded in legislation, 50 plus years of recognized service FCSS has proven to listen to grass roots community ideas and to promote local autonomy.

Our smaller populations can sometimes put our communities at a disadvantage. We would ask that the Provincial Government better recognize the challenges of rural, remote and isolated communities by reviewing and amending the definition of "Rural" in government policy. A change of this nature would allow FCSS and partners access to more grant opportunities and participation in pilot programs that could potentially serve our communities better. It would also eliminate any unnecessary competition with larger organizations.

FCSS is the Human Services life blood of a Rural community, and if grants for Rural programs truly went to Rural programs and not larger organizations with deeper pockets, more Rural citizens would be served, and it would also stop duplication of many services. It does not serve local community organizations to fund programs from a larger centre that just tend to duplicate what is already through rural FCSS programs.

Getting Comfortable with Pronouns

Him He His

She Her Hers

They Their Theirs

Some people prefer not to use pronouns

As individuals define their gender, some also seek to define their pronouns by using purpose-created pronouns intended to communicate gender independence or fluidity such as Ze or Hir.

M, F, Y, X - Undisclosed (Assignedion on Notice of Buth

A pronoun script:

I use the pronouns 'him' and 'he'. What pronouns do you use?

When an individual uses a gender neutral pronoun such as 'they' you might have some moments of confusion. This is for you to resolve on your own. Perhaps practice using 'they' and 'them' pronouns with a friend so that you can become more comfortable.

Misgendering

If you make a mistake, apologize and avoid behaving defensively. Know that even if you made a mistake with good intentions, the person likely has many experiences of people deliberately misgendering them to be insulting. Commit yourself to a memory trick that will help you to remember the proper name and pronoun use.

Use Affirming Names and Pronouns

Always use the name and pronouns that are most affirming to a person. This is one of the most fundamental signs of respect. If you accidentally use the wrong name or pronoun, apologize, correct yourself and move on. Don't make excuses or shift the burden onto the transgender person by making them make the situation better. Be aware that some people may prefer to be addressed differently in different spaces for greater safety or comfort. For example, a client may wish to use one name when being addressed in a public waiting area but use a more affirming name when they a re in a one-on-one setting.

> Pride Centre of Edmonton **Education and Consulting** (780) 488-3234 education@pridecentreofedmonton.org



* Garla Expression

Understanding Terminology Related to Gender Identity

Gender identity: a person's deep-seated, felt sense of gender, or how a person feels on the inside, regardless of what their body looks like.

Sex assigned at birth: The sex that someone is assumed to have at birth, usually based on a visual assessment of their genitals. This is what is recorded on a person's birth certificate.

Transgender: A term usually used to describe people who experience a disconnect between their assigned sex and their gender identity or whose assigned sex and gender identity are incongruent.

Gender non-conforming: refers to people whose gender expressions do not conform with the traditional norms for what is expected for their sex assigned at birth. $C_1 N C$

Gender fluid: a person whose gender identity or expression shifts between masculine and feminine or across this spectrum.

Gender Binary: the idea that gender is strictly an either/or option or male / men / masculine and female/woman/feminine based on sex assigned at birth, rather than a continuum or spectrum of gender identities and expressions. The gender binary is often considered to be limiting and problematic for all people and especially for those who do not fit into either/or categories.

Two Spirit: a term used by some Indigenous people to indicate that they embody both a masculine and a feminine spirit. This term may be sued by some Indigenous people to describe identities that might also be described as transgender, gay or bisexual. A term of resistance to colonizing ideas of gender or sexuality.

Cisgender: A term used to describe a person whose gender identity is congruent with or "matches" the sex they were assigned at birth.

Avoiding outdated and offensive terminology

The terms on the left are generally considered to be outdated, offensive or derogatory when discussing people who are, or are perceived to be, transgender or gender non-conforming. Usage and preferred terms can vary by audience and community. This is not an exhaustive list.

Instead of saying this:

"Real" sex, "real" gender, genital sex A transgender, transgendered, tranny, she-male, he-she, transsexual Transgenders

FTM, used to be a woman, born a female

MTF, used to be a man, born a male

Sex change, The Surgery, Transgendering, Pre-operative, post-operative Hermaphrodite
Sexual preference
Homosexual

Say this:

Sex assigned at birth
Transgender person, or person who is
transgender
Transgender people or people who are
transgender
Transgender man, or Transman,
Transmasculine, Man
Transgender woman or Transwoman,
Transfeminine, Woman
Medical transition

Intersex person or person who is intersex Sexual orientation Gay, lesbian

Courdner Dride centre of edmonton ong

SOS Service Options for Seniors

2018 Schedule

Donna Coombs

A program of Flagstaff FFCS

AP	RIL	MAY		
Forestburg	Tues 3rd	Forestburg	Tues. 8th	
Daysland	Wed. 11th	Daysland	Weds. 9th	
Killam	Wed. 11th	Killam	Weds. 9th	
Sedgewick	Wed. 11th	Sedgewick	Weds. 9th	
Hardisty	Thurs 5th	Hardisty	Thurs 10th	
Lougheed	Thurs 5th	Lougheed	Thurs. 10th	
JU	NE			
Forestburg	Tues. 5th	NOTE DAY	SLAND,	
Daysland	Weds. 6th	KILLAM AN	D SEDGEWICK	
Killam	Weds.6th	ARE DIFFER	RENT WEEK IN	
Sedgewick	Weds. 6th	APRIL		
Hardisty	Thurs. 7th			
Lougheed	Thurs. 7th		10 400000	
			235 Janes Van	

FORESTBURG	Big Knife Seniors Centre	2p.m. to 3p.m
DAYSLAND	Sunbeam Drop In Seniors Centre	9a.m. to 11a.m.
KILLAM	Seniors Drop In Centre	1200 to 1:30p.m.
SEDGEWICK	Seniors Drop In Centre	2p.m to 3:30p.m
HARDISTY	Town Office	10a.m to12:00p.m
LOUGHEED	Seniors Drop in Centre	1p.m. to 2:30p.m.

Flagstaff Rural Crime Watch is hosting a



CRIME PREVENTION RADE SHOW

Tuesday, April 17

at the Lougheed Field House

REGISTRATION: 5 p.m.

SUPPERS 6 p.m. (SHARP=for,first)200 in Attendance)

SPEAKERS: 7 p.m.

Speakers Include:

Becky Wylie Jardine (retired RCMP)
"Rural Crime - 'What we can do"

A representative from the
Crown Prosecutor's Office

Focus on what property owners are allowed to do, and what will result in charges to you as the victim.

Cpl. Andrew Grainger
RCMP Livestock Section

Call or email Marion Macdonald at 780-252-0052 or mmacdonald01@gmail.com to RSVP by March 27

FLAGSTAFF RURAL CRIME WATCH

Memberships and Signs will be available: \$50 for Rural Members, \$20 for Urban dwellers (Reflective sign is included in membership)



TRADE SHOW

will include such things as:
SECURITY SYSTEMS, SURVEILLANCE CAMERAS,
GPS TRACKING DEVICES, ALARM SYSTEMS,
LOCKS & DEADBOLTS

FFCS Highlight Reel

Creating a caring community helping people through education and support

APRIL 2018 Please call 780-385-3976 or 1-800-297-6101



Referral Services General information **Brochures** Counselling Financial Literacy Services Low German Mennonite Program Prairie Central FASD Skills Link TIPS Nights Alive Youth Program FIRST Flagstaff Family Day Home Society Interagency Harm Reduction

Contact us:
Flagstaff Family &
Community
Services
Box 450
4809 - 49th Ave
Killam, AB
TOB 2LO
Phone: 385-3976
Fax: 385-3667

Email: ffcs@telus.net

program that is housed in our building. We also have an outreach program available in some communities.

780-385-3976

TURNING POINT

Increased supports for people actively in their addictions.
403-346-8858
Harm Reduction Coordinator:
Aisley Miles

FLAGSTAFF NIGHTS ALIVE

Youth Club for ages 14–17
We are on Facebook!!
Open Tues & Wed
3:30– 8 pm
Friday & Saturday
3:30 pm– 12 am

TWICE NICE AND JUMPSTART

FUNDING AVAILABLE FOR SPORTS CALL FFCS FOR MORE INFORMATION May 10th deadline

Next FFCS meeting April 11, 2018

NEXT FIRST BOARD
MEETING 6 PM
APRIL 9, 2018
SKILLS LINK
JOB ENTRY PROGRAM
3RD INTAKE SESSSION
JUNE 18, 2018

SOS Seniors Program

APRIL 2018

Daysland Wed 11th
Forestburg Tues 3rd
Killam Wed 11th
Hardisty Thurs 5th
Lougheed Thurs 5th
Sedgewick Wed 11th
1-866-672-4131

CARE-A-VAN

If you or a family member needs transportation to a medical appointment, contact the FFCS Office. We will find a volunteer to transport you in the Care-A-Van.
780-385-3976

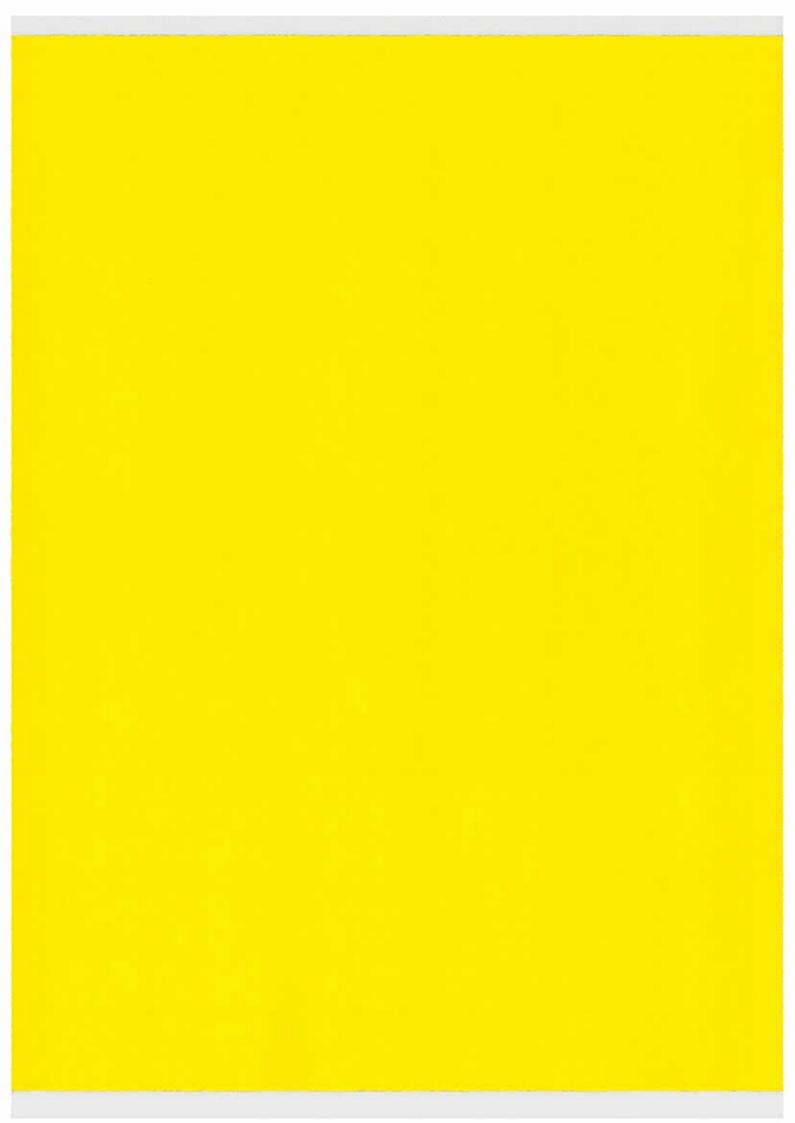
Rural Crime Watch is hosting a Crime Prevention Trade Fair

Tuesday April 17

First 200 registered

get free supper!

@ Lougheed Fieldhouse
Registration 5 pm
Supper @ 6 pm
Call or email Marion Macdonald @
780-252-0052
mmacdonald01@gmail.com
RSVP by March 27



Flagstaff Community Foundation Board Meeting Agenda Wednesday April 11th, 2018 6:25 pm

FFCS Board Room

Call to order

Additions to Agenda Approval of Agenda

Approval of Minutes from February 22nd, 2018

Financials: Financial statements for 2017

Financial statements for January and February 2018

Disbursements for February and March 2018

Information:

New Business:

1.) Date of next meeting.

