



## TOWN OF SEDGEWICK

### Agenda

Regular Meeting of Council

Thursday, May 17, 2018

Town of Sedgewick Council Chambers  
6:00 pm

1. Call to Order

2. Adoption of Agenda

3. Public Hearing [IDP Bylaw](#)

4. Minutes [Regular Meeting April 19, 2018](#)  
[Special Meeting April 26, 2018](#)

5. Financials

6. Old Business

6.1 [2018 Revised Capital Budget](#) – Request for Decision

7. New Business

7.1 [2018 Revised Operating Budget](#) – Request for Decision

7.2 [2018 Recreation Funding Committee](#) – Phase I RFD

8. Reports

8.1 Committee Reports

Mayor P. Robinson

- Nothing to report

Councillor G. Imlah

- Nothing to report

[Councillor S. Levy](#)

- FRSWMA –Minutes of April 30, 2018

- Sedgewick Public Library- Minutes of May 8 & Request for Board Member Endorsement  
Councillor T. Schmutz
- Nothing to report  
[Councillor G. Sparrow](#)
- FRHG – 2017 Audit Report
- Sedgewick Golf Course Financial Report – period ending Dec.31, 2017

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#### 8.2 Staff Departmental Reports

[Public Works Report](#) – For the period ending May 17, 2018

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#### 8.3 Chief Administrative Officer Report

[CAO Report](#) – For the period ending May 17, 2018

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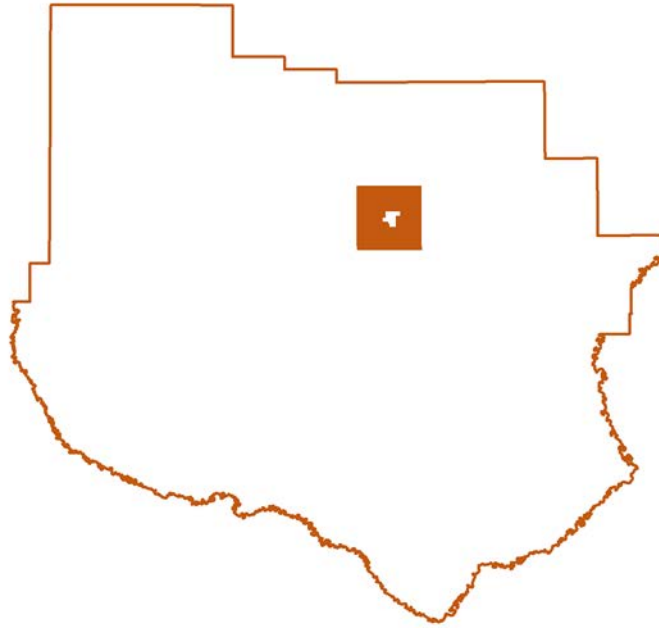
### 9. Correspondence

- 9.1 [Alberta Seniors](#) – Seniors' Week June 3 – 9 Proclamation
- 9.2 [Sedgewick Rec Centre Executive](#) - minutes of April 23, 2018

### 10. In-Camera

### 11. Round Table/Question Period

### 12. Adjournment



## TOWN OF SEDGEWICK & FLAGSTAFF COUNTY

# INTERMUNICIPAL DEVELOPMENT PLAN

Bylaw \_\_\_\_\_

Report to Council for First Reading

9 April 2018

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## 1. Proposed Intermunicipal Development Plan Changes

The following proposed changes to the draft Town of Sedgewick & Flagstaff County Intermunicipal Development Plan (Bylaw 540/18) 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 1<sup>st</sup> Reading.

Document Issue	Page #	Editorial Response
Minor spelling, grammar, and punctuation errors	Throughout Document	Spelling, grammar, and punctuation errors noted and appropriate changes made.
<b>Section 1.5.3</b> Plan outlook and duration	2	Change made to reflect duration to 2028 (10 years from 2018).
<b>Section 1.5</b> Review period – Inconsistent with MGA	2	Deleted and inserted in Section 3.5 Plan Review
<b>Section 1.7</b> Enabling Legislation	3	Updated to reflect changes to the MGA and to clarify the relationship between the IDP and the ICF process.
<b>Section 1.10</b> “Referral Area” definition	4	Definition for “referral area” revised to indicate that discretionary development activities, not development activities, will be referred to the Town for comment, to be consistent with the plan.
<b>Section 1.10</b> “Urban Expansion Area” definition	4	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 future annexations by the Town” to: “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.”
<b>Section 2.1.2(b)(2)</b> Trigger for area structures plans in the Urban Expansion area	5	Wording changed from: “The subdivision of the subject lands will result in the creation of a parcel or parcels for residential purposes and, combined with previously subdivided parcels, total greater than 6.06 ha (15.0 acres)” to: “The subdivision of the subject lands will result in the creation of 4 or more parcels.”  This provides consistency with the County’s MDP and LUB.
<b>Section 2.1.2(c)</b> Max density in the Urban Expansion area	5	Reference to the County’s Land Use Bylaw is needed to indicate how subdivision in the Urban Expansion Area shall be determined  Reference to the County’s Land Use Bylaw is now included.
<b>Sections 2.1.3(b) and (c)</b> Referral area - inconsistencies	6	The Referral Area and the Urban Expansion Areas have been identified on a map, and provide clear indication that discretionary use development permit applications and all subdivision applications within this area will be circulated to

		the Town for review.
<b>Section 2.2.2 (c)</b> Policy limiting un-serviced residential development to 6.06 ha (15.0) per quarter in the Urban Expansion Area	7	<p>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, <u>unless agreed to in writing by the Town.</u>”</p> <p>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 land” at the request of the County.</p>
<b>Section 2.2.2 (e)</b> Inclusion of the Town’s Land Use Districts	7	<p>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.</p> <p>These changes were made.</p>
<b>Section 2.3.1</b> 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.
<b>Section 2.3.2</b> Unserviced development in the urban expansion area	8	<p>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:</p> <ol style="list-style-type: none"> <li>1. the developer shall entering into a deferred servicing agreement with the County which shall be registered by caveat on title; and</li> <li>2. waste water shall be hauled to the Sedgewick Wastewater Lagoon.</li> </ol>
<b>Section 3.4</b> Roles and responsibilities of the Intermunicipal Planning Committee	11	<p>Section 3.4 was expanded to provide greater detail regarding:</p> <ul style="list-style-type: none"> <li>• Composition of the Committee.</li> <li>• When/under what circumstances the Committee shall meet.</li> <li>• How decisions/recommendations are made.</li> <li>• Roles and responsibilities of the Committee, Administration, and Councils.</li> <li>• Notification between municipalities.</li> </ul> <p><b>3.4.5</b> Revised to delete the policy identifying when committee meetings will be held. This is already addressed in <b>Section 3.5.1 Plan Review</b></p>
<b>Section 3.5 – Plan Review</b> DP review period	13	<b>3.5.1</b> The Intermunicipal Planning Committee decided that 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

		<p>discretion of the IPC.</p> <p><b>3.5.3</b> 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.</p>
Section 4 Mapping	Pg. 17-20	<p>Updated mapping to remove comments and questions</p> <p>Inserted <b>Map 3 - Development Considerations</b> which identifies features that should be taken into consideration when evaluating subdivision and development applications:</p> <ul style="list-style-type: none"> <li>- Former landfill location</li> <li>- Former lagoon location</li> <li>- Location of Town water wells</li> <li>- Environmentally Significant Areas</li> <li>- Water bodies &amp; water courses</li> <li>- Oil and gas wells</li> <li>- High pressure pipelines</li> <li>- Wooded areas</li> </ul>

## 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.

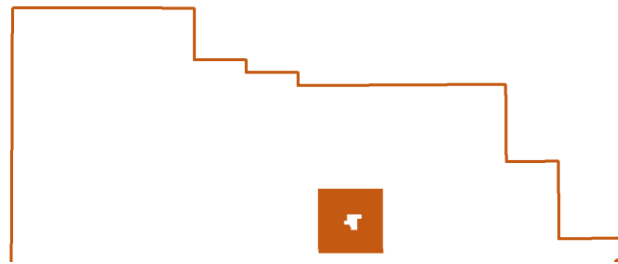
Stakeholder Agency	Response Provided
Alberta Energy Regulator	To be updated
Alberta Environment & Parks	To be updated
Alberta Health Services (Flagstaff)	To be updated
Alberta Transportation (Vermilion)	To be updated
ATCO Gas	To be updated
Battle River REA	To be updated
Battle River School Division	To 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 Midstream 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 & FLAGSTAFF COUNTY  
**INTERMUNICIPAL DEVELOPMENT PLAN**

**TOWN OF SEDGEWICK BYLAW: 540/18**

**FLAGSTAFF COUNTY BYLAW: 05/18**

**FOR FIRST READING: MAY 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 Town of Sedgewick and Flagstaff County 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

- 1 | 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.
- 3 | 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 Town and County. 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.
- 2 | 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

- 1 | The policies contained within the Town of Sedgewick and Flagstaff County Intermunicipal Development Plan Bylaw come into force once Town Council and County 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

- 1 | 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.
- 2 | The IDP sets forth a process for amendment and repeal of this document when it is in the mutual interests of the Town and County to do so.

### 1.6 | PLAN AREA

- 1 | 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.

2 | 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.

3 | 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 | Develop land use policies to provide for, and in support of, economic development that will benefit the two municipalities economically and socially.
- 6 | Develop 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 | Develop land use policies to ensure that future sites for schools and recreation areas are protected.
- 9 | Identify and protect physical features and environmentally sensitive areas.
- 10 | Provide for effective IDP administration and implementation mechanisms.

#### 1.9 | PUBLIC ENGAGEMENT

- 1 | 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 subdivision"** 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 all proposed discretionary development activities to the Town for comment (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 procedures outlined within **Sections 3.4, 3.7, and 3.8** 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’s 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. Unserved 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. Airport protection 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.
- 3 | 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.
- 5 | 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.

- 1 | The Town and County acknowledge that 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**.
- 2 | 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

- 1 | 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.
- 2 | 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 Town of Sedgewick and Flagstaff County 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 Intermunicipal Planning Committee 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 Town of Sedgewick and Flagstaff County Intermunicipal Development Plan.
- 10 | Depending on the nature of the proposed application for subdivision or development, the Intermunicipal Planning Committee may provide recommendations related to the proposed application.
- 11 | 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

- 1 | Annually, the Development Officers of both municipalities 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.
- 2 | 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. The County will support annexations that provide the Town with 20 years of projected and planned urban growth that utilizes Town utility services.
- 2 | The annexation process may be initiated by the Town through the preparation of a Growth Study and in accordance with the *Municipal Government Act*.
- 3 | 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.
- 3 | 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.
- 5 | 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

- 1 | 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, and the other municipality will have the right to appeal to the Municipal Government Board.



### 3.9 | CORRESPONDENCE

1 | Written notice under this Plan shall be addressed as follows:

- a. In the case of Flagstaff County to:  
Flagstaff County - c/o Chief Administrative Officer  
P.O. Box 358, Sedgewick, AB T0B 4C0
- b. In the case of the Town of Sedgewick to:  
Town of Sedgewick - c/o Chief Administrative Officer  
Box 129, Sedgewick, Alberta, T0B 4C0

IN WITNESS WHEREOF the parties have affixed their corporate seals as attested by the duly authorized signing officers of the parties as of the first day above written.