FLAGSTAFF COMMUNITY FOUNDATION

BOARD MINUTES – February 22, 2018

PRESENT: Mel Thompson, Flagstaff County

Heidi Pierce, Town of Killam

Elaine Fossen, Village of Forestburg Kim Martin, Village of Lougheed Bonnie Wood, Village of Heisler Murray Candlish, Town of Daysland Perry Robinson, Town of Sedgewick

UNAPPROVED

FFCS Staff: Lynne Jenkinson, Director

Brooke Grove, Finance Manager Sue Freadrich, Recording Secretary

Regrets: Penny Wurz, Town of Hardisty

Dell Wickstrom, Village of Alliance

Perry Robinson called the meeting to order at 6:58 pm.

Approval of Agenda

02-01-2018

Elaine Fossen made a motion to approve the February 22, 2018 agenda Carried

Approval of Minutes

02-02-2018

Perry Robinson made a motion to approve the minutes from December 13, 2017. Carried

Financial Statements

Brooke Grove presented the Financial Statements for December 2017 The list was accepted as information

Disbursements

Brooke Grove presented the Disbursements Lists for December 2017, and January 2018

The list was accepted as information

New Business

1. Date of next meeting – April 11, 2018.

Perry Robinson adjourned the meeting at 7:03 PM.

Perry Robinson, Chairperson

Emergency Services Committee

Date: Tuesday, March 27, 2018 Location: County Office, Sedgewick

Minutes

ATTENDANCE

Debra Smith Chairperson Village of Lougheed Joe Knievel Fire Chief Town of Killam Grant Imlah Councillor Town of Sedgewick Brenda Grove **Deputy Mayor** Town of Killam Keith Makarowski Fire Chief Town of Daysland Joey Hebert Deputy Fire Chief Town of Sedgewick Fire Chief Town of Sedgewick Tyson Armitage Jim Fedyk CAO Town of Sedgewick **Bob Coutts Deputy Mayor** Village of Forestburg **Brandon Martz Deputy Mayor** Village of Heisler Sara Ahlstrom Intermunicipal Relations Municipal Affairs Jennifer Paton Intermunicipal Relations Municipal Affairs Shelly Armstrong CAO Flagstaff County Councillor Town of Hardisty Roger Gaetzman Leslie Ganshirt Mayor Village of Alliance Don Rosland Field Officer Office of the Fire Commissioner 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 Hobie Campbell **Deputy Mayor** Town of Hardisty Amanda Howell CAO Village of Heisler Town of Killam Kim Borgel CAO Karen O'Conner CAO Village of Lougheed Fire Chief Village of Forestburg Kevin Lunty Cheryl Bergman Flagstaff County **Executive Assistant** Kim Cannady RESC Flagstaff County Kelly Loder Recording Secretary Flagstaff County

CALL TO ORDER

Chair Smith called the meeting to order at 7:04 p.m.

AGENDA

Resolution

The proposed agenda was accepted on motion of Clr. Imlah.

Carried

MINUTES

Resolution

Clr. Grove moved to approve the minutes for the Emergency Services Committee of (2018/02/22) as presented.

Carried

REVIEW BUSINESS PLAN RESPONSES

- D. Rosland contacted Fire Underwriters Survey who advised they can complete the necessary surveys and create reports to determine the rating/risk tolerance for each community. Considerations will be fire apparatus, water supplies, training, and communications. Before any decisions are made, it is advisable that this should be completed.
- A request will be made to Fire Underwriters Survey to review the draft Emergency Services Society business plan, and make recommendations for improvements to efficiencies. Upon completion of the survey and report, Alberta Municipal Services Corporation will rate based on protection levels.
- Formation of the Society increases the potential for automatic dispatch to cover multiple fire departments.

Resolution

Clr. Coutts moved to have the Fire Underwriters Survey complete a survey of the ten fire departments within the Flagstaff region which will include a review of current fire apparatus, training, water supply, and communications for the purpose of determining the rating/risk tolerance for each community; and to request a review of the proposed Flagstaff Regional Emergency Services Society business plan.

Carried

Jennifer Paton and Sara Ahlstrom of Municipal Affairs had everyone form groups and discuss the provided summary of responses asking "What are your thoughts?" and "What are your questions or concerns?"

The group discussions revealed the following questions/concerns:

- Impact on the community if a fire hall is lost (perception from the community)
- Clarification of future funding for fire halls
- Why are we delaying the conversation regarding fire halls and where we see the departments in the future. What steps are needed to obtain sustainability?
- Start strategic planning now.
- What happens if there is only partial approval from municipalities?
- Budget is the proposed budget worst case scenario? Will grants, fund raising, etc be included?
- If the current firefighters can confidently agree with the plan, the community may follow suit.

- Encourage communication with fire departments.
- Representation the reduction of board members to 5 more functional to have a smaller board, reduces the "silo" affect.
- Impact of the RESC through transition clarification on position which has been currently funded by the county.
- Prefer to see all communities represented on the board, with a reassessment every 3-5 years.
- Fire departments would like to know what equipment they will have and how they will be supported to do their jobs.
- If fire halls are closed, what is the affect on local firefighters and will they be paired with other local halls?
- Closing fire halls could result in the loss of firefighters due to location.
- Would it mean more support for other halls?
- Public Input the ratepayers want to understand how it will affect them. If taxes increase, what benefits are they receiving in return?
- How many fire halls do we require to serve our region's demographic?
- How is the decision made to close which halls?
- Will not be able to solve all foreseeable and unforeseeable concerns.

Round table discussion:

- The proposed budget does not anticipate closing any halls within the first five years.
- Forestburg Fire Hall budget will need to be increased, walls are collapsing, approximately \$3 million in repairs, current location no longer sufficient.
- The end goal is to provide better service.
- What would the financial impact be to update our training to be considered 1001 trained (interior structural firefighting).
- Training budget is unrealistic (Killam is already using 1/3 of this budget).

Next Steps:

- 1. Organize Assessment from Fire Underwriters Survey.
- 2. Infrastructure Assessment Each municipality will determine approximate value/life expectancy of current fire hall.
- 3. Indication of how building maintenance will be funded.
- 4. Council to review business plan, and responses from each municipality, and provide feedback to Kelly Loder Recording Secretary, for next meeting.

NEXT MEETING DATE

The next meeting will be held on May 22, 2018 at 7:00 p.m. at the County Office.

ADJOURNMENT	Resolution Clr. Grove moved to adjourn the meeting at 9:31 p.m. Carried
	Chairman
	Recording Secretary

The regular meeting of the Parkland Regional Library Board was called to order at 1:03 p.m. on Thursday, February 22, 2018 in the PRL Board Room, Lacombe.

Present:

Debra Smith (Board Chair), Jason Alderson, Deborah Cryderman, Dana Depalme, Darlene Dushanek, Colleen Ebden, Jeanny Fisher, Elaine Fossen, Roger Gaetzman, Kerry Kelm for Sandy Gamble, Bruce Gartside, Barb Gilliat, Bob Green, Jeanette Herle, Tim Hoven, Cora Knutson, Gord Lawlor, Stephen Levy, Josephine Mckenzie, Blair Morton, Leah Nelson, Roger Nichols, Corby Parsons, Norma Penney, Rosella Peterman, Teresa Rilling, Chris Ross, Heather Ryan, Mike Jargeau for Sharolyn Sánchez, Janine Stannard, Sonia Temple, Patricia Toote, Cindy Trautman, Nancy Hartford for Doug Weir, Shailen Weselak, Sharon Jamson, Bill Windsor, Ann Zacharias

With regrets: Kevin Ferguson, Ray Olfert, Bill Rock, Les Stufferg, Leonard Thompson,

Absent:

Jackie Almberg, Jarred Booth, Jacqueine Boulet, Amber Griffith, Donnie Hill, Trudy Kilner, Lonnie Kozlinski, Dana Kreil Brenda McDermott, Dunean Milne, Rick Pankiw, Megan Patten, Terilyn Paulgaard

Staff:

Ron Sheppard, Anna Alexander Donna Williams, Colleen Schalm, Tim Spark

Call to Order

Meeting called to order at 1:03 p.m. by Smith.

Smith welcomed everyone and asked everyone o introduce themselves.

1.1.1. Agenda

1.1.1.2 Adoption of the Agenda

Motion by Green seconded by Rilling to accept the agenda as presented.

CARRIED UNANIMOUSLY PRL 13/2017-18

1.1.2 Approval of minutes

Motion by Stanfard, seconded by Ebden, to approve the minutes of the November 9, 2017 meeting as presented.

CARRIED UNANIMOUSLY PRL 14/2017-18

Kerry Kelm, Tim Hoven, Corby Parsons entered the meeting at 1:08 p.m.

1.3 Business arising from the minutes of November 9, 2017

Smith asked if there was any business arising from the minutes. Nothing was brought forward.

Josephine McKenzie entered the meeting at 1:10 p.m.



4.3 Election of Chair

4.3a Policy

Sheppard reported that Smith's nomination as Chair last November was invalid. Smith has already served for the 6 years allowed under policy. Three options were identified to rectify this situation. They are:

- 1. the board suspend the policy.
- 2. revise the policy to remove the limiting number of terms.
- 3. board elects a new chair.

The current policy reads:

Elect one of its number as chairperson at the organizational meeting each year. The term of office of the Parkland Regional Library Board Chair is limited to six years.

At the December 7, 2017 Executive Committee meeting, PRL's Executive Committee made the following motion:

Motion by Green to recommend the policy be changed and rescind the limitation of terms to be elected.

CARRIED

Even if the board changed the policy to remove the number of terms, a new election needed to take place because the election in November was invalid due to Parkland's policy.

A suggestion was made by Hoven to rescind the policy for this year only because a change in the position would be good. After some discussion the following motion was made.

Motion by Lawlor, seconded by Levy, to rescind the limit on how many years a board member can serve as board chair so that PRL Board policy 2.2.9 will now read that the board will: "Elect one of its members as chairperson at the organizational meeting each year."

CARRIED 3 OPPOSED PRL 17/2017-18

4.3.b Election

Smith turned the meeting over to Sheppard. Sheppard asked for nominations from the floor for the position of Board Chair. Herle nominated Debra Smith. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Green that nominations cease, seconded by Levy.

CARRIED UNANIMOUSLY PRL 18/2017-18

Smith became Board Chair by acclamation. Smith accepted the position and resumed the duty of chair.

Motion by Stannard, seconded by Kelm, to use Scenario 1 as amended with Olds in group 9 and Sundre in group 4, for the purpose of assigning municipal members to electoral districts for the purpose of electing members to Parkland's Executive Committee.

CARRIED 2 OPPOSED PRL 20/2017-18

4.5 Parkland's Strategic Plan – Colleen Schalm

Parkland Regional Library is required to submit a plan of service every three years. Parkland's current strategic plan expires in 2018 and a new plan for 2019-2021 must be submitted this year. After a consultation process, the Executive Committee identified four strategic priorities. The priorities are:

- 1. Libraries will have a strong and supportive relationship with local and provincial governments that recognize the value of public libraries and prioritize public library service.
- 2. Municipalities will have sustainable and ejective library service.
- 3. Parkland Regional Library member municipatives will have an effective and responsive system board.
- 4. Parkland residents will have a greater awareness of the public library and regard public libraries as an essential part of their communities.

The current strategic plan was developed from these priorities. The plan was very ambitious with four principle goals supported by fourteen outcomes. It is the opinion of the Executive Committee and management that the needs have not changed and that all four goals are still relevant. The PLSB informed Sheppard that the plan can be extended but a needs assessment must be done to meet legislative requirements. To continue working towards the four goals in the current plan the most expedient needs assessment process would be a questionnaire to stakeholders asking for input on whether the needs identified in 2015 are still relevant. Kim Ghostkeeper, a Community Development Officer with Alberta Culture and Tourism is willing to work with PRL again on the new needs assessment process.

Motion by Green seconded by Trautman, to conduct a needs assessment that includes, but is not necessarily limited to, a questionnaire to PRL's stakeholders to determine if the stakeholder needs that inspired PR scurrent strategic plan remain relevant.

CARRIED UNANIMOUSLY PRL 21/2017-18

4.6 Building Renovation

Parkland received \$2.4 million in infrastructure money from the Government of Alberta. Parkland commissioned a study by Group2 Architecture. Group2's final report was received in December 2017. The estimate for renovations of the current building as \$3 million, and the estimate for a new building, excluding land, was \$4 million. PRL had a valuation of the building completed by Waters Commercial Appraisals. The value of the current building is approximately \$2 million.

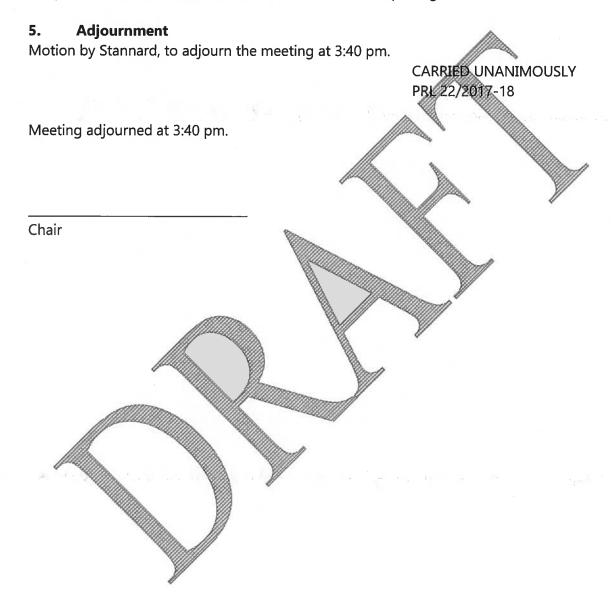
4.9 Updates

4.9.1 Library Services

A report from Library Services – Colleen Schalm, was included in the package. An attachment of a template for annual report statistics was also included.

4.9.2 First Nations Services Update

A report for the First Nations Services as included in the package.





FRSWMA Regular Monthly Board Meeting March 26, 2018 Sterling Room of the County Office, Sedgewick, AB Minutes

1.0) Attendance DIRECTORS:

Elaine Fossen Village of Forestburg Flagstaff County Jeanette Herle Town of Killam Rick Krys Town of Hardisty Dean Lane Stephen Levy Town of Sedgewick Josephine Mackenzie Village of Alliance Janice McTavish Village of Rosalind Brandon Martz Village of Heisler James Robertson Town of Daysland Deb Smith Village of Lougheed

STAFF:

Murray Hampshire Manager
David Dahl FRSWMA
Diane Gordon FRSWMA

2.0) Call to Order

Chair D. Smith called the meeting to order at 6:59 p.m.

3.0) Agenda

Resolution # 353/2018. Director R. Krys moved to accept agenda as presented.

CARRIED

3.1) Delegation – Chair D. Smith introduced P. Weinzierl of accounting firm Gitzel & Company. P. Weinzierl provided a review of the financial statements for FRSWMA for the year ending December 31, 2017. Considerable discussion ensued.

Resolution # 354/2018. Board member S. Levy moved the meeting go into camera at 7:25 with all Board members and P. Weinzierl in attendance

CARRIED

Resolution # 355/2018. Board member E. Fossen moved the meeting come out of camera and return to a regular meeting at 7:35 p.m. CARRIED

Resolution # 356/2018. Board member R. Krys moved FRSWMA approve the audited financial statements for the year ending Dec 31, 2017. CARRIED

A short recess was taken at this time so that various letters and copies of the approved financial statements could be duly executed by the chair, the executive director and P. Weinzierl. At this point P. Weinzierl excused herself from the meeting.

4.0) Adoption of Minutes

Minutes of the February 26, 2018 Regular Board Meeting were reviewed Resolution # 357/2018. Board member S. Levy moved to approve the minutes of the February 26, 2018 Regular Meeting, attached to and forming part of these minutes.

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 # 358/2018. Board member J. Robertson moved to accept operations report as presented.

5.2) Financial reports: Executive Director M. Hampshire provided Feb 28, 2018 P&L and March 22, 2018 cash position. Discussion ensued.

Resolution # 359/2018. Board member J. McTavish moved that we accept financial reports as presented.

CARRIED

6.0) Business

- <u>6.1) Gitzel and Company</u> 2017 Financial review dealt with earlier in section 3.1) above.
- 6.2) <u>FRSWMA Investments Plan.</u> Executive Director M. Hampshire provided over view of process he went through to research options for investments for FRSWMA. Considerable discussion ensued.

Resolution 360/2018. Board member R. Krys moved that FRSWMA approve the recommendation provided — "that Flagstaff Waste Board approve the 4-year investment plan provided (attached to and forming part of these minutes), with the Vision Credit Union with a projected average annual return over 2.0% for the period.

CARRIED

6.3) New Greenhouse Gas Reporting Requirements. Executive Director M. Hampshire provided background on recently changed regulation regarding reporting of Greenhouse Gas emissions at landfills. Discussion ensued.

Resolution 361/2018. Board member E. Fossen moved that Flagstaff Waste Board direct staff to ensure reporting compliance with the new GHG reporting regulations. Since this item is not contemplated in the 2018 budget, the Board supports necessary expenditures to meet the reporting requirements up to, but not exceeding \$10,000, funding sourced from the general operating account.

CARRIED

- 6.4) Strategic Planning documents from the 2014 Strategic planning exercise were reviewed, with considerable discussion. Chair D. Smith proposed that we spend a few hours at our April regular meeting discussion strategic priorities. There was general agreement that we would start our meeting early, with dinner provided. We will complete our regular meeting early, then enter into a strategic planning and priority setting exercise, facilitated by Executive Director M. Hampshire.
- 6.5) Executive Committee Report Chair D. Smith provided an update on the deliberations of the Executive committee annual performance review of the Executive Director M. Hampshire.

Resolution 362/2018. Board member J. Herle moved that FRSWMA accept the satisfactory performance review presented by the executive committee for executive director M. Hampshire, and that he receive a standard full increment on the 2018 salary grid, retroactive to January 1, 2018, to reflect his merit increase for the year ending Dec 31, 2017. CARRIED

7.0) Correspondence and Information

Board members reviewed several information documents:

- 2017 Diversions & 5-year History
- 2017 Financial Review & Audit

Resolution # 363/2018. Board member J. Robertson moved that the information attached to and forming part of these minutes be accepted as information

CARRIED

8.0) Adjourn	Resolution # 364/2018.	Director E. Fossen moved the meeting a	adjourn at 9:15 pm.
Chair		Manager	

Next Meeting

Regular Board Meeting – April 30, 2018 – 6:00 p.m. Dinner provided, early start to regular meeting and Strategic Planning session to follow.

*Peggy Weinzierl, CPA, CA *Scott St. Arnaud, CPA, CA *Jolene P. Kobi, CPA, CA *Justin J. Tanner, CPA, CA *Eric A. Peterson, CPA, CA (Associate) *Robert J. Krejci, CA (Associate) *Barry D. Gitzel, CPA, CA (Associate)

FLAGSTAFF REGIONAL SOLID WASTE MANAGEMENT ASSOCIATION

FINANCIAL STATEMENTS

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AS AT DECEMBER 31, 2017

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INDEPENDENT AUDITORS' REPORT

TO: The Members

Flagstaff Regional Solid Waste Management Association

We have audited the accompanying financial statements of the Flagstaff Regional Solid Waste Management Association, which comprise the statement of financial position as at December 31, 2017, and the statements of operations, changes in net financial assets/debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Managements' Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Flagstaff Regional Solid Waste Management Association as at December 31, 2017, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Emphasis of Matter

A significant area requiring the use of management's estimates was the post closure care liability. Significant changes in the costs of closure and post closure care could result in changes to this liability amount.

Stettler, Alberta

March 26, 2018

Litzel & Company CHARTERED PROFESSIONAL ACCOUNTANTS



STATEMENT OF FINANCIAL POSITION

. AS AT DECEMBER 31, 2017

	2017	2016
FINANCIAL ASSETS		
Cash and short-term investments (Note 3)	\$ 1,719,727	\$ 1,322,394
Accounts receivable	116,593	133,064
Due from related parties (Note 4)	1,262	764
Equity in Co-operatives	3,987	1,217
Equity in 60 optimites	1,841,569	1,457,439
LIABILITIES		
Accounts payable and accrued liabilities	165,789	171,250
GST payable	6	19,328
Unamortized capital allocations (Note 5)	2,806	3,508
Post closure care liability (Note 6)	1,951,289	1,883,137
, ,	2,119,890	2,077,223
NET FINANCIAL ASSETS (DEBT)	(278,321)	(619,784)
NON FINANCIAL ASSETS		
Tangible capital assets (Note 7)	925,479	1,104,229
Prepaid expenses	15,991	15,374
2 to proceed the process	941,470	1,119,603
ACCUMULATED SURPLUS (Schedule 1)	\$ 663,149	\$499,819

APPROVED ON BEHALF OF THE BOARD:

Dehra Smith Director

STATEMENT OF OPERATIONS

	Budget		2017		2016
REVENUE					
Commercial and contracts	\$ 1,208,750	\$	1,273,276	\$	1,135,570
Requisitions (Note 4)	1,190,000	١.	1,190,000		1,230,850
STEP grant	-		8,400		-
Gain (loss) on disposal of assets	-		3,850		13,905
Interest	11,200)	22,230		14,401
Other	5,100		7,486		6,373
	2,415,050		2,505,242		2,401,099
EXPENDITURES					
Advertising	5,000		4,905		4,458
Amortization	268,532		264,621		332,965
Bad debts (recoveries)	-		2,601		1,352
Closure & post closure care	113,475		68,152		54,798
Concrete grind	-		-		65,881
Engineering	28,000		24,747		62,222
Insurance	19,500		18,591		19,270
Interest & bank charges	4,000		7,613		4,989
Machinery - fuel	171,500		180,750		139,313
- repairs	216,000		241,712		182,017
Maintenance	20,000		36,948		16,979
Management services	-		8,320		-
Office	33,700		38,522		34,792
Pit Development	10,000		32,805		5,120
Professional fees	12,500		21,357		25,268
Recycling	27,000		19,598		20,109
Supplies	26,500		29,358		33,437
Telephone, freight & postage	24,000		20,806		22,529
Toxic Round-up	1,500		9,426		557
Training	2,000		711		723
Travel and meetings	5,500		6,214		5,461
Utilities	10,000		12,781		9,896
Wages and benefits	_1,416,343		1,287,824		1,382,659
8	2,415,050		2,338,362	-	2,424,795
				~	
EXCESS OF REVENUES OVER EXPENDITURES					
FOR OPERATIONS	\$		166,880		(23,696)
			100,000		(22,000)
OTHER CAPITAL GRANTS					
Tire recycling capital grant			22,285		_
Capital assets purchased for related party			(25,835)		_
		-		-	
EXCESS OF REVENUES OVER EXPENDITURES		-	163,330		(23,696)
ACCUMULATED SURPLUS - BEGINNING OF YEAR		-	499,819		523,515
ACCUMULATED SURPLUS - END OF YEAR		\$ _	663,149	\$ _	499,819

STATEMENT OF CHANGES IN FINANCIAL ASSETS (DEBT)

	2017	2016
EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES	\$163,330	\$(23,696)
Acquisition of tangible capital assets Proceeds on disposal of tangible capital assets Amortization of tangible capital assets Net (Gain) loss on sale of tangible capital assets	(91,728) 9,707 264,621 (3,850) 178,750	(164,016) 70,391 332,965 (13,905) 225,435
Net use (acquisition) of prepaid assets	(617)	710
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	341,463	202,449
NET FINANCIAL ASSETS (DEBT) - BEGINNING OF YEAR	(619,784)	(822,233)
NET FINANCIAL ASSETS (DEBT) - END OF YEAR	\$(278,321)	\$(619,784)

STATEMENT OF CASH FLOWS

		2017	2016
OPERATING ACTIVITIES			
Excess of revenues over expenditures	\$	163,330	\$ (23,696)
Non-cash items included			
Amortization		264,621	332,965
Amortization of capital allocations		(702)	(877)
(Gain) loss on disposal of capital assets		(3,850)	(13,905)
Changes in non-cash current assets and liabilities			
Accounts receivable		15,974	(67,914)
Prepaid expenses		(617)	710
Accounts payable and accrued liabilities	-	(24,782)	46,955
Cash provided by operating activities	-	413,974	274,238
FINANCING ACTIVITIES			
Change in restricted cash		(155,064)	(267,255)
Post closure care liability	-	68,152	54,798
Cash provided by (used in) financing activities	_	(86,912)	(212,457)
INVESTING ACTIVITIES			
Purchase of tangible capital assets		(91,728)	(164,016)
Proceeds from sale of tangible capital assets		9,707	70,391
Change in equity in co-operatives	-	(2,770)	(1,217)
Cash provided by (used in) investing activities	-	(84,791)	(94,842)
CHANGES IN CASH AND EQUIVALENTS DURING THE YEAR		242,271	(33,061)
CASH AND EQUIVALENTS – BEGINNING OF YEAR	-	117,403	150,464
CASH AND EQUIVALENTS – END OF YEAR	et de la constant de	359,674	117,403
CASH AND CASH EQUIVALENTS IS MADE UP OF:			
Cash in bank		1,719,727	1,322,394
Less: restricted portion of cash (Note 3)	_	(1,360,053)	(1,204,991)
	\$	359,674	\$117,403



GITZEL COMPAN

FLAGSTAFF REGIONAL SOLID WASTE MANAGEMENT ASSOCIATION

SCHEDULE 1 – CHANGES IN ACCUMULATED SURPLUS

	2017							
		Equity in Tangible Capital Assets	C	ontingency Fund		Unrestricted Net Assets	Total	2016 Total
BALANCE – BEGINNING OF YEAR	\$	1;100,720	\$	40,163	\$	(641,064) \$	499,819 \$	523,515
Excess (deficiency) of revenue over expenditures Tangible Capital Assets Purchased		91,728		-		163,330 (91,728)	163,330	(23,696)
Amortization of capital allocation Amortization expense Proceeds on disposal of Capital Assets		702 (264,621) (9,707)		- - -		(702) 264,621 9,707	- - -	-
Gain (Loss) on sale of Capital Assets BALANCE – END OF YEAR	\$ _	3,850 922,672	\$_	40,163	\$	(3,850) (299,686) \$	663,149 \$	499,819

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting and Auditing Board of the Chartered Professional Accountants of Canada.