FLAGSTAFF COUNTY

TOWN OF SEDGEWICK

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Chief Administrative Officer

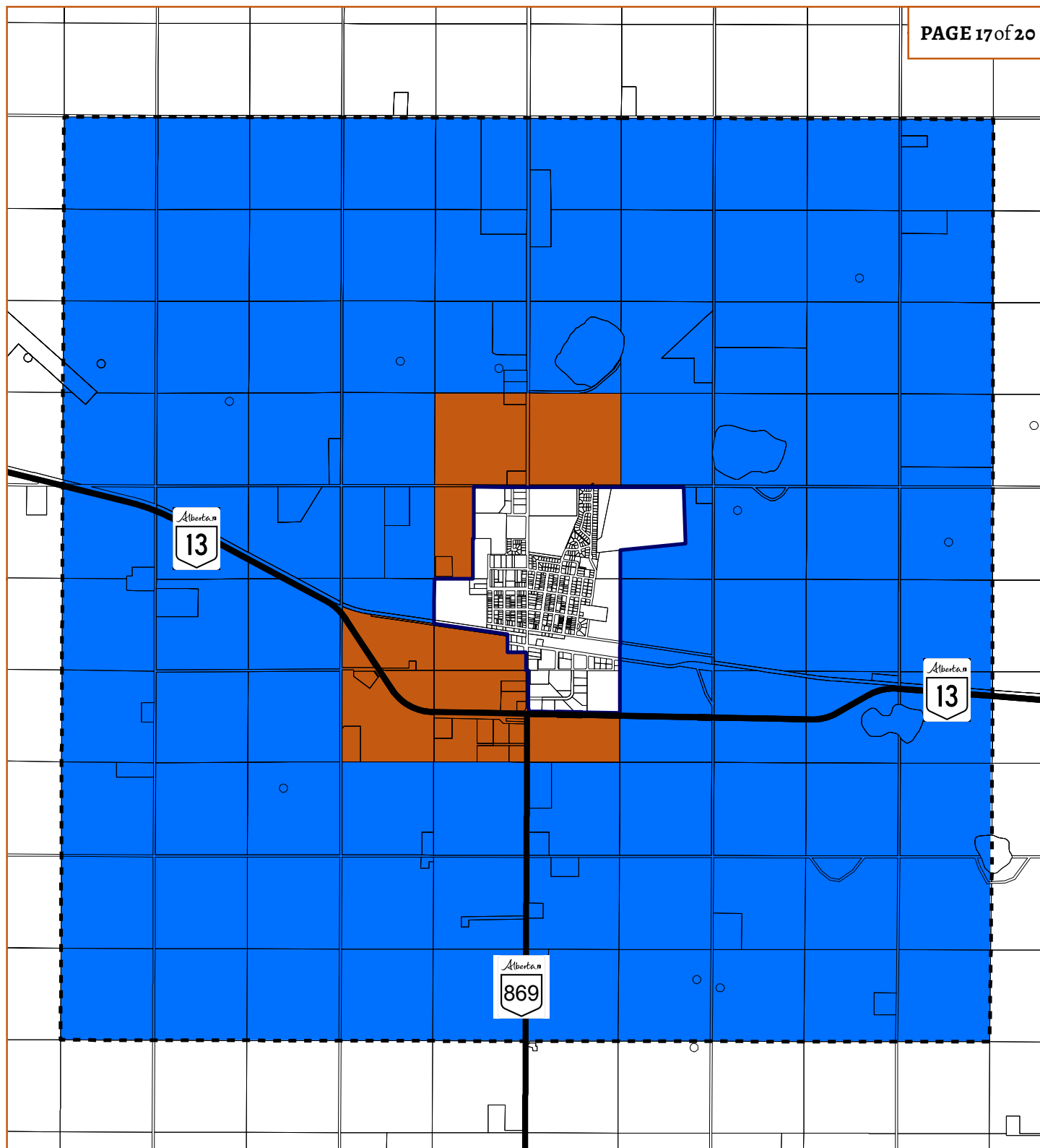


## 4 | MAPS

MAP 1 - PLAN AREA BOUNDARIES

MAP 2 - FUTURE LAND USE CONCEPT





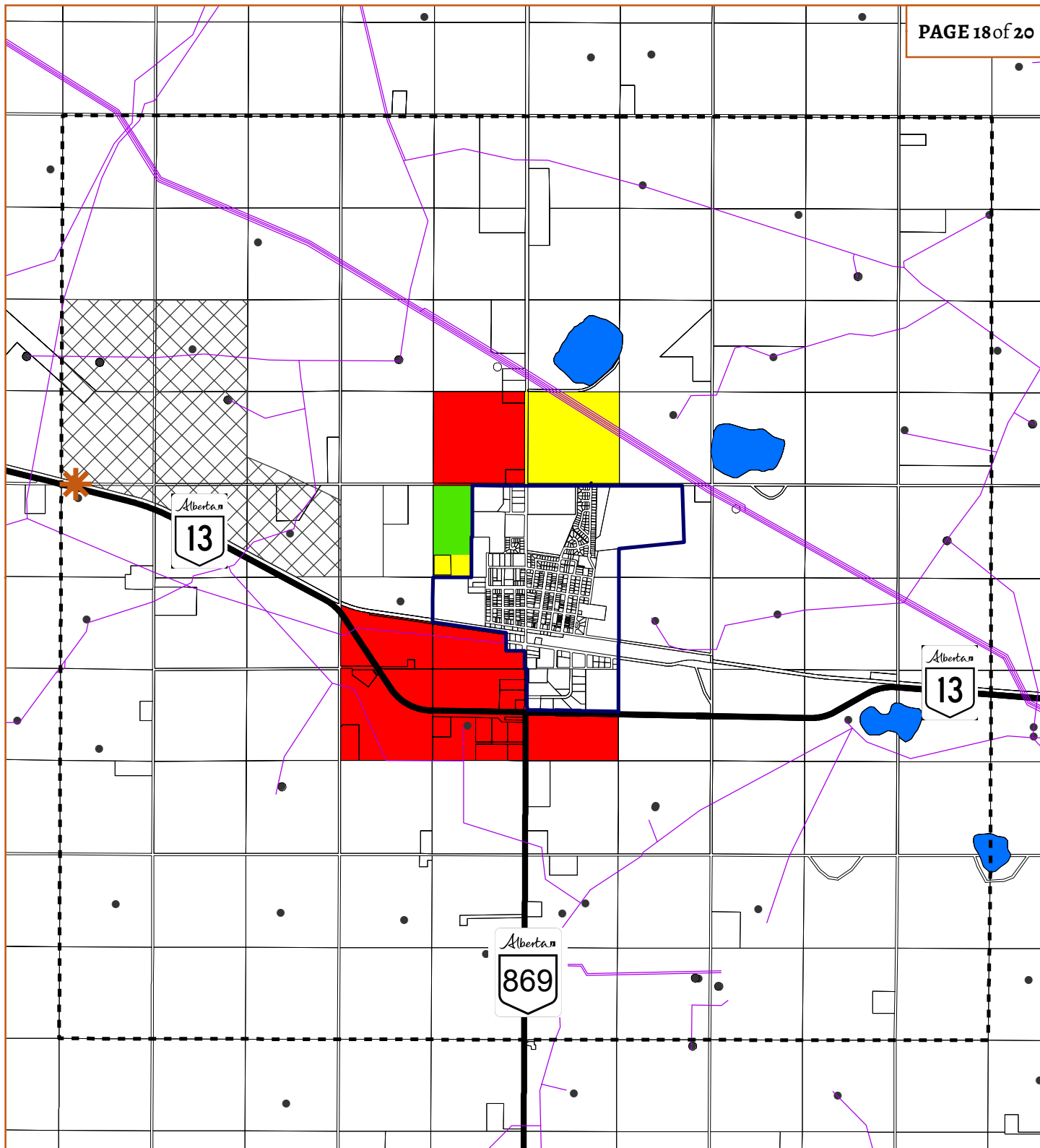
## MAP 1 - PLAN AREA BOUNDARIES

### Town of Sedgewick & Flagstaff County IDP



Digital Information: Geogatis and Altalis  
Projection: UTM NAD 83 12N





## MAP 2 - FUTURE LAND USE CONCEPT

### Town of Sedgewick & Flagstaff County IDP

- |               |                                 |                       |                            |                         |
|---------------|---------------------------------|-----------------------|----------------------------|-------------------------|
| Plan Area     | Important_Intersection          | Residential           | Public                     | Oil & Gas Wells         |
| Town Boundary | Environmentally Sensitive Areas | Industrial Commercial | Airport Protection Overlay | High Pressure Pipelines |

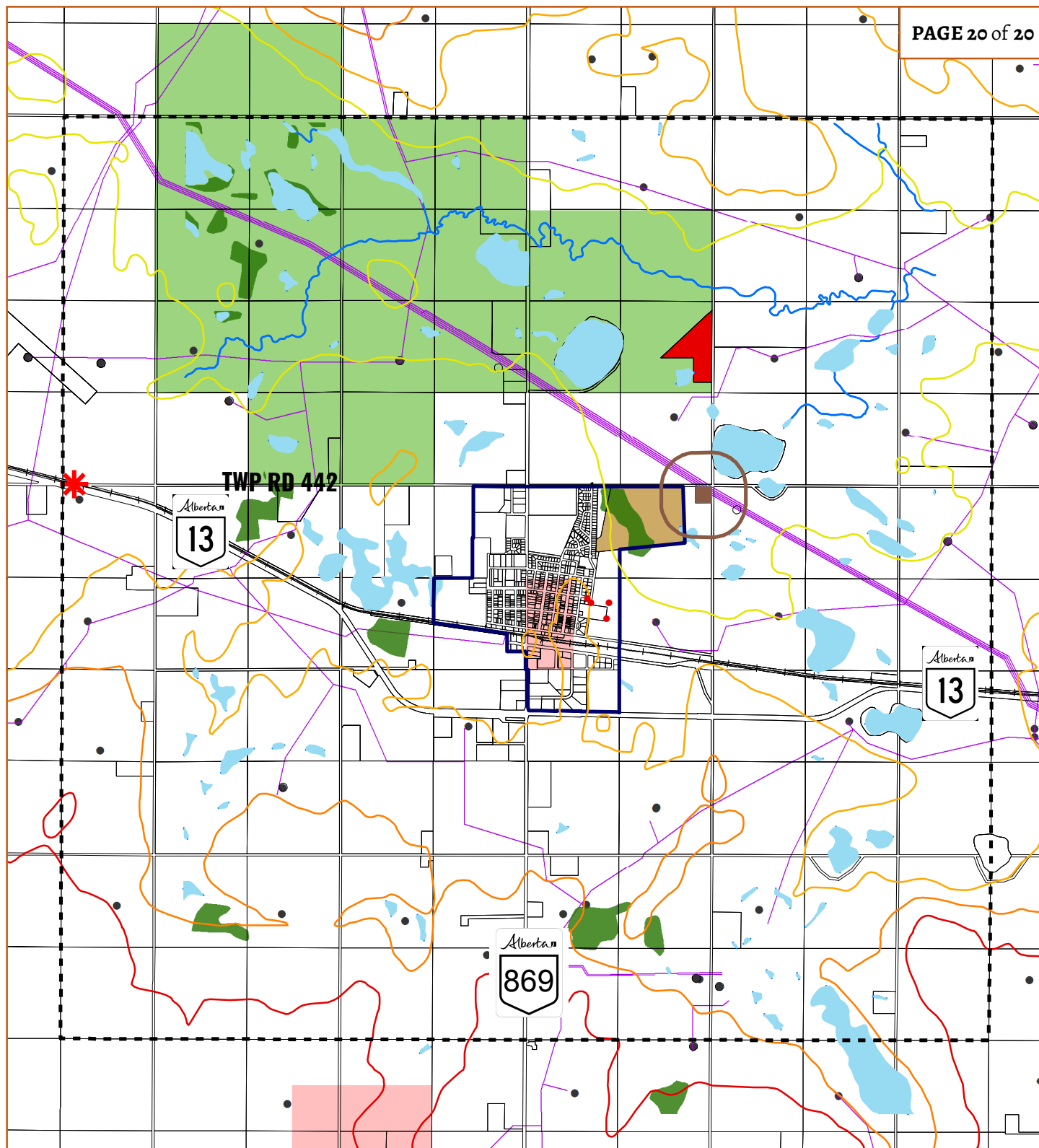
Digital Information: Geogatis and Altalis  
Projection: UTM NAD 83 12N