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of significant accounting policies summarized below.

(a) Reporting Entity

The Flagstaff Regional Solid Waste Management Association is an unincorporated, public sector, non-profit organization that operates a landfill site and transfer stations on behalf of its member municipalities and is governed by the Code of Practices for Landfills. It is funded by requisitions paid by member municipalities and by charges billed to users. Its intended community of service is Sedgewick and surrounding areas. The association's activities are not taxable under the Income Tax Act.

(b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measureable based upon receipt of goods or services and/or the legal obligation to pay.

(c) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

Significant areas requiring the use of management's estimates are the obligation for post closure care and the amortization of the landfill waste cells. Significant changes in the costs or timing of post closure care could result in a change to this obligation. Estimated useful life of landfill cells are based on expected waste volumes. If volumes available vary from the estimated capital assets and equity in capital assets will change.

(d) Landfill Closure and Post-Closure Liability

Pursuant to the Alberta Environmental Protection and Enhancement Act, the authority is required to fund the closure of its landfill site and provide for post-closure care of the facility. Closure and post-closure activities include the final clay cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection. The amount of the post closure obligation was estimated based on a 2012 engineering report adjusted annually for inflation.



NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

(e) Contaminated Sites Liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post – remediation including operation, maintenance and monitoring.

(f) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets (Debt) for the year.

(i) Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital asset is amortized on a straight line basis over the estimated useful life as follows:

Permanent Structures	50 years
Portable Structures	25 years
Fueling Station	15 years
Communication Systems	10 years
Weigh Scales	20 years
Office Equipment	5 years
Other Vehicles, Machinery & Equipment	10 years

(ii) Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also recorded as revenue.

(g) Reserves for Future Expenditures

Reserves are established at the discretion of Board to set aside funds for future operating and capital expenditures. Transfers to and/or from operating reserves are reflected as an adjustment to the respective fund.

(h) Equity in Tangible Capital Assets

Equity in tangible capital assets represents the authority's remaining net investment in its total tangible capital assets after deducting the portion financed by third parties through debt or contributed by third parties.



NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

(i) Contributions

Contributions are recorded using the deferral method. Restricted contributions related to expenses of future periods are deferred and recognized as revenue in the period in which the related expenses are incurred. All other contributions are reported as revenue of the current period.

(i) Revenue Recognition

The association recognizes revenue when it is realized or realizable and earned. The association considers revenue realized or realizable and earned when services have been provided to a customer, the price for the service is fixed or determinable and collection is reasonably assured.

(k) Financial Instruments

A financial instrument is any contract that gives rise to a financial asset of one party and a financial liability or equity instrument of another party.

Financial instruments of the association consist of cash, accounts receivable and accounts payable. These financial instruments are measured at their carrying value since it is comparable to their fair values due to their short maturities.

(1) Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand, accounts with banks and short term highly liquid investments.

(m) Pensions

Pension costs included in these statements comprise the cost of employer contributions for current service of employees during the year. The association participates in the Local Authorities Pension Plan.

2. RECENT ACCOUNTING PRONOUNCEMENTS PUBLISHED BUT NOT YET ADOPTED

The following accounting standards have been issued by the Chartered Professional Accountants of Canada but are not yet effective. The association is currently evaluating the effect of adopting these standards on their financial statements.

(a) Section PS 1201 - Financial Statement Presentation

This revised standard is effective in 2019, when sections PS 2601 and PS 3450 are adopted.

(b) Section PS 2601 - Foreign Currency Translation

This section establishes standards on how to account for and report transactions that are denominated in foreign currency in government financial statement and is effective for fiscal years beginning on or after April 1, 2019.



NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

2. RECENT ACCOUNTING PRONOUNCEMENTS PUBLISHED BUT NOT YET ADOPTED - Continued

(c) Section PS 3041 - Portfolio Investments

This new section establishes standards on how to account for and report portfolio investments in government financial statements. This standard is effective for the 2019 fiscal year.

(d) Section PS 3450 – Financial Instruments

This section establishes recognition, measurement and disclosure requirements for derivative and non-derivative financial instruments, effective for the 2019 fiscal year.

(e) Section PS 3280 – Asset Retirement Obligations

This section establishes standards on how to account for Asset Retirement Obligations and will apply in years beginning on or after April 1, 2021.

3. CASH AND SHORT-TERM INVESTMENTS

		2017	2016
Cash on hand	\$	375	\$ 450
Accounts with bank		471,966	239,668
Investment certificates		1,223,716	1,059,941
Co-operative membership shares	-	23,670	22,335
	\$.	1,719,727	\$ 1,322,394

Investment certificates earn interest at rates from 0.3% to 2.2% and mature from January 2017 to May 2018.

Included in cash are the following amounts:

Unrestricted cash Cash held for post closure cost Cash held for capital investments	\$ 359,674 1,219,187 140,866	\$ 117,403 1,065,275 139,716
	\$ 1.719.727	\$ 1,322,394



NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

4. RELATED PARTY TRANSACTIONS

At year end \$NIL (2016 - \$NIL) was owing to related parties and \$1,262 (2016 - \$764) was receivable from related parties. The total amount paid to related parties in 2017 was \$NIL (2016 - \$1,150) and the total amount received was \$25,301 (2016 - \$40,370) excluding requisitions.

The association relies on requisitions received from its member municipalities. During the year, the association received the following requisitions:

	2017		2016
Flagstaff County	\$ 386,653	3 \$	400,877
Town of Daysland	125,860	0	126,399
Town of Hardisty	99,658	8	100,086
Town of Killam	144,90	5	153,652
Town of Sedgewick	126,590	0	134,230
Village of Alliance	27,13	7	27,253
Village of Forestburg	137,24:	5	137,833
Village of Galahad	17,578	8	18,639
Village of Heisler	22,30	5	23,651
Village of Lougheed	40,323	5	42,760
Village of Rosalind	28,065	5	29,759
Village of Strome	33,678	<u>3</u> _	35,711
	\$1,190,000	2 \$ _	1,230,850

Related party transactions are recorded at exchange amount with regular terms of payment.

5. UNAMORTIZED CAPITAL ALLOCATIONS

Unamortized capital allocations represent contributed capital assets and restricted contributions with which the Association's capital assets were originally purchased. The changes in the balance for the year are as follows:

	2017		2016	
Balance at beginning of the year Amortized to revenue	\$	3,508 \$ (702)	4,385 (877)	
Balance at end of the year	\$	2,806 \$	3,508	



NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

6. POST CLOSURE CARE LIABILITY

Alberta environmental law requires closure and post-closure care of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspections and maintenance for a period of 25 years after the closure of the landfill. Landfills are not expected to reach full capacity until 2050.

The accrued liability portion is based on the cumulative capacity used at year end compared to the estimated total landfill capacity. The total capacity of the site is estimated at 617,728 cubic meters. The estimated remaining capacity of the landfill site is 193,888 (2016 - 202,572) cubic meters.

	2017	2016
Post closure care liability	\$1,951,289	\$1,883,137

Funds needed for post-closure are expected to be obtained through requisitions from member municipalities and increased landfill charges at the scale. Future costs may include drainage control, water quality and leachate monitoring and final cover and vegetation.

Reserves in the form of term deposits with the bank have been set aside to fund closure and post closure costs in the amount of \$1,219,187 (2016 - \$1,065,275).

Cost for and the length of time until closure and post-closure care have been estimated by an engineering firm study. Total closure and post closure costs are estimated at \$2,827,268 (2016 - \$2,773,107), with \$875,979 (2016 - \$889,970) of these costs remaining to be recognized.

The post closure liability is adjusted annually based on management's estimate of the future costs.

7. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	2017	2016
Land	\$ 11,592	\$ - \$	11,592	\$ 11,592
Administration	184,588	115,966	68,622	77,030
Collections - Residential	257,985	168,742	89,243	110,869
- Bin services	2,469,225	1,945,004	524,221	663,360
Landfill	1,113,022	893,338	219,684	217,917
Recycling Building	186,625	181,779	4,846	14,451
Transfer sites	392,690	385,419	7,271	9,010
	\$ _4,615,727	\$ _3,690,248 \$	925,479	\$ _1,104,229

8. EQUITY IN TANGIBLE CAPITAL ASSETS

	2017	2010
Tangible capital assets (Note 7)	\$ 925,479	\$ 1,104,229
Unamortized capital allocations (Note 5)	2,806	3,508
	\$ 922,673	\$ 1,100,721



2016

2017

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

9. FINANCIAL INSTRUMENTS

The association is exposed to various risks through its financial instruments. The following analysis provides a measure of the association's risk exposure and concentrations at the balance sheet date.

Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of the changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. It is management's opinion that the association is not exposed to significant currency or other price risk.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

The association's accounts receivable are subject to normal industry credit risks. The carrying value of accounts receivable reflects management's assertion of the credit risk associated with these customers.

Interest Rate Risk

The association is exposed to interest rate risk. The floating rate debt is subject to interest rate cash flow risk, as the required cash flows to fund future liabilities will fluctuate as a result of changes in market rates.

Operating Lines of Credit

At December 31, 2017 the association had short-term bank credit facilities aggregating \$5,000 (2016 - \$100,000) of which \$NIL (2016 - \$NIL) had been drawn down. Credit facilities bear interest at 5%. They are reviewed annually and secured by specific assets of the association.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

10. LOCAL AUTHORITIES PENSION PLAN

Employees of the association participate in the Local Authorities Pension Plan (LAPP), which is covered by the Alberta Public Sector Pension Plans Act. The plan serves about 253,862 people and 417 employers. It is financed by employer and employee contributions and investment earnings of the LAPP fund.

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

The association is required to make current service contributions to the Plan of 11.39% of pensionable earnings up to the Canada Pension Plan Year's Maximum Pensionable Earnings and 15.84% for the excess. Employees of the association are required to make current service contributions of 10.39% of pensionable salary up to the year's maximum pensionable salary and 14.84% on pensionable salary above this amount.



NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2017

10. LOCAL AUTHORITIES PENSION PLAN - Continued

Total current service contributions by the association to the plan in 2017 were \$108,575 (2016 - \$115,569). Total current service contributions by employees to the plan in 2017 were \$99,375 (2016 - \$105,883).

At December 31, 2016, the plan disclosed an actuarial deficiency of \$637 million.

11. BUDGET AMOUNTS

The budget was prepared by the association with the Board of Directors' approval. It is presented for information purposes only and has not been audited.

12. COMPARATIVE FIGURES

Certain 2016 comparative figures have been reclassified in order to conform with the financial statement presentation adopted in 2017.

13. APPROVAL OF FINANCIAL STATEMENTS

The board and management have approved these financial statements.



Sedgewick Golf Club-Executive Meeting-March 27/18

Call to Order-Tristan call the meeting to order @ 7;05. In attendance: Tristan, Gail, Kari, Marie, Jeannette, Greg, Fred, Jim H.

Additions to Agenda: Greg moved to approve the agenda with two additions. Carried.

Minutes of Previous Meeting-Kari read the minutes from the Sept 18/17 meeting. Gail moved to approve the minutes as read. Carried.

Treasurer's Report-Gail gave the treasurer's report.

Casino-\$22,228.36

Chequing-\$8,332.00

Savings-\$1351.25

A cheque has been issued to Jake and Pedro for \$8000.00 from chequing.

Motion: Jim made a motion to approach the town for a loan of \$20,000.00 maximum if needed. Carried.

Old Business-Fuel tanks-The fuel tanks are ready to go. They will need pumps as well as to be wired in

Tee Box #8-This tee box will be extended

Hole Signs-Kari will talk to Leigh Lambert.

150 signs-Have been painted black to show up better.

Committee Reports-Grounds-Kens Report-(attached)

Clubhouse-Marie-A new countertop was put on by Shelcraft due to leakage and mold. A new single sink and tap were purchased as well as 2 new cabinets underneath. The small rolling island is being replace with a stainless steel counter with arborite top that was acquired from the lodge.