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## Appendix A - Development Considerations Map (Not approved as part of the bylaw)





# DEVELOPMENT CONSIDERATIONS

## Town of Sedgewick & Flagstaff County IDP

Contours (feet)

650  
660  
670  
680  
690

- Plan Area
- Historic Resources
- Oil & Gas Wells
- Wooded Areas
- Current Lagoon
- Town Boundary
- Environmentally Significant Areas
- High Pressure Pipelines
- Former Landfill
- Former Lagoon
- Waterbodies
- Important Intersection
- Active Water Wells
- 300 m Buffer

Digital Information: Geogratis and Altalis  
Projection: UTM NAD 83 12N

0 1 2 KM





# TOWN OF SEDGEWICK

## Minutes

### Regular Meeting of Council

April 19, 2018

Town of Sedgewick Town Office

6:00pm

Council Present	Also Present
Mayor Perry Robinson Councillor Grant Imlah Councillor Stephen Levy Councillor Tim Schmutz	Jim Fedyk CAO Randy Martin Karizma Entertainment
Regrets	
Councillor Greg Sparrow	

#### 1. Call to Order – 6:02pm

#### 2. Agenda

2018-04-66	MOTION by Clr. Imlah		CARRIED
That the agenda be approved as presented.			

#### 3. Delegations

3.1 Auditor Brian King was not present at the start of the meeting.			
3.2 Randy Martin, CEO and president of Karizma Agency presented his company's services for concert promotions in small venues.  Brian King entered the meeting at 7:05pm.  Martin departed the meeting at 7:12pm.			
3.1 Auditor Brian King presented the Town of Sedgewick Audited Financial Statement for the year ending December 31, 2017.			

2018-04-67	MOTION by Clr. Levy		CARRIED
That the 2017 Audited Financial Statements be accepted and filed as presented.			

#### 4. Minutes

2018-04-68	MOTION by Clr. Schmutz		CARRIED
That the Regular Meeting Minutes from March 22, 2018 be approved as presented.			

#### 5. Financial Statements

None
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#### 6. New Business

6.1 2018 Operational Budget			
2018-04-69	MOTION by Clr. Imlah		CARRIED
That Council approve the revised 2018 Budget as presented with the amount required from taxes being \$811,877.			
6.2 2018 Capital Budget			
2018-04-70	MOTION by Mayor Robinson		CARRIED
That Council direct Administration to make adjustments to the 2018 Capital Budget as per discussion and bring back to the May 2018 regular meeting of Council for approval.			
Brian King Departed the meeting at 7:35pm.			





# TOWN OF SEDGEWICK

## Minutes

### Regular Meeting of Council

April 19, 2018

Town of Sedgewick Town Office

6:00pm

6.3 Bylaw 539 – 2018 Tax Bylaw			
2018-04-71	MOTION by Clr. Imlah		<b>CARRIED</b>
That Council give first reading to Bylaw 539, the Town of Sedgewick 2018 Tax Bylaw.			
2018-04-72	MOTION by Clr. Levy		<b>CARRIED</b>
That Council give second reading to Bylaw 539, the Town of Sedgewick 2018 Tax Bylaw.			
2018-04-73	MOTION by Clr. Schmutz		<b>CARRIED UNANIMOUSLY</b>
That Council proceed to third reading to Bylaw 539, the Town of Sedgewick 2018 Tax Bylaw.			
2018-04-74	MOTION by Mayor Robinson		<b>CARRIED</b>
That Council give third and final reading to Bylaw 539, the Town of Sedgewick 2018 Tax Bylaw.			

6.4 Bylaw 540 - Inter-Municipal Development Plan			
2018-04-75	MOTION by Clr. Levy		<b>CARRIED</b>
That Council give first reading to Bylaw 540, the Town of Sedgewick Inter-municipal Development Bylaw.			

6.5 Dufferin Avenue Designation			
2018-04-76	MOTION by Mayor Robinson		<b>CARRIED</b>
That Council remove the designation of Dufferin Avenue from Plan 4763AJ.			

6.6 Bylaw 541 -Tax Payment & Penalty Bylaw			
2018-04-77	MOTION by Mayor Robinson		<b>CARRIED</b>
That Council give first reading to Bylaw 541, the Town of Sedgewick Tax Payment and Penalty Bylaw.			
2018-04-78	MOTION by Clr. Imlah		<b>CARRIED</b>
That Council give second reading to Bylaw 541, the Town of Sedgewick Tax Payment and Penalty Bylaw.			
2018-04-79	MOTION by Clr. Levy		<b>CARRIED UNANIMOUSLY</b>
That Council proceed to third reading of Bylaw 541, the Town of Sedgewick Tax Payment and Penalty Bylaw.			
2018-04-80	MOTION by Clr. Schmutz		<b>CARRIED</b>
That Council give third and final reading to Bylaw 541, the Town of Sedgewick Tax Payment and Penalty Bylaw.			

6.7 Naming Rights for Sedgewick Recreation Centre			
2018-04-81	MOTION by Clr. Schmutz		<b>CARRIED</b>
That Council approve entering into a Letter of Agreement with Wild Rose Co-op for the			



# TOWN OF SEDGEWICK

## Minutes

### Regular Meeting of Council

April 19, 2018

Town of Sedgewick Town Office

6:00pm

naming rights of the Recreation Centre for a total amount of \$150,000.

#### 7. Reports

##### 7.1 Committee Reports

2018-04-82	MOTION by Clr. Schmutz		<b>CARRIED</b>
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That the Committee Reports be accepted as information.

##### 7.2 Staff Departmental Reports

2018-04-83	MOTION by Clr. Imlah		<b>CARRIED</b>
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That the Public Works Report be accepted as information.

##### 7.3 CAO Report

2018-04-84	MOTION by Mayor Robinson		<b>CARRIED</b>
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That the CAO Report be accepted as information.

#### 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
- 8.4 **Alberta Municipal Affairs** – 2017/17 MSI Capital Allocations Notification
- 8.5 **Alberta Municipal Affairs** – Announcement of new Municipal Accountability Program
- 8.6 **Alberta Public Works** – National Public Works Week May 20-26 Proclamation
- 8.7 **Sedgewick Rec Manager** – March 20, 2018 Report
- 8.8 **Partners for the Saskatchewan River Basin** – Membership Inquiry

2018-04-85	MOTION by Clr. Levy		<b>CARRIED</b>
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That the correspondence items be accepted as information.

2018-04-86	MOTION by Clr. Schmutz		
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That Council direct administration to send a letter to the RCMP detachment encouraging them to make the Citizen's Advisory Committee a priority.

2018-04-87	MOTION by Clr. Imlah		
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That the Town of Sedgewick proclaims May 20-26, 2017 as National Public Works Week.

#### 9. In-Camera

None

#### 10. Round Table/Question Period

Mayor Robinson asked about the status of the Recreation Manager.  
Administration informed Council that the Recreation Centre was without a manager currently.

#### 11. Adjournment

2018-04-88	MOTION by Mayor Robinson		<b>CARRIED</b>
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That the meeting be adjourned at 9:52 pm.



TOWN OF  
**SEDGEWICK**

## Minutes

### Regular Meeting of Council

April 19, 2018

Town of Sedgewick Town Office

6:00pm

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Perry Robinson, Mayor

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Jim Fedyk, CAO



# TOWN OF SEDGEWICK

## Minutes

### Special Meeting of Council

April 26, 2018

Town of Sedgewick Town Office

6:00pm

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

Also Present
Jim Fedyk                      CAO

#### 1. Call to Order – 5:58pm

#### 2. Business

##### 2.1 Karizma Entertainment Proposal

2018-04-89	MOTION by Clr. Schmutz		CARRIED
That Council approve submitting an offer for a performance by Trooper on July 15 <sup>th</sup> , 2018 with concert expenses not exceeding \$60,000 to be derived from Recreation Operational Reserves Account #49700997, and further;  That Council direct Administration to search out a similar performer should the offer be refused.			

##### 2.2 Staging Purchase

2018-04-90	MOTION by Clr. Levy		CARRIED
That Council approve the purchase of a 28'x32' stage with accessories for a total cost of \$49,000 with funding allocated from Recreational Capital Reserves Account #49700998			

#### 3. Adjournment

2018-04-91	MOTION by Mayor Robinson		CARRIED
That the meeting be adjourned at 6:33 pm.			

\_\_\_\_\_  
Perry Robinson, Mayor

\_\_\_\_\_  
Jim Fedyk, CAO



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

MAY 17<sup>TH</sup>, 2018

2018 REVISED CAPITAL BUDGET

## 2018 REVISED CAPITAL BUDGET

### EXECUTIVE SUMMARY

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In December 2017 Council approved a preliminary capital budget for 2018. A revised budget was brought to Council at the April Council meeting. After some discussion, Council directed administration to make changes to how the budget was to be funded.

### BACKGROUND

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15 capital projects have been identified for 2018 for an approximate total cost of \$5 million.

Approximately \$2.4 million is to be funded by grants, \$1.6 million to be funded by reserves and \$1,000,000 to be funded by debenture (Main Street).