Town Report-Greg gave the town report. A new subdivision is going in that could affect the driving range this year.

Kari moved to approve the town rep report. Carried.

New Business-Community and Tourism Ad-Motion: Jim made a motion to cancel the ad for this year. Carried.

Finishing Shop-1.Gravel

2.Cement

3.Rough in Plumbing

4.Sink

5.Wall

Siding Old Shop-tabled

Golf Cart Replacement-Will plan to replace 2 carts.

Merchandise Consignment-There is a company that would like to consign clubs, clothes, balls, etc(Big Buck Golf).

Motion: Kari made a motion to use the merchandise consignment.

Carried.

2018 Rates-Motion:Greg made a motion to increase the Men's/Ladies membership to \$430 and the power cart rental for 9 holes to \$20 and 18 holes to \$30. Carried.

Family-\$900.00
Men's/Ladies-\$430.00
Junior-14-17-\$150.00
Youth-9-13-\$100.00
Green Fees-9 holes-\$20.00
18 holes-\$30.00
Power Cart-9 holes-\$20.00
-18holes-\$30.00

Tournament Dates-

Mr. and Mrs.-May 27
Men's Open-June 16
Seniors Open-July 4
Men's Cash-July 28
Junior-Aug 7
Ladies Open-Aug. 25
Oilmens-Sept.7(Friday)
Mixed Cash-Sept.9(Sunday)

Employment and Wages-Marie and Ken working on getting staff for the season.

Wages- Ken-Year 3 of contract- \$42,800.00

Marie-\$6000.00/month plus vac pay

Motion: Greg made a motion to let the grounds manager and clubhouse manager set employee wages at their discretion with board approval. Carried.

Adjournment-Tristan moved the adjournment at 10:00. Carried.

TOWN OF SEDGEWICK

DEPARTMENTAL REPORT TO COUNCIL

MEETING DATE: APRIL19TH, 2018

DEPARTMENT: PUBLIC WORKS

SUMM

Frozen water, sewer and storm lines, along with pumping water in a few places, has been the main focus of attention in recent weeks. This is expected to continue for the foreseeable future.

ACCOMPLISHMENT

- On March 28 we found that a resident's water line had froze, a plumber used our thawing machine to try and get through the ice but after a couple of hours he called and said he could not get it. Shortly after Brent and I ran our machine and in about 45 minutes we had it thawed and his water running.
- On March 29 in Bluejay Cres. we had a frozen sewer main and two frozen services, one at #1 Bluejay and the other at #2 Bluejay Cres.
- On March 31 the same resident from March 28th called a plumber to check out his plugged sewer, after snaking it he concluded it was frozen so he called us. We brought over the water truck and hotzie and short of bringing the hotzie right in the house we had to run the entire line in his sewer, but we did get it.
- On April 5 we had frozen sewer lines at both the Thrift store and the community hall, they both took about an hour each. Because the play was going all weekend I made sure Friday and Saturday that the sewer was still running properly. While I was there Kim Rempel came and betweew the two of us we figured out how to get the sewer alarm from the hall to call Public Works.
- On April 9 we were called about a fire hydrant leaking on the corner of 50 ave. and 50 St. We checked it out and found it was froze solid right to the top. We got rid of the ice with a hammer,a bar and hot water. After we unscrewed the seal and pulled the rod, we found that the brass seat had holes eaten out in a couple of places and water had been leaking by everything in the bottom has been replaced and when our hydrant parts come we can do everything on top.
- On April 10 we had to steam out a sewer again, it took about an hour. We need to discuss
 his sewer more indepth to figure out how to rectify his problem.
- We've spent a bit of time pumping water from behind the health unit, on the corner by the kinder garten and steaming out the line going across the racetrack.
- On April 11 we had to steam out culverts by the medical clinic, Bonness Oilfield and Bergums shop on Spruce Dr., the ditch's were just about over flowing.

ESENT AND

- We have ordered our hydrant parts and are in the process of ordering our water meters
- Hoping to move out of winter mode and get our equipment ready for spring
- Weather permitting we are hoping to start street sweeping in the next week or two.
- Well draw downs for the month of April.
- As the weather warms up we will be doing more thawing and pumping.

APPENDIX:

Prepared By:

NONE

Daryl Johnson, Foreman

CAO REPORT TO COUNCIL



MEETING DATE: APRIL 19TH, 2018

SUMMARY

Our auditor was in during the week of April 2nd. Financial statements have been finalized and Financial Information Return will be sent in to Municipal Affairs this week. Approved projects such as walking trail lighting, LED pylon sign are underway.

|EETING

- Attended Emergency Services Committee meeting on March 27th
- Met with Enbridge representative on April 3rd regarding pipeline safety
- Attended George Cuff Seminar on April 10th
- Attended Water Treatment Plant HVAC meeting on April 12th
- Attended meeting regarding pow wow on April 17th

OMPLISHMENT

- Received Heritage Grant funding in the amount of \$800 for fireworks.
- Hired Mike Stone for the Public Works seasonal labourer position
- The tender for road/sidewalk repairs for Prairie Rose Place has been posted with 10 contractors attending the site visit on April 6th
- Ice decking has been purchased for the rec centre and will be delivered over the course of 6 trips to begin this week. This was the most cost effective option.
- The production of the pylon sign has begun
- Lights, poles and precast bases for the walking trail lighting have been ordered
- Budgets have been finalized and tax bylaw prepared
- Have completed an insurance application with AMSC for a quote

IT AND FUTURE ACTIVITIES

- Currently interviewing for the Public Works/Recreation summer student position
- Deadline for Parks Foreman applications is April 27th. Have received 10 applications.
- Recreation Funding Committee Phase I application deadline is May 1st.
- Meeting with representatives from FRHG on May 9th regarding their strategic plan
- Trying to find time to take in the CLGM Mountain refresher between May 15th and 18th in Kananaskis
- Weather permitting, a contract will arrive this week to begin flushing and cameraing the sanitary lines

APPENDIX:

Jim Fedyk, CAO

PREPARED BY:

NONE



March 19, 2018

Dear Town of Sedgewick:

RURAL CRIME IN FLAGSTAFF COUNTY AFFECTS ALL OF US!!!!

All residents in the Town of Sedgewick have either been directly or indirectly impacted by the current escalating rural crime rate. We, at the Flagstaff Rural Crime Watch Society, wish to take a proactive approach by hosting the FRCWS "CRIME PREVENTION TRADE SHOW". On April 17th, we have co-ordinated an evening of keynote speakers, presentations and vendors who are vested in providing services to thwart the activities of rural criminals. The evening will also include a complimentary supper for the first 200 attendees, opportunities to meet and speak with local law enforcement, along with some "hands-on" activities aimed at giving our residents, both rural and urban, the confidence to protect their properties from the would-be thieves.

Such an event does not happen without financial support. We are appealing to the Town of Sedgewick to help in supporting this event. We will incur costs for facilities, speakers (with associated mileage, hotels and honorariums), complimentary meal for the first 200 attendees, door prizes and advertising. All sponsors will be recognized that evening, and in subsequent media releases – all residents of Flagstaff County will be aware that the Town of Sedgewick takes this matter seriously, and is actively engaged in reducing criminal opportunities in Flagstaff County. Each donation will receive a receipt.

Thank you for your time and consideration in this matter. We truly need and appreciate your support.

Please contact:

Marion Macdonald Flagstaff Rural Crime Watch Society Crime Prevention Trade Show Co-ordinator 780-252-0052 mmacdonald01@gmail.com

OR

Charlotte Curtis
Flagstaff Rural Crime Watch Society, Treasurer
780-678-0141
Charlottecurtis51@gmail.com

Sedgewick Rec Centre Profit & Loss

February 2018

	Feb 18
Income 4100 · Bowling 4115 · YBC	38.10
Total 4100 · Bowling	38.10
4200 · Arena	00.10
4201 · Minor Hockey Ice Rental 4205 · Rec Hockey 4210 · Sabres 4212 · Canskate 4220 · Arena Facility Rental	13,079.62 1,061.19 1,560.00 145.00 1,040.00
Total 4200 · Arena	16,885.81
4350 · Curling Utility Repay 4352 · CC Natural Gas Recovery 15% 4353 · CC Lighting Recovery 20% 4354 · CC Plant Power Recovery 50%	469.62 703.18 2,063.96
Total 4350 · Curling Utility Repay	3,236.76
4400 · Concession 4401 · Concession Sales 4410 · Liquor Sales 4415 · Bottle depot	16,150.95 2,609.53 297.60
Total 4400 · Concession	19,058.08
4500 · Facility 4501 · Facility Misc Rental 4600 · Interest Income 4700 · Equipment Rental 4731 · Donations	100.00 1.20 70.00 14,000.00
Total 4500 · Facility	14,171.20
4901 · Rec Board Fundraising 4902 · Wildrose Gift Card Sales 4905 · Wildrose Co-op Rebate	2,250.00 300.00
Total 4901 · Rec Board Fundraising	2,550.00
Total Income	55,939.95
Expense 6000 · Bowling Expense 6002 · Bowling Janitorial	135.00
Total 6000 · Bowling Expense	135.00
6010 · Arena Expenses 6017 · Compressor R&M 6025 · Zamboni Repair & Maint	485.58 130.20
Total 6010 · Arena Expenses	615.78
6200 · Concession Expense 6205 · Concession Merchandise 6215 · Liquor Expenses	6,515.05 932.33
Total 6200 · Concession Expense	7,447.38

Sedgewick Rec Centre Profit & Loss

February 2018

	Feb 18
6300 · Facility Expenses 6301 · Bookkeeping 6303 · WCB 6305 · Bank charges 6315 · Facility Repair & Maint 6320 · Security System 6325 · Custodial Supplies 6350 · Waste Management Fees 6360 · Office Supplies 6365 · Telephone Costs	1,200.00 488.33 7.55 33.93 75.00 638.50 104.00 120.80 121.01
Total 6300 · Facility Expenses	2,789.12
6400 · Utilities 6410 · Natural Gas 6411 · Bowling Nat. Gas 10% in season 6412 · Arena Nat. Gas - 20% in season 6413 · Curling Nat. Gas -15% in season 6414 · Facility Nat Gas - 55% or rest	313.08 626.17 469.62 1,721.96
Total 6410 · Natural Gas	3,130.83
6430 · Lighting 6431 · Bowling Lighting - 10% in use 6432 · Arena Lighting - 30% - in use 6433 · Curling Lighting - 20% - in use 6434 · Facility Light 40% or rest	351.59 1,054.77 703.18 1,406.37
Total 6430 · Lighting	3,515.91
6440 · Power Plant 6441 · Arena Power Plant - 50% 6442 · Curling Power Plant - 50%	2,063.96 2,063.96
Total 6440 · Power Plant	4,127.92
Total 6400 · Utilities	10,774.66
6500 · Fundraising Expenses 6501 · Wildrose Gift Card Purchases	5,000.00
Total 6500 · Fundraising Expenses	5,000.00
6700 · Payroll Expenses 6710 · Facility Manager Hours 6712 · Facility Manager OT Hours 6710 · Facility Manager Hours - Other	33.75 1,462.50
Total 6710 · Facility Manager Hours	1,496.25
6715 · Arena hours 6717 · Arena overtime hours 6715 · Arena hours - Other	0.00 3,390.00
Total 6715 · Arena hours	3,390.00
6720 · Concession hours 6722 · Concession overtime hours 6720 · Concession hours - Other	900.00 6,317.40
Total 6720 · Concession hours	7,217.40
6723 · Concession Supervisor 6724 · Concession Supervisor OT Hours 6723 · Concession Supervisor - Other	216.00 2,628.00
Total 6723 · Concession Supervisor	2,844.00
6725 · Janitorial hours	688.00

Sedgewick Rec Centre Profit & Loss

February 2018

	Feb 18
6700 · Payroll Expenses - Other	1,551.01
Total 6700 · Payroll Expenses	17,186.66
Total Expense	43,948.60
Net Income	11,991.35