The budget is as follows:

13 lot subdivision	\$1,100,000.00
65 new meters (nat gas)	\$9,100.00
Cathodic Bed Replacement (nat gas)	\$18,000.00
Electronic Sign	\$90,000.00
Fire Hydrant Replacement (10)	\$25,000.00
John Deere 3039R Utility Tractor, attachments	\$49,500.00
Main Street Revitalization	\$1,500,000.00
SCADA Upgrade	\$120,000.00
Sewer infrastructure replacement	\$1,600,000.00
Spruce Drive Area 1 Sewer	\$120,000.00
Trail Lighting	\$93,000.00
Water Meters	\$10,000.00
Water well	\$35,000.00
WTP genset	\$170,000.00
WTP HVAC Upgrade	\$90,000.00
	<hr/>
	\$5,029,600.00

### BUDGET IMPLICATIONS

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As per above



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

MAY 17<sup>TH</sup>, 2018

2018 REVISED CAPITAL BUDGET

### ALTERNATIVES

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1. Council may approve the 2018 revised Capital Budget at a total amount of \$5,029,600 with \$1,639,600 to be allocated from reserves, \$2,390,000 from grants and \$1,000,000 from debenture.
2. Council may direct administration to make further changes to the revised capital budget and bring back to the June 2018 regular meeting of Council.

### RECOMMENDATION

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1. That Council approve the 2018 revised Capital Budget at a total amount of \$5,029,600 with \$1,639,600 to be allocated from reserves, \$2,390,000 from grants and \$1,000,000 from debenture.

### ATTACHMENTS

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1. 2018 Capital Budget REVISED

# TOWN OF SEDGEWICK BUDGET

2018

## CAPITAL



Project	2018 Budget	Funded by Sale of Asset	Funded by Grants	Funded by Reserves	Funded by Debenture	Funded by Taxes
13 lot subdivision	\$1,100,000.00			\$1,100,000.00		
65 new meters (nat gas)	\$9,100.00			\$9,100.00		
Cathodic Bed Replacement (nat gas)	\$18,000.00			\$18,000.00		
Electronic Sign	\$90,000.00			\$90,000.00		
Fire Hydrant Replacement (10)	\$25,000.00			\$25,000.00		
John Deere 3039R Utility Tractor, attachment	\$49,500.00			\$49,500.00		
Main Street Revitalization	\$1,500,000.00		\$500,000.00		\$1,000,000.00	
SCADA Upgrade	\$120,000.00			\$120,000.00		
Sewer infrastructure replacement	\$1,600,000.00		\$1,600,000.00			
Spruce Drive Area 1 Sewer	\$120,000.00		\$120,000.00			
Trail Lighting	\$93,000.00			\$93,000.00		
Water Meters	\$10,000.00			\$10,000.00		
Water well	\$35,000.00			\$35,000.00		
WTP genset	\$170,000.00		\$170,000.00			
WTP HVAC Upgrade	\$90,000.00			\$90,000.00		
	\$5,029,600.00	\$0.00	\$2,390,000.00	\$1,639,600.00	\$1,000,000.00	\$0.00

# TOWN OF SEDGEWICK BUDGET

2018

## Capital Reserves and Grants

Capital Reserves	2018 Amount	To be Used	Remaining
<b>49791900 - Natural Gas Capital Reserve</b>	<b>\$117,540.00</b>	<b>\$27,100.00</b>	<b>\$90,440.00</b>
Cathodic Beds		\$18,000.00	
Gas meters		\$9,100.00	
<b>49741991 - Water Infra., 49741992 - WMF</b>	<b>\$468,500.00</b>	<b>\$346,000.00</b>	<b>\$122,500.00</b>
Subdivision		\$66,000.00	
Hydrant Replacement		\$25,000.00	
WTP SCADA upgrades		\$120,000.00	
WTP HVAC Upgrade		\$90,000.00	
Waterwell		\$35,000.00	
Approx. 10 replacement meters		\$10,000.00	
<b>49742901 - Sewer Infrastructure</b>	<b>\$415,000.00</b>	<b>\$415,000.00</b>	<b>\$0.00</b>
Subdivision		\$415,000.00	
<b>49732900 - Street Infrastructure</b>	<b>\$449,220.00</b>	<b>\$449,000.00</b>	<b>\$220.00</b>
Subdivision		\$449,000.00	
<b>49700992 - Future Development</b>	<b>\$170,500.00</b>	<b>\$170,000.00</b>	<b>\$500.00</b>
Subdivision		\$170,000.00	
<b>49700995 - PW Equipment</b>	<b>\$148,000.00</b>	<b>\$49,500.00</b>	<b>\$98,500.00</b>
JD Tractor, attachments		\$49,500.00	
<b>49732905 - LED Pylon Sign</b>	<b>\$90,000.00</b>	<b>\$90,000.00</b>	<b>\$0.00</b>
Pylon Sign		\$90,000.00	
<b>49700998 - Rec Capital</b>	<b>\$280,000.00</b>	<b>\$90,000.00</b>	<b>\$190,000.00</b>
Trail Lighting		\$90,000.00	
<b>49772995 - Walking Trail Lighting</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>\$0.00</b>
Trail Lighting		\$3,000.00	
<b>Subtotal Capital Reserves</b>	<b>\$1,768,760.00</b>	<b>\$1,639,600.00</b>	<b>\$312,160.00</b>

Grants	Total in 2018	Use in 2018	Ending 2018
<b>497321000 - MSI Capital</b>	<b>\$1,986,000.00</b>	<b>\$1,980,000.00</b>	<b>\$6,000.00</b>
Sewer infrastructure replacement		\$1,190,000.00	
Main Street Revitalization		\$500,000.00	
WTP Genset		\$170,000.00	
Spruce Drive Area 1 Sewer Servicing		\$120,000.00	
<b>49701004 - BMTG</b>	<b>\$160,000.00</b>	<b>\$160,000.00</b>	<b>\$0.00</b>
Sewer infrastructure replacement		\$160,000.00	
<b>49701005 - FGTF</b>	<b>\$250,000.00</b>	<b>\$250,000.00</b>	<b>\$0.00</b>
Sewer infrastructure replacement		\$250,000.00	
<b>Subtotal Grants</b>	<b>\$2,396,000.00</b>	<b>\$2,390,000.00</b>	<b>\$6,000.00</b>





# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

MAY 17<sup>TH</sup>, 2018

2018 REVISED OPERATIONAL BUDGET

## 2018 REVISED OPERATIONAL BUDGET

### EXECUTIVE SUMMARY

---

Council approved a revised operational budget for 2018 at the April Council Meeting. In the interim, the budget has been adjusted to include amortization and also amend a calculation error.

### BACKGROUND

---

Amortization is a noncash expense that is not related to an actual cash payment during the period. It is intended to demonstrate the 'consumption' of an asset over time.

Upon entering the budget into the Town software program, it was discovered that two rows of expenses totalling \$2848 were not calculated as part of the total expenses in the 'Culture' category. This has been made up for by decreasing the same amount in the Equipment Repair and Maintenance item lines in both Water and Sewer as these two lines were budgeted conservatively and a decrease will not affect things materially.

### BUDGET IMPLICATIONS

---

242251 Sewer Equipment R&M decreased by \$1424  
241251 Water Equipment R& M decreased by \$1424  
Total Culture expenses now come to \$20,433 (increase of \$2848 as a portion of salaries)

### ALTERNATIVES

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1. Council may approve the revised Operational Budget of \$2,106,287 and \$289,355 of amortization.
2. Council may direct Administration to make further changes to the 2018 Operational Budget.

### RECOMMENDATION

---

1. That Council approve the revised Operational Budget of \$2,106,287 and \$289,355 of amortization.

### ATTACHMENTS

---

1. Revised Operational Budget with Amortization

# TOWN OF SEDGEWICK BUDGET

2018

## OPERATIONAL CONSOLIDATED



Name	2018 Revenue	2018 Expenses
(10) General Municipal Revenue	\$1,163,202.00	\$268,653.00
(11) Council	\$0.00	\$58,160.00
(12) Administration	\$31,790.00	\$399,933.00
(19) Legislative	\$0.00	\$550.00
(23) Fire Services	\$33,974.00	\$73,234.00
(24) Disaster Services	\$0.00	\$1,500.00
(26) Bylaw Enforcement	\$11,600.00	\$8,200.00
(32) Public Works	\$2,000.00	\$449,168.00
(37) Storm Sewer	\$0.00	\$2,257.00
(41) Water	\$200,760.00	\$175,411.00
(42) Sewer	\$190,000.00	\$113,294.00
(43) Waste Management	\$138,500.00	\$138,685.00
(51) Social Services	\$4,866.00	\$12,547.00
(56) Cemetery	\$1,000.00	\$1,000.00
(61) Planning	\$0.00	\$3,500.00
(63) Economic Development	\$800.00	\$12,917.00
(66) Land and Development	\$0.00	\$0.00
(72) Recreation	\$85,000.00	\$201,083.00
(74) Culture	\$14,085.00	\$20,433.00
(91) Natural Gas	\$566,250.00	\$455,117.00
	<b>\$2,443,827.00</b>	<b>\$2,395,642.00</b>
Non-Cash Items (Amortization)		\$289,355.00
Less Capital		\$0.00
<b>Total Operational Expenses</b>		<b>\$2,106,287.00</b>
		<b>2018</b>
<b>Balance</b>		<b>-\$337,540.00</b>
Transfer to Reserves		\$337,540.00
<b>Required from Taxes</b>		<b>\$811,877.00</b>

## Transfer to Reserves

	2018 Expenses	To Reserve #
<b>Administration</b>		
212961 - Cont. to Office Equip	\$1,500.00	49712900
<b>Fire</b>		
223762 - Contrib. To Capital - Fire Truck	\$5,000.00	49723901
223764 - Cont.To Cap. Reserves-Fire Hall	\$10,000.00	49723903
<b>Public Works</b>		
232760 - Cont. to cap. - Truck	\$7,500.00	49732902
232762 - Cont. to cap. - Infrastructure	\$60,000.00	49732900
232769 - Cont. to cap. - Building	\$5,000.00	49732904
232920 - Cont. to cap. - Equipment	\$20,000.00	49700995
<b>Water</b>		
241765 - Transfer to Capital Reserves	\$75,000.00	49741991
241766 - Transfer to Res. - WMF	\$23,000.00	49741992
<b>Sewer</b>		
242930 - Tfr. To Infra.Reserve	\$75,000.00	49742901
<b>Waste</b>		
243762 - Contrib. to Capital - Landfill E	\$1,000.00	49743100
<b>Cemetery</b>		
256762 - Contrib. to Capital	\$1,500.00	49791901
<b>Recreation</b>		
272762 - Contrib. to Capital - Rec	\$10,000.00	49700998
272769 - Contrib. to Rec Reserves	\$15,000.00	49700997
<b>Culture</b>		
274920 - Contribution to Capital- Hall	\$5,000.00	49791903
<b>Natural Gas</b>		
291760 - Reserve Fund	\$23,040.00	49791900
<b>Total Reserves</b>	<b>\$337,540.00</b>	
<b>Total Expenses</b>	<b>\$2,733,182.00</b>	

# TOWN OF SEDGEWICK BUDGET

## 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 - Non	\$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 - Residential	\$564,551.00	\$576,888.00
100116 - Tax Levy - Commercial	\$141,110.00	\$153,454.00
100120 - Designated Industrial	\$0.00	\$52.00
100201 - Federal G.I.L.	\$900.00	\$900.00
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
	<b>\$1,132,073.00</b>	<b>\$1,163,202.00</b>