Sedgewick Recreation Facility 2018 Approved Budget

Revenues:		0019 Budgot		2018 Actual	% of Budget Feb
Ag Society - Annual	\$	2018 Budget		2018 Actual	2018 (17%)
Facility Room Rentals	\$	14,500.00	\$	100.00	1%
July 1st Revenues	\$	5,000.00	\$	100.00	
Fundraisers/Raffles/Signage	\$		\$	150.00	0%
	\$	10,000.00	\$	150.00	2%
Arena Revenue (winter)	\$	80,000.00	\$	35,272.20	
Arena Revenue (spring/summer)	\$	10,000.00	\$	200.01	0%
Bowling Revenues Curling Revenues	\$	32,000.00	\$	200.01	1%
	\$	30,000.00	\$	6,995.92	23%
Library Lease/UT	\$	4,800.00	\$	2,400.00	50%
Concession		109,934.00		36,423.33	33%
Co-op Gift Cards	\$	100,000.00	\$	3,500.00	4%
Co-op Gift Card - Dividend	\$	6,000.00	\$	300.00	5%
Bank Interest	\$	50.00	\$	2.22	4%
Capital Grants	\$	15,000.00	\$	-	0%
County Recreation Funding	\$	27,500.00	\$	-	0%
Other	\$	500.00	\$	70.00	14%
Donations	\$	10,000.00	\$	14,070.00	141%
ATM Fee Income	\$	2,200.00	\$	330.00	15%
Total Revenues:	\$	468,484.00	\$	99,813.68	21%
Expenditures:	T				% of Budget
Salaries (Full Time)	\$	84,240.00	\$	10,410.75	12%
Salaries (Part-Time)	\$	62,700.00	\$	26,419.40	42%
Salaries - Employer Contr.	\$	14,694.00	\$	3,472.13	24%
Education/Training	\$	1,000.00	\$	500.00	50%
Office Supplies	\$	2,000.00	\$	899.98	45%
Advertising/Promotional	\$	1,000.00	\$	_	0%
Service Charges	\$	400.00	\$	20.10	5%
General Goods & Services	\$	100,000.00	\$	6,211.85	6%
Janitorial Supplies	\$	5,000.00	\$	638.50	13%
WCB	\$	750.00	\$	488.33	65%
Freight	\$	100.00	\$	-	0%
Telephones/Alarms	\$	3,000.00	\$	385.46	13%
Audit Fees	\$	2,000.00	\$	-	0%
Waste Management Fees	\$	1,400.00	\$	208.00	15%
Insurance	\$	200.00	\$	-	0%
Building R&M	\$	20,000.00	\$	958.51	5%
Equipment R&M	\$	25,000.00	\$	1,811.85	7%
Electricity	\$	70,000.00	\$	15,863.23	23%
Gas	\$	25,000.00	\$	7,409.01	30%
Concession Exp.	\$	50,000.00	\$	15,568.67	31%
Capital Contribution	\$	-	\$		
Total Expenditures:	\$	468,484.00	\$	91,265.77	19%
Net Surplus/(Deficit)	\$	-	\$	8,547.91	2370

Carbon Levy Charge Town of Sedgewick Utilities Bills

MONTH	AMOUNT
Jan-18	\$917.18
Feb-18	\$1,094.52
Mar-18	
Apr-18	
May-18	
Jun-18	
Jul-18	
Aug-18	
Sep-18	
Oct-18	
Nov-18	
Dec-18	

YTD Total	\$2,011.70
-----------	------------





MINUTES

Attendees:	Dell Wickstrom	Village of Alliance
	Murray Candlish	Town of Daysland
	Rick Manning	Flagstaff County
	Jeff Eckstrand	Flagstaff County
	Blaise Young	Village of Forestburg
	Doug Irving	Town of Hardisty
	Bonnie Wood	Village of Heisler
	Brenda McDermott	Town of Killam
	Janice Bishop	Village of Lougheed
	Greg Sparrow	Town of Sedgewick
	Mike Leathwood	The Bethany Group
	Dave Buist	The Bethany Group
	John Davis	The Bethany Group
	Melodie Stol	The Bethany Group
	Michelle Wideman (recorder)	The Bethany Group

CALL TO ORDER The meeting was called to order at 7:00pm and introductions were made.				
ORGANIZATIONAL MEETING				
a. Welcome and Orientation				
b.	Board Chair			
	The Chair was handed over to Mike Leathwood who called for nominations for the position of Board Chairperson. Greg Sparrow nominated Dell Wickstrom who accepted the nomination.			
:	A third and final call was made and Dell Wickstrom was declared Chairperson of the Flagstaff Regional Housing Group. The Chair was relinquished to Dell Wickstrom.			
c.	Vice Chair Dell Wickstrom nominated Greg Sparrow as Board Vice Chair, who accepted the nomination. A third and final call was made and Greg Sparrow was declared Vice Chairperson of the			
	The m ORGA a. b.			





	d.		Honorarium & Board Expenses ourarium of \$85.00 for meetings ½ day or less, with mileage at \$0.52/km.				
3. APPROVAL OF AGENDA							
	FRHG	17-12-01	MOVED by Rick Manning and SECONDED by Doug Irving to accept the Agenda as presented. **CARRIED**				
4.	MINUTES OF PREVIOUS MEETINGS						
	FRHG	17-12-02	MOVED by Greg Sparrow and SECONDED by Dell Wickstrom to approve the Minutes of July 25, 2017 and September 19, 2017 as presented. <i>CARRIED</i>				
5.	FINAN	FINANCIAL STATEMENTS					
	Unaudited for the period ended October 31, 2017.						
	FRHG	17-12-03	MOVED by Murray Candlish and SECONDED by Janice Bishop to accept the Unaudited Financial Statements for the period ended October 31, 2017 as information. CARRIED				
6.	2018	2018 PROPOSED BUDGET					
	Review of proposed Budget and Assumptions Notes.						
	FRHG	17-12-04	MOVED by Rick Manning and SECONDED by Blaise Young to approve the 2018 Budget as presented, with the requisition to remain at \$300,000. CARRIED				
7.	OPERATIONAL REPORT & CHRISTMAS ACTIVITIES						
		Dates were provided for Christmas Activities in the buildings; Board Members are welcome to attend any events.					
	Revie	Review of Occupancy Stats for the Region.					
	FRHG	17-12-05	MOVED by Brenda McDermott and SECONDED by Doug Irving to accept the Operational Report as Information. CARRIED				





8.	NEW I	V BUSINESS				
	a.	a. Appointment of the Auditor				
		Review of Briefing Note for background information.				
		FRHG 17-12-06	MOVED by Brenda McDermott and SECONDED by Greg Sparrow to appoint Avail LLP as Auditors for the Flagstaff Regional Housing Group for a three year term beginning in 2017. **CARRIED**			
***************************************	b.	Reserve Fund Anal	lysis			
		Review of information provided regarding equipment replacement reserve.				
		i .	review will be completed regarding reserve minimums and maximums, and n will be brought in March 2018.			
	c.	The Resident and I	Family Councils Act			
		For information.	Legislation goes into effect April 2018.			
	d.	Provincial Affordal	ble Housing Strategy & National Housing Strategy			
		For information.				
	e. ASCHA					
			ed for information; when further details are available they will be shared. hip will be reviewed in 2019.			
9.	ITEMS	PREVIOUSLY CIRCU	LATED BY EMAIL			
	_ 0 .	Business Plan 2018-2022 (copy in board binder)				
10.	2018	2018 MEETING DATES				
	The ne	The next meeting will be held on Tuesday April 3, 2018 at 5:00pm in Big Knife Lodge.				
11.	ADJOU	JRNMENT				
	The meeting was adjourned at 8:50pm.					





Summary of Action Items:

By Whom	Timeline (if any)
Finance	March 2018

Dell Wickstrom Board Chair

Date: APRIL 3 2018

John Davis

Director, Client Services

Date: Alk 3





April 10, 2018

Town of Sedgewick via email cao@sedgewick.ca

Dear CAO Fedyk, Mayor Robinson and Members of Council,

On behalf of the Flagstaff Regional Housing Group, I am pleased to provide a copy of the FRHG Audited Financial Statements for the period ended December 31, 2017.

The audits were prepared and submitted in accordance to the Alberta Housing Act. The audits were completed by Avail LLP and were presented and adopted by FRHG on April 4, 2018. The audit is available to public on Flagstaff Regional Housing Group website http://www.flagstaffhousing.ca/about-us#business-plan-financial-statements-annual-reports

Please feel free to post this public information on your own website should you wish.

In the next few weeks, our Annual Report to the Community will also be available. Once ready, printed copies of the report will be sent to your municipal office.

Tel: 780.582.3564

Fax: 780.582.3733

Yours,

Mike Leathwood

CEO of the Bethany Group

FLAGSTAFF REGIONAL HOUSING GROUP FINANCIAL STATEMENTS

For the year ended December 31, 2017

CONTENTS

Auditors' Report	1
Statement of Financial Position	3
Statement of Changes in Net Assets	4
Statement of Operations	5
Statement of Cash Flows	6
Notes to the Financial Statements	7 (a)-(e)
Schedules of Operations by Lodge	8 (a)-(b)



INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of: Flagstaff Regional Housing Group

We have audited the accompanying financial statements of the Flagstaff Regional Housing Group, which comprise the statement of financial position as at December 31, 2017, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from misstatement, whether due to fraud or error.

Auditor' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of Flagstaff Regional Housing Group as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with the Canadian accounting standards for not-for-profit organizations.

Other Matter

The financial statements of Flagstaff Regional Housing Group for the year ended December 31, 2016 were audited by another accounting firm who expressed an unmodified opinion on those statements in their report dated March 29, 2017.

Lethbridge, Alberta April 3, 2018

Chartered Professional Accountants

Avail LSP

Flagstaff Regional Housing Group Statement of Financial Position As At December 31, 2017

	2017	2016
As	ssets	
Cash and cash equivalents (Note 3) Guaranteed investment certificates Receivables (Note 4) Prepaids	\$ 310,434 \$ 431,449 \$ 3,756 \$ 2,488 748,127	565,545 425,492 24,115 4,311 1,019,463
Tangible capital assets (Note 5)	94,371	106,801
Total Assets Liab	\$ <u>842,498</u> \$	1,126,264
Current Payables and accruals (Note 6) Unearned income	\$ 51,393 \$ - 51,393	369,566 1,969 371,535
Net a	Assets	
Unrestricted net assets Internally restricted net assets (Note 7) Net assets invested in capital assets	627,457 69,277 94,371 791,105	578,346 69,582 106,801 754,729
Total Liabilities and Net Assets	\$ <u>842,498</u> \$	1,126,264

SIGNED Chairman of the Board of Directors_

SIGNED Member of the Board of Directors_

				2	2017				2016
	5 -	Unrestricted Net Assets	'	Internally Restricted Net Assets (Note 7)	'	Net Assets Invested In Capital Assets	'	Total Net Assets	Total
Beginning balance	∽	578,346	S	69,582	69	106,801	₽	754,729	1,205,745
Excess (Deficiency) of revenue over expenses	ses	36,376		1		3 . %		36,376	(451,016)
Transfer to internally restricted net assets		(2,179)		2,179		£ç.		•,	e.
Transfer from internally restricted net assets	s	2,484		(2,484)		,		•	1
Amortization of tangible capital assets		10,180		2.		(10,180)		3	
Loss on disposal of assets		2,250		•		(2,250)		ı	t)
Ending balance	 &A	627,457	ι Π	69,277	₩	94,371	S I	791,105	754,729

Flagstaff Regional Housing Group Statement of Operations For the Year Ended December 31, 2017

	2017 Actual	2017 Budget (Unaudited)	2016 Actual
Revenue			
Accommodation	\$ 439,686	\$ 442,643	\$ 339,290
Grants	90,518	120,389	122,090
Recoveries	54,605	43,775	42,641
Miscellaneous	25,174	11,853	13,737
	609,983	618,660	517,758
Expenses			
Administration management	86,004	107,125	83,500
Amortization of tangible capital assets	10,180		11,311
Building and ground maintenance	41,740	87,702	28,977
Conferences and travel	4,341	12,424	3,569
Equipment repairs and maintenance	3,748	-	796
Food and kitchen supplies	87,717		71,893
General administration	10,400		14,420
Insurance	551		2,867
Laundry and linen supplies	895		1,073
Lodge renewal project	4,269	•	16,550
Lodge demolition project	-	-	355,792
Professional fees	7,800		12,427
Small equipment	49,778		
Telephone	6,220		6,260
Utilities	70,523	60,000	63,993
Wages and benefits	<u>487,191</u>	<u>554,067</u>	477,645
	871,357	821,318	1,151,073
Deficiency of revenue over expenses			
before other items	(261,374)	(202,658)	(633,315)
(Loss) on write down of assets	(2,250)		(262,701)
Deficiency of revenue over expenses			
before requisitions	(263,624)	(202 (50)	(906.016)
before requisitions	(203,024)	(202,658)	(896,016)
Requisitions (Note 11)	300,000	300,000	445,000
(Deficiency) Excess of revenue over expenses	\$ <u>36,376</u>	\$97,342	\$ <u>(451,016</u>)

Flagstaff Regional Housing Group Statement of Cash Flows For the Year Ended December 31, 2017

	2017	2016
Cash provided (used) by operating activities: (Deficiency) excess of revenues over expenses	\$ 36,376	\$ (451,016)
Items not involving cash: Amortization of tangible capital assets	10,180	11,311
Loss on write down of assets	2,250 48,806	262,701
Changes in engesting not assets:	40,000	(177,004)
Changes in operating net assets: Receivables	20,665	(5,354)
Prepaids Payables and accruals	1,823 (318,173)	(76) 147,986
Unearned income	(2,274)	1,969
	(249,153)	(32,479)
Cash provided (used) by investing activities: Purchase of tangible capital assets	-	(21,996)
Increase in investments	(5,957) (5,957)	(2,755) (24,751)
Decrease in cash during the year		
•	(255,110)	(57,230)
Cash, cash equivalents - beginning of year	565,544	622,775
Cash, cash equivalents - end of year	\$310,434	S <u>565,544</u>

1. Nature of operations

Flagstaff Regional Housing Group (Flagstaff) was established as a management body by Ministerial Order, pursuant to the Alberta Housing Act. It is responsible for the operation and administration of Big Knife Lodge in Forestburg, Alberta and Flagstaff Lodge in Sedgewick, Alberta. During the course of 2016 Flagstaff Lodge in Sedgewick ceased operations and was demolished to make room for a self-contained housing project.