### 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 (F)	\$13,765.00	\$14,103.00
202760 - DIP Requisition	\$0.00	\$52.00
	<b>\$256,569.00</b>	<b>\$268,653.00</b>

# TOWN OF SEDGEWICK BUDGET

## COUNCIL



## REVENUE

Name	2017 Budget	2018 Budget
Prov. Conditional Grant	\$6,000.00	\$0.00
	<b>\$6,000.00</b>	<b>\$0.00</b>

## EXPENSES

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-Taxabl	\$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
	<b>\$52,775.00</b>	<b>\$58,160.00</b>

# TOWN OF SEDGEWICK BUDGET

## ADMINISTRATION



## REVENUE

Name	2017 Budget	2018 Budget
112210 - VCU Interest	\$21,000.00	\$7,200.00
112410 - Misc. Admin. Rev.	\$3,500.00	\$3,000.00
112560 - Bdlg/Land Rental	\$7,000.00	\$6,625.00
112561 - Machine Rentals (C	\$125.00	\$100.00
112845 - Cond. Operating Gr	\$22,656.00	\$14,865.00
112920 - Drawn From Opera	\$85,800.00	\$0.00
	<b>\$140,081.00</b>	<b>\$31,790.00</b>

## EXPENSES

Name	2017 Budget	2018 Budget
212110 - Salaries	\$162,207.00	\$136,034.00
212120 - Salaries - Prt.Time	\$49,078.00	\$75,582.00
212121 - Overtime		\$1,000.00
212123 - Bonuses		\$1,660.00
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
212213 - Occupational Healt	\$7,680.00	\$8,000.00
212215 - Freight	\$100.00	\$100.00
212216 - Postage	\$1,100.00	\$1,100.00
212217 - Telephone	\$5,280.00	\$8,800.00
212218 - Internet/Website Co	\$975.00	\$5,160.00
212220 - Advertising, Printin	\$4,700.00	\$4,000.00
212221 - Municipal Members	\$6,855.00	\$7,000.00
212230 - Audit Fees	\$9,476.00	\$9,500.00
212231 - Assessor	\$12,860.00	\$13,500.00
212232 - Legal & LTO	\$8,500.00	\$5,000.00
212250 - Buildings R&M	\$25,500.00	\$20,000.00
212251 - Equipment R&M Co	\$40,786.00	\$10,500.00
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

212763 - Amortization		\$1,281.00
212915 - Other Expenses		\$600.00
212961 - Contrib.Office Equi	\$1,000.00	\$1,000.00
	<b>\$445,231.00</b>	<b>\$399,933.00</b>

# TOWN OF SEDGEWICK BUDGET

## LEGISLATIVE



## REVENUE

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

## EXPENSES

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



# TOWN OF SEDGEWICK BUDGET

## FIRE SERVICES



### REVENUE

Name	2017 Budget	2018 Budget
123410 - Fire Fees Charged	\$7,680.00	\$5,000.00
123590 - County Agreement	\$10,000.00	\$10,000.00
123592 - County Operating G	\$18,974.00	\$18,974.00
123850 - Other Grants (BRCF	\$1,500.00	
	<b>\$38,154.00</b>	<b>\$33,974.00</b>

### EXPENSES

Name	2017 Budget	2018 Budget
223120 - Fire Fighter Fees	\$24,080.00	\$24,600.00
223130 - Employer Contribut	\$350.00	
223211 - Subs/Km/Misc.	\$1,000.00	\$500.00
223212 - Education/Training	\$1,200.00	\$5,200.00
223215 - Freight	\$200.00	\$200.00
223217 - Phones/Alarm	\$4,836.00	\$4,150.00
223218 - Internet Costs	\$530.00	\$735.00
223230 - EMS Regional Dispa	\$2,850.00	\$2,200.00
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 Services Society		\$2,200.00
223350 - Rescue Unit Req.	\$1,800.00	\$1,800.00
223510 - Gen. Goods & Servic	\$10,550.00	\$10,000.00
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
223763 - Amortization		\$7,624.00
	<b>\$63,066.00</b>	<b>\$73,234.00</b>

# TOWN OF SEDGEWICK BUDGET

## DISASTER SERVICES



### REVENUE

Name	2017 Budget	2018 Budget
	\$0.00	\$0.00

### EXPENSES

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

# TOWN OF SEDGEWICK BUDGET

## BYLAW ENFORCEMENT



### REVENUE

Name	2017 Budget	2018 Budget
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
	<b>\$14,100.00</b>	<b>\$11,600.00</b>

### EXPENSES

Name	2017 Budget	2018 Budget
226234 - Animal Control	\$200.00	\$200.00
226355 - BEO Contract	\$10,000.00	\$8,000.00
	<b>\$10,200.00</b>	<b>\$8,200.00</b>

# TOWN OF SEDGEWICK BUDGET

## PUBLIC WORKS



### REVENUE

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

### EXPENSES

Name	2017 Budget	2018 Budget
232110 - Salaries	\$76,743.00	\$103,200.00
232120 - Salaries Prt-Time	\$21,696.00	\$19,280.00
232121 - Overtime		\$2,500.00
232122 - Oncall		\$11,500.00
232123 - Bonuses		\$1,000.00
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
232250 - Buildings R&M	\$500.00	\$4,500.00
232251 - Machine R&M Cont	\$17,000.00	\$20,000.00
232252 - Streets/Sidewalks/C	\$34,000.00	\$30,000.00
232274 - Insurance	\$5,730.00	\$5,250.00
232510 - Sm.Equip/Misc.Supp	\$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
232763 - Amortization		\$129,438.00
	<b>\$264,199.00</b>	<b>\$449,168.00</b>

# TOWN OF SEDGEWICK BUDGET

## STORM SEWER



### REVENUE

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

### EXPENSES

Name	2017 Budget	2018 Budget
237251 - Rpr. & Maint.	\$3,000.00	\$250.00
237763 - Amortization		\$2,007.00
	\$0.00	\$2,257.00

# TOWN OF SEDGEWICK BUDGET

## WATER



## REVENUE

Name	2017 Budget	2018 Budget
141410 - Sale Of Water	\$100,000.00	\$110,000.00
141510 - Water Penalties	\$600.00	\$600.00
141590 - Bulk Water Revs	\$2,500.00	\$5,500.00
141820 - Water Infrastructure	\$61,500.00	\$61,500.00
141825 - Water Meter Replac	\$23,000.00	\$23,160.00
141846 - Prov. Grant - Operat	\$35,000.00	
141940 - Contr. From Capital	\$124,000.00	
	<b>\$346,600.00</b>	<b>\$200,760.00</b>

## EXPENSES

Name	2017 Budget	2018 Budget
241110 - Salaries And Wages	\$24,488.00	\$23,100.00
241130 - Employer Contributi	\$5,917.00	\$5,850.00
241215 - Freight	\$4,500.00	\$4,000.00
241217 - Telephone	\$800.00	\$800.00
241218 - WTP Internet	\$600.00	\$2,100.00
241235 - Water Meter Readin	\$3,900.00	\$4,560.00
241250 - Building R&M	\$20,000.00	\$5,000.00
241251 - Equipment R&M Con	\$190,500.00	\$23,576.00
241274 - Insurance	\$3,700.00	\$3,900.00
241510 - Gen. Goods & Servic	\$6,000.00	\$10,000.00
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
241763 - Amortization		\$68,025.00
	<b>\$286,355.00</b>	<b>\$175,411.00</b>

# TOWN OF SEDGEWICK BUDGET

## SEWER



## REVENUE

Name	2017 Budget	2018 Budget
142410 - Sewer Service Fees	\$120,000.00	\$132,000.00
142510 - Sewer Penalties	\$400.00	\$400.00
142820 - Sewer Infrastructure	\$51,700.00	\$57,600.00
142930 - Contr. From Other C	\$12,829.00	
142940 - Contr. From Capital	\$75,000.00	
	<b>\$259,929.00</b>	<b>\$190,000.00</b>

## EXPENSES

Name	2017 Budget	2018 Budget
242110 - Salaries	\$24,467.00	\$23,100.00
242130 - Employer Contribut	\$5,917.00	\$5,850.00
242217 - Telephone/Alarm	\$1,650.00	\$1,650.00
242250 - Building R&M	\$500.00	\$2,500.00
242251 - Equipment R&M Co	\$21,329.00	\$13,576.00
242255 - Sewage Lagoon	\$80,800.00	\$5,000.00
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
242763 - Amortization		\$55,618.00
	<b>\$140,593.00</b>	<b>\$113,294.00</b>

# TOWN OF SEDGEWICK BUDGET

## WASTE



## REVENUE

Name	2017 Budget	2018 Budget
143410 - Collection And Disposal	\$138,690.00	\$138,000.00
143510 - Garbage Penalties	\$400.00	\$500.00
143590 - Misc. Revenue	\$50.00	
	<b>\$139,140.00</b>	<b>\$138,500.00</b>

## EXPENSES

Name	2017 Budget	2018 Budget
243350 - FRSWMA Requisition	\$126,590.00	\$123,685.00
243360 - Curbside Recycling	\$10,400.00	\$14,000.00
243510 - General Goods & Services	\$1,150.00	\$1,000.00
	<b>\$138,140.00</b>	<b>\$138,685.00</b>



# TOWN OF SEDGEWICK BUDGET

## SOCIAL SERVICES



### REVENUE

Name	2017 Budget	2018 Budget
Provincial Grants - Operating		\$4,866.00
	\$0.00	\$4,866.00

### EXPENSES

Name	2017 Budget	2018 Budget
251350 - FFCS Req.	\$7,456.00	\$7,056.00
251356 - Community Resource	\$5,145.00	\$4,866.00
251770 - Grants-Other-FIRST	\$625.00	\$625.00
	\$13,226.00	\$12,547.00

# TOWN OF SEDGEWICK BUDGET

## CEMETERY



### REVENUE

Name	2017 Budget	2018 Budget
156410 - Plot Sales	\$600.00	\$500.00
156415 - Memorial Book Sale	\$100.00	\$0.00
156510 - Goods & Services	\$500.00	\$500.00
156590 - Cemetery Donation	\$4,500.00	\$0.00
	<b>\$5,700.00</b>	<b>\$1,000.00</b>

### EXPENSES

Name	2017 Budget	2018 Budget
256250 - Rpr.& Maint.	\$4,500.00	\$500.00
256510 - Gen. Goods & Services	\$500.00	\$500.00
	<b>\$5,000.00</b>	<b>\$1,000.00</b>

# TOWN OF SEDGEWICK BUDGET

## PLANNING



## REVENUE

Name	2017 Budget	2018 Budget
161840 - Grants - MSI	\$1,600.00	
	<b>\$1,600.00</b>	<b>\$0.00</b>

## EXPENSES

Name	2017 Budget	2018 Budget
261200 - Gen. Services Contr	\$1,600.00	\$2,000.00
261510 - ARB Costs - LARB, C	\$1,500.00	\$1,500.00
	<b>\$3,100.00</b>	<b>\$3,500.00</b>

# TOWN OF SEDGEWICK BUDGET

## ECONOMIC DEVELOPMENT



### REVENUE

Name	2017 Budget	2018 Budget
163590 - Grants - Federal	\$2,000.00	\$800.00
163840 - Conditional Grant -	\$25,350.00	
163921 - Transfer from Capital	\$139,000.00	
	<b>\$166,350.00</b>	<b>\$800.00</b>

### EXPENSES

Name	2017 Budget	2018 Budget
263350 - BRAED Membership	\$645.00	\$608.00
263360 - FIP Membership	\$8,350.00	\$7,581.00
263510 - Goods & Supplies	\$158,000.00	\$2,500.00
263763 - Amortization		\$2,228.00
	<b>\$166,995.00</b>	<b>\$12,917.00</b>

# TOWN OF SEDGEWICK BUDGET

## Land and Development



### REVENUE

Name	2017 Budget	2018 Budget
	\$0.00	\$0.00

### EXPENSES

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

# TOWN OF SEDGEWICK BUDGET

## RECREATION



## REVENUE

Name	2017 Budget	2018 Budget
172410 - Recreation Land Re	\$500.00	\$0.00
172920 - Tfr. From Reserves	\$54,000.00	\$85,000.00
	<b>\$54,500.00</b>	<b>\$85,000.00</b>

## EXPENSES

Name	2017 Budget	2018 Budget
272110 - Salaries - Fulltime	\$24,497.00	\$37,000.00
272120 - Salaries - Prt-Time	\$111,957.00	\$21,791.00
272130 - Employer Contrib.	\$7,521.00	\$11,500.00
272121 - Overtime		\$1,000.00
272123 - Bonuses		\$500.00
272214 - Recreation Program	\$50,000.00	\$0.00
272212 - Education		\$3,000.00
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
272274 - Insurance	\$18,100.00	\$16,600.00
272510 - Gen. Goods & Servic	\$500.00	\$75,000.00
272540 - Electricity	\$3,300.00	\$4,800.00
272541 - Rec Centre - Water	\$2,400.00	\$2,400.00
272779 - Rec Centre Grant - A	\$500.00	\$0.00
272863 - Amortization		\$20,992.00
	<b>\$230,775.00</b>	<b>\$201,083.00</b>

# TOWN OF SEDGEWICK BUDGET

## CULTURE



## REVENUE

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

## EXPENSES

Name	2017 Budget	2018 Budget
274120 - Salaries - Prt. Time		\$1,989.00
274130 - Employer Contrib.		\$859.00
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	\$20,433.00

# TOWN OF SEDGEWICK BUDGET

## NATURAL GAS



### REVENUE

Name	2017 Budget	2018 Budget
191410 - Sale Of Gas	\$403,750.00	\$412,250.00
191411 - Gas S/C	\$120,960.00	\$120,960.00
191412 - SKNGS Reserve Func	\$23,040.00	\$23,040.00
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
	<b>\$556,750.00</b>	<b>\$566,250.00</b>

### EXPENSES

Name	2017 Budget	2018 Budget
291110 - Salaries	\$11,041.00	\$6,807.00
291130 - Employers Contrib.	\$622.00	\$2,168.00
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
291251 - Mach. R&M	\$4,000.00	\$3,500.00
291260 - New Install. Costs	\$4,500.00	\$4,500.00
291290 - Taxes/Misc.	\$8,700.00	\$7,000.00
291350 - Admin. Costs	\$72,250.00	\$80,750.00
291532 - Gas Purch For Resal	\$297,500.00	\$297,500.00
291541 - Natural Gas	\$600.00	\$1,000.00
291760 - SKNGS Reserve Fun	\$51,840.00	\$28,800.00
291763 - Amortization		\$2,142.00
	<b>\$484,678.00</b>	<b>\$455,117.00</b>





## RECREATION FUNDING COMMITTEE PHASE I

### EXECUTIVE SUMMARY

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The Recreation Funding Committee held their Phase 1 meeting on May 10<sup>th</sup>, 2018.

### BACKGROUND

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The RFC received 13 applications for Phase I 2018. The deadline for submitting applications was May 1<sup>st</sup>, 2018.

In addition, the Rec Board made a traditional request for \$27,500 in capital funding and \$15,000 in operational funding.

The following shows all requests in Phase I and the amount recommended to be allocated by the RFC.

<b><u>Organization</u></b>	<b><u>Project Name</u></b>	<b><u>Amount Requested</u></b>	<b><u>Allocated</u></b>
Sedgewick Lake Park	Battle River Splash Zone	\$5,000	\$5,000
Killam Recreation Programming	Aquatic Programming	\$20,000	\$5,000
Valley Ski Hill Alliance	Ski Hill Operations	\$10,000	\$5,000
Battle River Knights Hockey	Minor Hockey Program	\$30,000	\$30,000
CHSPS Parent Support Group	Bowling, Skating, Curling	\$5,000	\$2,500
Sedgewick Bowling Leagues	Bowling Alley Rental	\$1,695	\$1,695
Flagstaff Scottish Club	Gathering of the Clans	\$4,000	\$2,000
Flagstaff Fusion	Minor Lacrosse	\$8,000	\$6,000
Sedgewick Curling Club	Curling Club Lease	\$5,000	\$5,000
Sedgewick Golf Course	Shop Interior	\$20,000	\$5,000
Sedgewick Community Hall	Entrance Reno	\$10,200	\$5,000
Sedgewick Minor Ball	Diamond Operating Cost	\$1,000	\$1,000
Sedgewick ECS	Playschool Rent	\$5,000	\$5,000
Sedgewick Rec Board	Capital Reserves	\$27,500	\$27,500
Sedgewick Rec Board	Operational Reserves	\$15,000.00	\$15,000
<b>Amount Requested</b>		<b>\$167,395</b>	
<b>Amount Allocated</b>			<b>\$120,695</b>
<b>Amount Available</b>		<b>\$127,026</b>	



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

MAY 17, 2018

RECREATION FUNDING COMMITTEE PHASE I

### BUDGET IMPLICATIONS

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None

### ALTERNATIVES

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1. Council may approve the recommendations of the Recreation Funding Committee and allocate a total of \$120,695 in Phase I of 2018.
2. Council may decline to approve the recommendations of the Recreation Funding Committee and/or direct Administration to bring back additional information to a future Council meeting.

### RECOMMENDATION

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1. That Council approve the recommendations of the Recreation Funding Committee and allocate a total of \$120,695 in Phase I of 2018.

### ATTACHMENTS

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1. None

**FRSWMA Regular Monthly Board Meeting**

**April 30, 2018**

**Sterling Room of the County Office, Sedgewick, AB**

**Minutes**

**1.0) Attendance**

**DIRECTORS:**

Elaine Fossen	Village of Forestburg
Jeanette Herle	Flagstaff County
Rick Krys	Town of Killam
Dean Lane	Town of Hardisty
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

**2.0) Call to Order**

After a quick meal, Chair D. Smith called the meeting to order at 6:26 p.m.

**3.0) Agenda**

Agenda was reviewed. Business Item 6.1 RCA proposal, and Information Item 7.1) Cascades letter were added and attached to and forming part of these minutes.

**Resolution # 365/2018.** Director J. Robertson moved to accept agenda as amended. CARRIED

**4.0) Adoption of Minutes**

Minutes of the March 26, 2018 Regular Board Meeting were reviewed

**Resolution # 366/2018.** Board member S. Levy moved to approve the minutes of the March 26, 2018 regular meeting, attached to and forming part of these minutes.

CARRIED

**5.0) Reports**

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

**Resolution # 367/2018.** Board member E. Fossen moved to accept operations report as presented. CARRIED

**5.2) Financial reports:** Executive Director M. Hampshire provided March 31, 2018 P&L and April 24, 2018 cash position. Discussion ensued.

**Resolution # 368/2018.** Board member J. McTavish moved that we accept financial reports as presented.

CARRIED

**6.0) Business**

6.1) Recycle Concrete Aggregate – Proposal for Members. A proposal for handling concrete on behalf of members was heard. A special fee for members only would ensure members are being charged only the cost of handling concrete, without any profit to the organization was presented.

Resolution 369/2018. Board member J. Herle moved that FRSWMA approve the recommendation provided – “that Flagstaff Waste offer a special Municipal Member rate for concrete and RCA as follows:

- Disposal rate of \$4.50 per tonne for clean concrete delivered to the landfill by the member
- Purchase price for finished recycled concrete aggregate at \$12/tonne
- Continue discounted trucking to all member municipalities for RCA delivery on empty backhaul.”

CARRIED

**7.0)  
Correspondence  
and Information**

Board members reviewed a paper recycling bulletin from Cascades Recovery.

Resolution # 370/2018. Board member E. Fossen moved that the information attached to and forming part of these minutes be accepted as information

CARRIED

**8.0) Adjourn**

Resolution # 371/2018. Director Janice McTavish moved the meeting adjourn at 7:23 pm.

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Chair

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Manager

**Next Meeting**

Regular Board Meeting – May 28, 2018 – 7:00 p.m. – Flagstaff County office

## **Sedgewick Public Library Board Meeting**

**Meeting date: May 8<sup>th</sup>, 2018**

**Board Chair Carol Williams called the meeting to order at 7 pm with the following Board members present: Shelley Wakefield, Stephen Levy, Sherry Mayne, Trish McGowan, Marie MacLeod.**

**1) Approval of the Agenda – Moved by Trish McGowan, Seconded by Steve Levy. That the agenda for May 8<sup>th</sup>, 2018 be approved as circulated, Carried.**

**2) Previous Minutes – Moved by Shelly Wakefield, Seconded by Sherry Mayne. That the Sedgewick Public Library Board minutes March 13<sup>th</sup>, 2018 be approved as circulated, Carried.**

**3) Delegations**

**4) Business Arising from the March 13<sup>th</sup> Minutes:**

**Discussion about the July 1<sup>st</sup> participation. We will be celebrating our 70+ Anniversary of the Library. We will pass out Book Worm Baggies advertising the Summer Reading Program, get T shirts printed up for the event. After the parade we will set up tent to sell used books, Community Calendars, & have the Prize wheel. Motion that the budget for prizes & Tshirts will be \$300. Motion Moved by Sherry Mayne, Seconded by Shelly Wakefield. Carried.**

**5) Reports:**

**Chair – Carol Williams moved that Cori LeCours be accepted as a Board Member. Shelly Wakefield seconded, Carried. Chair will send Letter to Town Council for approval. Steve Levy moves we accept the Chairs Report as information, Seconded by Trish McGowan. Carried.**

**Treasurer's Report: Trish McGowan read the report. To date \$8,233.69 is in our account. Report attached. Sherry Mayne moves the report be adopted as read, seconded by Shelly Wakefield. Carried**

**Carol Williams called the meeting In Camera 7:50 pm. Out of Camera 8:07 pm.**

**Librarian's Report:** Barb McConnell read the Librarian's report that is attached.

**Parkland & Town Council Reports,** Reported by Stephen Levy.

Parkland has put out Tenders for a new building for the Parkland Regional Library. Will advise on decision made.