2. Significant accounting policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant policies are detailed as follows:

a) <u>Use of Estimates:</u>

The preparation of these statements requires the organization to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the statements, and the reported amounts of revenues and expenses during the reporting period. Significant accounting estimates include estimated useful lives of property and equipment and the allocation of maintenance salaries between the lodges and housing units. Actual results could differ from these estimates.

b) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and balances with banks and guaranteed investment certificates with original maturities of 3 months or less.

c) Revenue recognition:

The organization follows the deferral method of accounting for contributions. Under this method, contributions restricted for future period expenses are deferred and are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions, including accomodation and recoveries, are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Provincial government grants are recognized as revenue in the year in which the related expenses are incurred. Requisition revenue is recognized as income in the year for which the funding is requisitioned.

d) Contributed supplies and services:

The organization may recognize contributed supplies and services when the fair value of these contributions can be reasonably estimated and if it would have had to otherwise acquire these supplies and services for its normal operations

2. Significant accounting policies (cont)

e) <u>Tangible capital assets:</u>

Tangible capital assets acquired are recorded at cost. When the organization receives contributions of tangible capital assets, their cost is equal to their fair value at the contribution date. When fair value cannot be reasonably determined, the tangible capital asset is recorded at a nominal value. These assets are then amortized on a straight line method over the estimated useful life of each asset using the following annual rates:

Buildings 10 to 20 years Equipment 10 years

When the organization recognizes that a tangible capital asset no longer has any long-term service potential, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations.

f) Financial assets and liabilities:

Upon initial measurement, the organization's financial assets and liabilities are measured at fair value, which, in the case of financial asset or liabilities that will be measured subsequently at amortized cost, is increased or decreased by the amount of the related transaction costs. Transaction costs relating to financial assets and liabilities that will be measured subsequently at fair value are recognized in operations in the year they are incurred.

At each reporting date, the organization measures its financial assets and liabilities at amortized cost, including any impairment in the case of financial assets. The financial instruments measured at amortized cost are cash and cash equivalents, receivables, payables and accruals.

With respect to financial assets measured at amortized cost, the organization assesses whether there are any indications of impairment. When there is an indication of impairment, and if the organization determines that during the year there was a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it will then recognize a reduction as an impairment loss in operations. The reversal of a previously recognized impairment loss on a financial asset measured at amortized cost is recognized in operations in the year the reversal occurs.

g) Net assets invested in capital assets:

The management body has chosen to continue to treat net assets invested in capital assets as a separate component of net assets.

7(b).

3.	Cash and cash equivalents Cash on hand and balancheques and deposits Restricted cash		with banks, 1	net of	outstanding	_	2017 241,157 69,277 310,434	-	2016 495,463 70,082 565,545
4.	Receivables						2017		2 <u>016</u>
	Resident receivables Grants receivable GST receivable Accrued interest receiv	/able				\$ 	304 - - 3,452 3,756	\$ \$_	3,518 17,430 3,167 - 24,115
5.	Tangible capital assets				2017		_		2016
		_						_	
			Cost		cumulated nortization	N	et Book Value	ľ	let Book Value
	Land Buildings and renovations Furniture and equipment	\$ - \$_	2,750 301,638 98,166 402,554	\$ - \$_	240,476 67,707 308,183	\$ - \$	2,750 61,162 30,459 94.371	\$ - \$_	5,000 67,957 33,844 106,801
6.	Payables and Accruals								
	Accounts payable, trad Wages and benefit rem Amounts due to related Accrued audit fees pay	ittan d par				\$ \$	2017 226 43,667 - 7,500 51,393	\$ \$_	2016 462 54,213 308,099 6,792 369,566

7. Internally restricted net assets

Internally restricted funds are not available for unrestricted purposes without the approval of the Flagstaff Regional Housing Group Board. Funds are restricted for resident life enhancement purposes. In 2017 donations received less expenditures funded from reserves amounted to a decrease of \$305 in internally restricted funds for the year.

8. Related party transactions

The organization paid management fees of \$86,004 to Bethany Nursing Home of Camrose, Alberta for the year ended December 31, 2017 (2016 - \$83,500). Included in payables is \$ NIL (2016 - \$308,099) related to services from Bethany Nursing Home of Camrose, Alberta. These transactions were in the normal course of operations and were recorded at the exchange amount, which is the amount agreed upon by the related parties. The Bethany Nursing Home of Camrose, Alberta acts as Chief Administrative Officer (CAO) for Flagstaff providing management, administrative, and operational support for the organization.

9. Financial instruments

The organization maintains a risk management framework to monitor, evaluate, and manage the principal risks assumed with financial instruments. The risks that arise from financial instruments include liquidity and market risk; market risk arises from changes in interest rates and other price risks.

Market risk

The organization's financial instruments expose it to market risk, in particular interest rate risk and other price risk, resulting from its operations. There has been no significant change in risk from the prior year.

The guaranteed investment certificates bear interest at a fixed rate and the organization is therefore not exposed to the risk of changes in fair value resulting from interest rate fluctuations. There has been no significant change in risk from the prior year.

Liquidity risk

Liquidity risk is the risk the organization may encounter difficulty in meeting its obligations associated with its financial liablilities as they become due. The organization's exposure to liquidity risk is dependent on the receipt of funds from a variety of sources, whether in the from of revenue or advances.

10. Comparative Figures

Certain comparative amounts for the prior year have been reclassified in this years financial statements. The reclassification has no effect on the surplus (deficiency) from operations or the net assets of the organization as previously reported.

11. Municipal requisitions		.
-	<u>2017</u>	<u>2016</u>
County of Flagstaff	\$ 229,506	\$ 336,160
Town of Killam	14,969	22,445
Town of Sedgewick	13,765	19,851
Town of Hardisty	14,327	20,220
Town of Daysland	11,697	17,619
Village of Forestburg	10,448	16,377
Village of Lougheed	2,605	3,952
Village of Alliance	1,400	1,960
Village of Heisler	1,283	1,972
Village of Galahad	-	1,231
Village of Strome		3,213
	\$ <u>300,000</u>	\$ <u>445,000</u>

Big Knife Lodge Schedule of Operations For the Year Ended December 31, 2017

·	2017 Actual	2017 Budget (Unaudited)	2016 Actual
Revenue			
Accommodation	\$ 439,686	\$ 442,643	\$ 339,290
Grants	90,518	120,389	122,090
Recoveries	54,605	43,775	42,641
Miscellaneous	25,173	11,853	13,736
	609,982	618,660	517,757
Expenses			
Administration management	86,004	107,125	83,500
Amortization of tangible capital assets	10,180	•	11,311
Building and ground maintenance	41,730	87,702	27,014
Conferences and travel	4,341	12,424	1,471
Equipment repairs and maintenance	3,748	-	268
Food and kitchen supplies	87,717	-	71,893
General administration	10,152	-	14,698
Insurance	550	-	2,412
Laundry and linen supplies	895	-	1,073
Lodge renewal project	4,269	-	15,507
Professional fees	7,800	-	10,631
Small equipment	49,778	-	-
Telephone	6,220	-	6,260
Utilities	70,339	60,000	50,789
Wages and benefits	487,191	554,067	<u>476,933</u>
	<u>870,914</u>	821,318	<u>773,760</u>
Deficiency of revenue over expenses			
before requisitions	\$ <u>(260,932</u>)	\$ <u>(202,658</u>)	\$ <u>(256,003</u>)

Flagstaff Lodge Schedule of Operations For the Year Ended December 31, 2017

	2017 Actual	2017 Budget (Unaudited)	2016 Actual
Revenue			
Accommodation	\$ -	\$ -	\$
Grants	-	-	-
Recoveries		9	(32)
Miscellaneous			-
	-		44
Expenses			
Building and ground maintenance	11		446
Conferences and travel	-	2	1,984
General administration	247	2	928
Insurance	-	-	453
Lodge demolition project	-	-	355,792
Professional fees	-	9	2,374
Utilities	185	-	13,882
Wages and benefits			1,450
	443		<u>377,309</u>
Deficiency of revenue over expenses			
before other items	(443)	-	(377,309)
Loss on write down of assets	2,250		(262,701)
Deficiency of revenue over expenses before other items	\$ <u>(2,693</u>)	\$	\$ <u>(640,010</u>)



Office of the Minister MLA, Leduc-Beaumont

RECEIVED

AR93219

March 29, 2018

His Worship Perry Duncan Robinson Mayor Town of Sedgewick PO Box 129 Sedgewick AB TOB 4C0

Dear Mayor Robinson,

Our government is committed to supporting municipalities in providing quality infrastructure and services to Albertans. As part of that commitment, I am pleased to confirm that \$800 million has been made available to Alberta's municipalities through a 2017-18 Supplementary Estimate.

Your additional 2017 Municipal Sustainability Initiative (MSI) Capital funding is \$117,199. March 2018 allocations for all municipalities are also posted on the Municipal Affairs MSI website at www.municipalaffairs.alberta.ca/msi. Details on the allocations, as well as the application process and payment requirements for these funds, are available on the MSI webpage in the Addendum to 2017 MSI Capital Program Guidelines. While this funding is intended to provide Alberta's municipalities with additional flexibility to plan for the future, it does not constitute an overall increase to anticipated MSI funding.

The government understands how important it is to ensure that municipalities are able to fund the infrastructure that Albertans use every day, now and into the future. I look forward to continuing our cooperative efforts to build strong and thriving communities for Albertans.

Sincerely,

Hon. Shaye Anderson

Minister of Municipal Affairs

cc: Jim Fedyk, Chief Administrative Officer, Town of Sedgewick



March 27, 2018

AR92307

Mayor and Council Town of Sedgewick PO Box 129 Sedgewick, Alberta T0B 4C0 RECEIVED
APR 0 3 2018

Dear Mayor and Council,

Ensuring Albertans live in viable municipalities with well-managed, collaborative and accountable local governments is a focus of Alberta Municipal Affairs. As such, the ministry plays an important role in providing assistance and support to build municipal capacity and meet legislative requirements. I am pleased to announce my ministry will enhance our support to achieve this through the new Municipal Accountability Program, starting on April 1, 2018.

Municipalities with a population of 5,000 or fewer will participate in the program, which means it is available to approximately 73 per cent of Alberta municipalities. Your Chief Administrative Officer (CAO) will be our primary contact for the program. My staff will work with CAOs to validate compliance or identify concerns and develop corrective solutions where needed.

I understand ministerial inspections and viability reviews can divide and disrupt communities. This program aims to improve municipal capacity and mitigate minor issues that may have the potential to escalate into an in-depth inspection process or viability review. Further details on the program are attached.

The Municipal Accountability Program will run on a multi-year cycle with one-quarter of eligible municipalities taking part in the program in any given year. Municipalities will be selected with consideration given to location and ongoing legislated processes, such as viability reviews, detailed assessment audits, or in-depth inspections. Should your municipality be selected for 2018, your CAO will receive a letter from my Deputy Minister, followed later by direct contact from ministry staff.

.../2





OBJECTIVE

To collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities.

HIGHLIGHTS

Designed to support municipalities by helping to understand legislative requirements.

Assisting CAOs in confirming the areas where they are doing well, and identifying any areas of concern to avoid concerns from developing into significant problems.

A proactive approach with the ministry working collaboratively with CAOs to develop a report for the CAO that will contain recommendations and resources.

SUMMARY

The Municipal Accountability Program (MAP) will review municipal processes and procedures to help develop knowledge of mandatory legislative requirements. This will support municipalities with their legislative compliance.

The MAP will consist of multi-year cycle reviews, ordered by the Minister under Section 571 of the *Municipal Government Act*. Municipalities with populations of 5,000 or less will participate in the MAP.