May 30<sup>th</sup>, the Town of Sedgewick will host a Blanket Ceremony for the Community at the Rec Centre. May 31<sup>st</sup> for CHSPS.

Carol Williams moved the report be accepted as information. Trish McGowan seconded. Carried.

**6) New Business:**

Copies of the Community Needs Assessment from April 10<sup>th</sup>, 2018 were passed out to the Members. We will develop our goals & objectives from data provided. As we have several months to complete, work has been tabled for future meetings.

Friends of the Sedgewick Public Library Casino Event has been bumped up to the 1<sup>st</sup> quarter of 2019. Carol Williams will be in contact with Dan MacKinnon, Advisor, to inform him as well as include us in his schedule.

**Next Meeting :** June 12<sup>th</sup>, 2018

**Adjournment:** Moved by Carol Williams, Seconded by Shelly Wakefield that the Library Board does now adjourn at 8:20 pm. All in favor. Carried.

**Sedgewick Public Library  
Annual Board Meeting**

**May 8th, 2018  
Sedgewick Public Library**

- 1) Approval of agenda**
- 2) Minutes of March 13th meeting: Any revisions/ additions**
- 3) Delegations**
- 4) Business arising from the minutes**
  - a) July 1<sup>st</sup> participation**
  - b)**
  - c)**
- 5) Reports**
  - A) Chair**
  - B) Treasurer**
  - C) Librarian's Report**
  - D) Parkland & Town Council (Stephen Levy)**
- New Business**
  - A) Community Needs Assessment Meeting**
  - B)**
  - C)**
- 7) Information Items**
- 8) Correspondence**

**Next meeting:**

- 10) Adjournment**

May 8 2018

Carol Williams

STEPHEN LEVY

Sherry Mayne

Shelley Wakefield

Ensha Helowen

Barbara McConnell

Marie MacLeod



	<u>8 May 18</u>
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
Sedgewick & District Municipal	<u>8,233.69</u>
Total Chequing/Savings	<u>8,233.69</u>
Total Current Assets	<u>8,233.69</u>
Fixed Assets	
Furniture and Equipment	<u>98,431.00</u>
Total Fixed Assets	<u>98,431.00</u>
<b>TOTAL ASSETS</b>	<u><b>106,664.69</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
GST/HST Payable	<u>-366.64</u>
Total Other Current Liabilities	<u>-366.64</u>
Total Current Liabilities	<u>-366.64</u>
Total Liabilities	<u>-366.64</u>
Equity	
Opening Balance Equity	116,651.98
Unrestricted Net Assets	-8,971.43
Net Income	<u>-649.22</u>
Total Equity	<u>107,031.33</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>106,664.69</b></u>

Sedgewick Public Library

May 8/2018

Librarian's Report

Items for Information:

The Gallery Walls, offered in partnership with FCAL was cancelled, will try again in September.

Mother's Day Bath Bomb's was cancelled because of lack of interest.

Budget Allotment for books was \$1663.88 at the beginning of the year. We have spent \$826.11 on new books and we have \$837.77 remaining.

Items Loaned to Other Libraries'

February 2018 401

March 2018 426

April 2018 481

Items Loaned From Other Libraries

March 2018 132

April 2018 183

*Barbara McConnell*

*Librarian*

Town Of Sedgewick,

May 9, 2018

Box 129, Sedgewick, Ab

Attn: Jim Fedyk

The Board Members of the **Sedgewick Public Library** would like the Town Council to accept our endorsement for the addition of Cori LeCours be approved as a new Board member. Board approval can be found in our Meeting minutes dated May 8<sup>th</sup>, 2018.

If you could please add our request in your next Council agenda, that would be greatly appreciated.

Sincerely,

Carol Williams, Chair,

Trish McGowan, Treasurer, Micaela McConnell, Secretary,

& Members, Shelly Wakefield, Marie MacLeod, Stephen Levy & Sherry Mayne.

**FLAGSTAFF REGIONAL HOUSING GROUP**

**FINANCIAL STATEMENTS**

**For the year ended December 31, 2017**

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Flagstaff Regional Housing Group  
Financial Statements  
For the Year Ended December 31, 2017

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## 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's 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

*Avail LLP*

Chartered Professional Accountants

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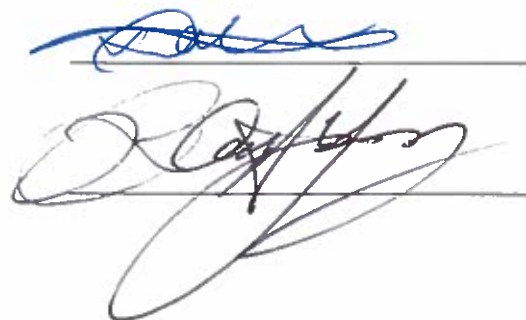
Flagstaff Regional Housing Group  
Statement of Financial Position  
As At December 31, 2017

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

SIGNED *Chairman of the Board of Directors*

SIGNED *Member of the Board of Directors*





Flagstaff Regional Housing Group  
Statement of Changes in Net Assets  
for the Year Ended December 31, 2017

	2017				2016
	Unrestricted Net Assets	Internally Restricted Net Assets (Note 7)	Net Assets Invested In Capital Assets	Total Net Assets	Total
Beginning balance	\$ 578,346	\$ 69,582	\$ 106,801	\$ 754,729	1,205,745
Excess (Deficiency) of revenue over expenses	36,376	-	-	36,376	(451,016)
Transfer to internally restricted net assets	(2,179)	2,179	-	-	-
Transfer from internally restricted net assets	2,484	(2,484)	-	-	-
Amortization of tangible capital assets	10,180	-	(10,180)	-	-
Loss on disposal of assets	2,250	-	(2,250)	-	-
Ending balance	\$ 627,457	\$ 69,277	\$ 94,371	\$ 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
<b>Revenue</b>			
Accommodation	\$ 439,686	\$ 442,643	\$ 339,290
Grants	90,518	120,389	122,090
Recoveries	54,605	43,775	42,641
Miscellaneous	<u>25,174</u>	<u>11,853</u>	<u>13,737</u>
	<u>609,983</u>	<u>618,660</u>	<u>517,758</u>
<b>Expenses</b>			
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>	<u>477,645</u>
	<u>871,357</u>	<u>821,318</u>	<u>1,151,073</u>
Deficiency of revenue over expenses before other items	(261,374)	(202,658)	(633,315)
(Loss) on write down of assets	<u>(2,250)</u>	<u>-</u>	<u>(262,701)</u>
Deficiency of revenue over expenses before requisitions	(263,624)	(202,658)	(896,016)
Requisitions (Note 11)	<u>300,000</u>	<u>300,000</u>	<u>445,000</u>
(Deficiency) Excess of revenue over expenses	\$ <u>36,376</u>	\$ <u>97,342</u>	\$ <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	<u>2,250</u>	<u>262,701</u>
	48,806	(177,004)
Changes in operating net assets:		
Receivables	20,665	(5,354)
Prepays	1,823	(76)
Payables and accruals	(318,173)	147,986
Unearned income	<u>(2,274)</u>	<u>1,969</u>
	<u>(249,153)</u>	<u>(32,479)</u>
Cash provided (used) by investing activities:		
Purchase of tangible capital assets	-	(21,996)
Increase in investments	<u>(5,957)</u>	<u>(2,755)</u>
	<u>(5,957)</u>	<u>(24,751)</u>
Decrease in cash during the year	(255,110)	(57,230)
Cash, cash equivalents - beginning of year	<u>565,544</u>	<u>622,775</u>
Cash, cash equivalents - end of year	\$ <u><u>310,434</u></u>	\$ <u><u>565,544</u></u>

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Flagstaff Regional Housing Group  
Notes to the Financial Statements  
For the Year Ended December 31, 2017

---

**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) Use of Estimates:

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 accommodation 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

7(a).

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Flagstaff Regional Housing Group  
Notes to the Financial Statements  
For the Year Ended December 31, 2017

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**2. Significant accounting policies (cont)**

**e) Tangible capital assets:**

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.

Flagstaff Regional Housing Group  
Notes to the Financial Statements  
For the Year Ended December 31, 2017

**3. Cash and cash equivalents**

	<u>2017</u>	<u>2016</u>
Cash on hand and balances with banks, net of outstanding cheques and deposits	\$ 241,157	\$ 495,463
Restricted cash	<u>69,277</u>	<u>70,082</u>
	<u>\$ 310,434</u>	<u>\$ 565,545</u>

**4. Receivables**

	<u>2017</u>	<u>2016</u>
Resident receivables	\$ 304	\$ 3,518
Grants receivable	-	17,430
GST receivable	-	3,167
Accrued interest receivable	<u>3,452</u>	<u>-</u>
	<u>\$ 3,756</u>	<u>\$ 24,115</u>

**5. Tangible capital assets**

	<u>2017</u>			<u>2016</u>
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Land	\$ 2,750	\$ -	\$ 2,750	\$ 5,000
Buildings and renovations	301,638	240,476	61,162	67,957
Furniture and equipment	<u>98,166</u>	<u>67,707</u>	<u>30,459</u>	<u>33,844</u>
	<u>\$ 402,554</u>	<u>\$ 308,183</u>	<u>\$ 94,371</u>	<u>\$ 106,801</u>

**6. Payables and Accruals**

	<u>2017</u>	<u>2016</u>
Accounts payable, trade	\$ 226	\$ 462
Wages and benefit remittances payable	43,667	54,213
Amounts due to related parties	-	308,099
Accrued audit fees payable	<u>7,500</u>	<u>6,792</u>
	<u>\$ 51,393</u>	<u>\$ 369,566</u>

**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.

7(c).

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Flagstaff Regional Housing Group  
Notes to the Financial Statements  
For the Year Ended December 31, 2017

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**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 liabilities 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 form of revenue or advances.

**10. Comparative Figures**

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

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Flagstaff Regional Housing Group  
Notes to the Financial Statements  
For the Year Ended December 31, 2017

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**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 Loughheed	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	<u>-</u>	<u>3,213</u>
	<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
<b>Revenue</b>			
Accommodation	\$ 439,686	\$ 442,643	\$ 339,290
Grants	90,518	120,389	122,090
Recoveries	54,605	43,775	42,641
Miscellaneous	<u>25,173</u>	<u>11,853</u>	<u>13,736</u>
	<u>609,982</u>	<u>618,660</u>	<u>517,757</u>
<b>Expenses</b>			
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	<u>487,191</u>	<u>554,067</u>	<u>476,933</u>
	<u>870,914</u>	<u>821,318</u>	<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
<b>Revenue</b>			
Accommodation	\$ -	\$ -	\$ -
Grants	-	-	-
Recoveries	-	-	-
Miscellaneous	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenses</b>			
Building and ground maintenance	11	-	446
Conferences and travel	-	-	1,984
General administration	247	-	928
Insurance	-	-	453
Lodge demolition project	-	-	355,792
Professional fees	-	-	2,374
Utilities	185	-	13,882
Wages and benefits	-	-	1,450
	<u>443</u>	<u>-</u>	<u>377,309</u>
Deficiency of revenue over expenses before other items	(443)	-	(377,309)
Loss on write down of assets	<u>2,250</u>	<u>-</u>	<u>(262,701)</u>
Deficiency of revenue over expenses before other items	\$ <u>(2,693)</u>	\$ <u>-</u>	\$ <u>(640,010)</u>

8(b).