The primary contact for the ministry will be the chief administrative officer (CAO). Ministry staff will co-ordinate the visit with the CAO and make document requests through the CAO, or their designate. The attached sample checklist provides examples of the type of information that will be reviewed.

Working collaboratively with the CAO, a customized 'MAP' report will be provided to the CAO, which will identify areas of compliance, as well as include recommendations and resources to assist in remedying any legislative inconsistencies that may exist.

Continued proactive contact, support, and relationship building will be maintained throughout the four-year cycle with each municipality as needed or as requested, regardless of compliance status.

There is no cost to municipalities participating in the MAP.

Interaction with elected officials will be limited to a presentation explaining the attached MAP Process and attendance at a council meeting to confirm legislative meeting requirements are met.





While not a complete or exhaustive list, following is a sample of what items could be reviewed and assessed as part of the MAP process.

Bylaw review

- Mandatory
 - o Code of Conduct
 - o CAO
 - o Borrowing
 - o Property Tax Rate
 - o Subdivision Authority and Development Authority
 - o Subdivision and Development Appeal Board
 - o Municipal Development Plan
 - o Land-use Bylaw
 - o ICF's
 - o Emergency Advisory Committee
- Discretionary
 - General review (Procedural, Tax penalties, Animal Control, Utilities, etc.)

Policy review

- Public Participation
- Budget
- Operational and Capital Plans
- Municipal Emergency Plan

Procedure review

- Reporting
 - o Financial and Statistical Information Returns
 - o Financial Reporting to Council
- Tax
 - o Tax Notices
 - o Tax Recovery
 - o Tax Agreements
 - o Penalties
- Administration
 - o CAO Evaluation
 - o Document Security
 - o Elections
 - o Petitions
 - o Advertising
 - **Meeting Procedures**
 - o Adoption of minutes
 - In accordance with procedural bylaw (if it exists)
 - o Closed meetings
 - o Council minutes-content
- Planning
 - o Development permits
 - o Appeals
- Notifications



March 29, 2018

Attention: Honourable Mayors, Members of Council and Chief Administrative Officers

Re: National Public Works Week, May 20-26, 2018 - "The Power of Public Works"

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 20-26, 2018 as National Public Works Week in your community. This year's theme is "The Power of Public Works."

National Public Works Week is observed each year during the third full week of May and this is the 58th year. NPWW calls attention to the importance of public works in community life and seeks to acknowledge the efforts of tens of thousands of men and women in North America who provide and maintain civil infrastructure and services. NPWW also allows Councils to remind the public of the 24/7 services that they are responsible for and are proud of. Many Councils and Public Works departments make this an annual celebration in their communities.

The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to www.publicworks.ca for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. www.cpwa.net If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to office@publicworks.ca or by mail to: APWA Alberta Chapter 44095 Garside Postal Outlet EDMONTON AB T5V 1N6

Yours truly,

Joline McFarlane, APWA President





NATIONAL PUBLIC WORKS WEEK

MAY 20-26, 2018

PROCLAMATION

"Public Works Connects Us" PUBLIC WORKS WEEK MAY 20-26, 2018

WHEREAS:	public works infrastructure, facilities and services are vital to the health, safety and well-being of the residents of (<u>Enteryour city/municipality/town/etc name</u>); and
WHEREAS:	such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers and administrator who are responsible for building, operating and maintaining the public works systems that serve our citizens; and
WHEREAS:	the Public Works Association instituted Public Works Week as a public education campaign "to inform communities and their leaders on the importance of our nation's public infrastructure and public works services"; and
WHEREAS:	it is in the public interest of citizens and civic leaders to gain knowledge of the public works needs and programs of their respective communities;
WHEREAS:	Public Works Week also recognizes the contributions of public works professionals.
NOW THEREFORE,	I, (Enter Mayor's Name), Mayor of the (Enter your city/municipality/town/etc name), do hereby proclaim the week of May 20-26, 2018, as Public Works Week in Enter your municipality.
	Dated this day of, 2018.

(Enter Mayor's Name), Mayor



Celebrate Public Works Week May 20-26, 2018

Proclamation

Ensure that your Municipality proclaims or recognizes NPWW! See our website for digital copy of proclamation www.publicworks.ca

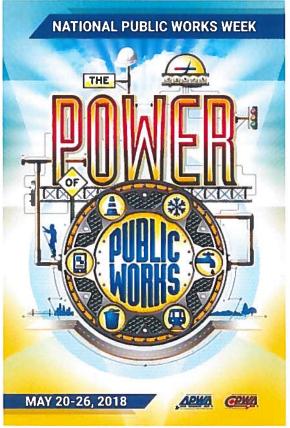
What You Can Do

Environmental Campaign

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

Thought starters:

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an
 environmental project, or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.



Public Works Exhibit

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

Thought starters:

- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

Rodeo/Equipment Shop

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

Thought starters:

- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
- Invite elected officials to participate in an activity during the event.
- Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.
- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
- Have representatives from various departments show equipment and answer questions.

Open House or Tour

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

Thought starters:

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

Employee Appreciation Day

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

Thought starters:

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance.
 Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

Sporting Event

Healthy people are happy people. Promote healthful living by sponsoring a sporting event.

Thought starters:

- Plan the route of a race to end at a facility or project you believe deserves attention.
- Sponsor a golf tournament and arrange for the proceeds to be dedicated to a public works project, such as the purchase of playground equipment in a community park.
- Sponsor a public works night at an organized or professional sporting event. Arrange for a message about public works to be announced during the game.

For further information see our website: www.publicworks.ca
Or contact Jeannette Austin
Executive Director
admin@publicworks.ca

Sedgewick Recreation Board

Regular Meeting: MARCH 20, 2018

Manager's Report

Arena:

- ✓ March has shown quite a decline in usage. Accordingly staffing has been decreased.
- ✓ School has utilized skating for their Phy.Ed. classes.
- ✓ Community Health Services were here for a meeting to address needs for healthier living for community members. They will come to set up a display during the senior's windup dinner to present ways to prevent falls and how to deal with issues after a fall.

Curling:

- ✓ Men's bonspiel was held March 1-4th with 14 teams participating.
- ✓ Ladies' bonspiel was held March 8-11th with 14 teams participating.
- ✓ Darren has started shut down after the last ladies curling on the 14th.

Bowling:

- ✓ Bowling is winding down with roll-offs finishing up on the 26^{th} .
- ✓ Bowling banquets are set for Seniors March 28th; Mixed April 4th; Ladies' April 5th. All three to be catered by our concession.
- ✓ Bowling Alley has bookings for March and the first of April.
- ✓ School will commence bowling April 5th –April 19th.

Concession

✓ Maxine's report attached.

Other:

- ✓ Sedgewick Seniors (Shirley Tremblay) would like to book the concourse and kitchen for Aug 3 6 for their car rally. Our pricing schedule does not specify what we would charge for this. Also, does it require supervision by staff for the duration of the event?
- ✓ Vendor wishes to install toy vending machine in concourse. No cost to Facility and returns 25% of revenue to rec. center.
- ✓ I wish to commend the school staff for their exemplary discipline of their students when they are using the facility. We still have several incidents each month where unsupervised children are imposing damage on the facility. Staff are uncertain what their role is, and I have encouraged them to simply document what they see and try to get names and phone numbers of the perpetrators.
- ✓ Sign painting class was a success 21 participants, \$210 net registration income plus \$158 sales through concession.

✓ Several issues with snow removal this year. While it may be an unusual year, I feel we should budget an amount every year for contracted snow removal (\$3,000?). We always leave it too long, then it becomes an ice buildup problem and the town's large equipment cannot deal with it when it is so close to the building.

Administration, Personnel, Governance

- ✓ We currently have an <u>Emergency Response Plan</u> & Manual that has been developed by staff but not yet formally endorsed by the Board.
- ✓ Several last minute changes to minor hockey schedules and bonspiel needs have caused some challenges with kitchen schedules and staffing. Please encourage all users to inform management of all plans, and last minute changes to plans. Conversely, having concession staff on site when nobody is ordering food is also very costly (\$35-40/hr).
- ✓ With scheduled Fortis power outage we learned we have several emergency light batteries that failed. Cory has list and has agreed to address the matter and ensure all lights are up to service. Crest has agreed to test these lights on a more regular basis going forward. This may be passed on to Town of Sedgewick Maintenance in the future.
- ✓ Sheldon is working on replacing our VFD and will provide quotes and recommendations for which system we should utilize. Should be covered with Town's insurance policy
- ✓ We also need to repair a section of our brine pipe. Sheldon will remove and ask A&B to repair.
- ✓ See attached letters from Library Board for information.
- ✓ On Wednesday March 28th a representative from ABSA will be on site to check the pressure equipment and document if all pressure safety value checks and replacements are up to date. Darren shall be present to answer questions and Sheldon will provide any information he has that are pertinent to check

New Business

- ✓ Current hard water problems results in about 100 hours per year of Crest's volunteer time to clean toilets, faucets, urinals, showers, coffee machines, valve replacements, etc. If we paid for this it would cost upwards of \$3,000 year for labor, plus parts. Options:
 - Investigate water softener, demineralizer for entire facility
 - Consider tying kitchen appliances into Reverse Osmosis system located upstairs for curling ice making machine.
 - Chris's Water Well has recommended a water treatment called PARAFOS.(estimated cost - \$4880). Compare this system with a conventional water softening system.
 - Recommendation is for Board to ask Town to investigate and provide the most suitable water treatment system(s) for entire facility.
- Zamboni blade control: Normally a Zamboni ice surfacer allows the operator to adjust shaving depth on the fly by turning a handle that makes small adjustments to the blade angle. Our machine is 1 of only 2 in Alberta that is equipped with an automatic adjustment device that receives signals from laser controller. Unfortunately, our ice surface has not been surveyed, nor fitted with the controller. Our Ice technician's informed me they could not adjust the height of the blade on the fly. I have confirmed that the laser can be shut off and the blade may be adjusted manually with the plus and minus on the onboard control. Unfortunately this method is not safe (takes operators eyes off the ice) and there is no tactile feedback (you can't feel pressure on the ice) like there is on a manual control. Industrial Machines provided a quote to modify our machine to a manual control for the one time cost of \$2,132.76. This price includes 4 hours travel time (about \$500). I would suggest we arrange this refitting at the same time as our annual service inspection in the fall. As well, this manual control would save several hours per week in operator time on the ice.
- ✓ Going forward our policy should be any Ice Technician should have all courses pertaining to said position.



Partners FOR the Saskatchewan River Basin

Managing Partner: Meewasin Valley Authority 402 Third Avenue South, Saskatoon, Saskatchewan S7K 3G5

Telephone: (306) 665-6887 or 1-800-567-8007

Facsimile: (306) 665-6117

Email: partners@saskriverbasin.ca Web Site: http://www.saskriverbasin.ca

March 28, 2018

Town of Sedgewick P.O. Box 129, 4818 - 47 Street Sedgewick, AB T0B 4C0

Partners FOR the Saskatchewan River Basin (PFSRB) would like to request your support. Your membership and financial support is vital to us realizing our mission. The progress in building awareness and knowledge of water issues, research, and solutions in the Saskatchewan River Basin (SRB) would not be possible without public support. Help us to continue doing this crucial work.

PFSRB has been promoting watershed stewardship and sustainability of the SRB since 1993. The SRB is an international watershed that includes the three Prairie Provinces and a small portion of Montana. It contains the North Saskatchewan, Battle, Vermillion, South Saskatchewan, Red Deer, Bow, Oldman, St. Mary, Saskatchewan and Carrot Rivers. PFSRB is the only non profit, non-governmental organization with a mandate to promote watershed sustainability across the entire Saskatchewan River Basin.

Below are just a few activities and products we were able to produce last year. Our popular educational board game, Moopher's Amazing Journey to the Sea, has been transformed into a tri-lingual version now incorporating Michif and Cree language into the game. We developed partnerships with both the Gabriel Dumont Institute and the Saskatchewan Indigenous Cultural Centre to complete this work. As always, there is no charge for receiving the game, although assistance with postage is always welcome. Please contact our office to request your copy.

We held a successful conference in October 2017 in Leduc, Alberta on water quality and transboundary issues in the Saskatchewan River Basin. Our next conference will be held October 1 to 3, 2018 in Saskatoon, Saskatchewan. The theme for this year's conference is "The Dammed Rivers!" The conference website is www.dammedrivers.com and as more information becomes available, the information will be posted here, as well as on our organization's website and Facebook page.

As added benefit to your membership, we are now offering a \$25.00 discount to members on conference registration fees. In addition, PFSRB is currently undergoing some changes and you can expect there to be more opportunities available to members over the coming year.

Please help us continue this important work by becoming a member. Your support is invaluable. Please find a membership form enclosed.

Sincerely,

is Mack

Lis Mack Manager

Enclosure