# Sedgewick Golf Club

## Balance Sheet As at 12/31/2017

### ASSET

#### CURRENT ASSETS

Bank - Current (001)	3,004.61	
Bank - Savings (002)	21,347.55	
Bank - Casino (001)	22,228.36	
Cash Float	0.00	
Total Cash on Hand		46,580.52
Term Deposit - Operations	0.00	
Term Deposit (Men's Night Fun...	2,971.49	
Term Deposit (Men's Night '08)	2,371.96	
Term Deposit (003)	0.00	
Term Deposit (002)	0.00	
Term Deposit (004)	0.00	
Total Investments		5,343.45
Payroll Advances		0.00
Accounts Receivable		600.00
Inventory		4,782.45
<b>TOTAL CURRENT ASSETS</b>		<b>57,306.42</b>

#### OTHER ASSETS

VCU-Shared Investment Plan	3,185.70
VCU-Shared Investment Plan (C...	1,927.96
<b>TOTAL OTHER ASSETS</b>	<b>5,113.66</b>

**TOTAL ASSET** 62,420.08

### LIABILITY

#### CURRENT LIABILITIES

Accounts Payable	11,338.64
Mastercard	0.00
Bank Loan	0.00
GST Collected	0.00
GST Paid	-557.89
GST Reports Filed	-1,662.70
Net GST Payable	-2,220.59
E.I Payable	0.00
C.P.P Payable	0.00
ITD Payable	0.00
PR Remittance Payable	0.00
Vacation Payable	0.00
Gift Certificates Outstanding	0.00
Prepaid Memberships	595.24
Prepaid Other	357.13
<b>TOTAL CURRENT LIABILITIES</b>	<b>10,070.42</b>

**TOTAL LIABILITY** 10,070.42

### EQUITY

#### EQUITY

Reserves for Future Development	0.00
Operational Surplus	62,805.94
Current Earnings	-10,456.28
<b>TOTAL EQUITY</b>	<b>52,349.66</b>

**TOTAL EQUITY** 52,349.66

**LIABILITIES AND EQUITY** 62,420.08

# Sedgewick Golf Club

## Income Statement 01/01/2017 to 12/31/2017

### REVENUE

<b>REVENUES</b>		
Pro Shop	7,757.73	
Cost of sales - Pro Shop	-4,130.65	
Net Pro Shop		3,627.08
Kitchen	72,270.98	
Cost of sales - Kitchen	-21,227.27	
Net Kitchen		51,043.71
Breakfasts	8,286.85	
Cost of sales - Breakfasts	-2,412.14	
Net Breakfasts		5,874.71
Bar	98,739.86	
Cost of sales - Bar	-34,976.69	
Net Bar		63,763.17
Tournaments	7,243.00	
Cost of sales - Tournaments	-5,606.43	
Net Tournaments		1,636.57
Driving Range	2,689.07	
Net Driving Range		2,689.07
<b>GROSS PROFIT</b>		<b>128,634.31</b>

### OTHER REVENUES

Memberships		74,734.86
Rental Income (Sheds)		12,570.80
Green Fees		59,586.48
Trackage, Carts & Club Rentals		30,187.77
Advertising		4,666.76
Interest earned		246.61
Fundraising (TV)	1,550.00	
Fundraising (Wheel Barrow)	6,120.00	
Fundraising (Casino)	22,491.57	
Fundraising - Total		30,161.57
Donations		4,411.11
Discounts taken		19.89
Capital dispositions		7,719.05
Over/Under		3.00
Patronage Dividends		230.00
<b>TOTAL OTHER REVENUES</b>		<b>224,537.90</b>

<b>TOTAL REVENUE</b>	<b>353,172.21</b>
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### EXPENSE

<b>EXPENSES</b>		
Wages	186,091.30	
C.P.P Expense	7,952.70	
E.I Expense	3,538.89	
WCB	1,016.97	
Wages and benefits		198,599.86
Course Improvements		240.00
Grounds - General		29,001.72
Machinery R & M		9,834.65
Fuel		7,072.08
Clubhouse		5,740.67
Advertising and promotion		2,443.38
Utilities		17,990.11
Telephone		1,942.88
Internet		535.51
Office supplies		271.41
Freight & Delivery		670.40

**Sedgewick Golf Club****Income Statement 01/01/2017 to 12/31/2017**

Insurance, License & Membershi...	2,638.99
Interest and bank charges	3,422.41
Fundraising	1,044.46
Casino Expenses	1,258.95
New Shop	25,421.01
Capital Expenditures	55,500.00
<b>TOTAL EXPENSES</b>	<b>363,628.49</b>
<b>TOTAL EXPENSE</b>	<b>363,628.49</b>
<b>NET INCOME</b>	<b>-10,456.28</b>



# TOWN OF SEDGEWICK

## DEPARTMENTAL REPORT

MEETING DATE: MAY 17, 2018

DEPARTMENT: PUBLIC WORKS

### SUMMARY

Frozen water and sewer has been an issue right up to this week. Everything is ready to go for summer, equipment, parks and rec center

Fire hydrant installation will be a priority.

### ACCOMPLISHMENTS

- Commercial vehicle inspections have been done on both gravel trucks and the water truck.
- We have done a major cleaning in cold storage, the ice matting and glass carts are being stored in there.
- Street sweeping has been completely done once.
- All of our equipment big and small is ready for summer operation.
- Suprisingly enough we have still been dealing with frozen sewers and a water line.
- Alley's and Sedgewick Lake Park have all been graded with our new land plane.
- Water has been turned on to the lake park, main st. park, trailer dump and rec center. Apparently the ball diamonds and ag building have no water; if it is frozen mother nature should take care of it in the next week or so, if not we will have to look at the curbstop.
- We have started line painting, crosswalks on 50st.
- Barbed wire fence by the lagoons has been completed.
- We have a good portion of the pot holes filled but we still have a few to do.

### PRESENT AND FUTURE ACTIVITIES

- We should be full on into grass cutting with in the week.
- Continuing line painting, crosswalks and curbs by hydrants.
- Cleaning the potassium mixer in the waterplant
- Pigging the wells (cleaning the water lines from each well)
- Fire hydrants and water meters should be here in the next couple of weeks so we can get at installing the new hydrants, shouldn't take more than a week.
- We've ordered barrels of crack fill, we are hoping to start crack filling in mid June.
- Roots and cat tails will need to be cleaned out at each end of the storm drain under the road between 51 ave. and the playground on Mackenzie Dr.

APPENDIX:

NONE

PREPARED BY:

DARYL JOHNSON, FOREMAN



# TOWN OF SEDGEWICK

## CAO REPORT TO COUNCIL

MEETING DATE: MAY 17, 2018

### SUMMARY

The Town's concert offer has been accepted with Karizma Entertainment handling the procurement. The concert announcement will be made and tickets will go on sale within the next few days.

### MEETINGS

- Met with Associated Engineering on April 20<sup>th</sup> with public works staff
- Attended FIP meeting on May 7<sup>th</sup>
- Met with Flagstaff County Public Works regarding sewer infrastructure to their admin office. The County owns this infrastructure and maintains it and this arrangement will continue.
- Met with representatives of Flagstaff Regional Housing Group on May 9<sup>th</sup>
- Attended a Lucky Highway 13 meeting on May 10<sup>th</sup>. A photo contest and poker rally will be held in 2018. The Lake Park and Mainstreet Park have been chosen for the photo contest locations, and golf course for the poker rally location.
- Attended a Recreation Funding Committee meeting on May 10<sup>th</sup>

### ACCOMPLISHMENTS

- Have hired Paighton Gara in summer student position
- All grant reporting for 2017 is completed. This includes Operational and Capital MSI, BMTG and FGTF
- Wild Rose Co-op Recreation Sign is in production
- Camera-ing of sewers is complete. Associated Engineering is presently compiling the data.
- Held three Parks Foreman phone interviews between May 2<sup>nd</sup> and 4<sup>th</sup>
- Attending Society of Local Government Manager's conference between May 15<sup>th</sup> and 18<sup>th</sup>.

### PRESENT AND FUTURE

- Will be making concert announcement soon
- Lighting and light standards have been delivered for the walking trail. Installation to commence soon.
- Water Treatment Plant Genset replacement project to begin after May long weekend.
- Waiting for confirmation on pylon sign and Wild Rose sign instalment dates
- Meeting with the County has been confirmed on June 21<sup>st</sup>
- Blanket ceremonies set for May 30<sup>th</sup> and 31<sup>st</sup> at the Rec centre. Advertising on website, social media, posters and newspaper

APPENDIX:

NONE

PREPARED BY:

JIM FEDYK, CAO



ALBERTA

SENIORS AND HOUSING

AR 44893

April 20, 2018

*Office of the Minister  
MLA, Edmonton-Riverview*

His Worship  
Perry Duncan Robinson  
Mayor, Town of Sedgewick  
PO Box 129  
Sedgewick, AB T0B 4C0

Dear His Worship Robinson:

For more than 30 years, the Government of Alberta has recognized Seniors' Week to honour and celebrate seniors for their many contributions to our province. As Minister of Seniors and Housing, I encourage communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors during this year's Seniors' Week, which takes place from June 3 to 9, 2018.

Enclosed is a Seniors' Week 2018 promotional poster as well as a Declaration, which was designed to support communities in recognizing Seniors' Week and to generate greater awareness of the importance of seniors in our communities. Please notify our government of your declaration by May 26, 2018, so that this information can be highlighted on my ministry's website. To register your declaration or to request additional copies of the poster, please email [seniorsinformation@gov.ab.ca](mailto:seniorsinformation@gov.ab.ca).

Across Alberta, organizations and communities host various events during Seniors' Week, and Seniors and Housing is pleased to host an online special events calendar. Please visit [www.seniors-housing.alberta.ca/seniors/seniors-week.html](http://www.seniors-housing.alberta.ca/seniors/seniors-week.html) to print additional posters, register for a special event or to see what events are happening in your community.

Please join me in celebrating Seniors' Week 2018!

Sincerely,

Lori Sigurdson  
Minister of Seniors and Housing

**Enclosures**

404 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-9550 Fax 780-415-9411  
9202B - 149 Street, Edmonton, Alberta T5R 1C3 Canada Telephone 780-414-0719 Fax 780-414-0721

*Printed on recycled paper*

**RECEIVED**  
**APR 26 2018**



## **Sedgewick Rec Centre Executive Meeting-April 23/18**

**Call to Order-**Cory called the meeting to order @ 7:00. In attendance: Cory, Andrew, Connie M., Karen Keogh, Kari, Pam. Pam moved to approve the agenda. Carried.

**Treasurer's Report-** Connie gave the treasurer's report.

Chequing-\$92,360

Capital-\$102,910 after 60,000 transfer.

Andrew made a motion to accept the treasurer's report as presented. Carried.

**Minutes of Previous Meeting-**Kari read the minutes of the March 26 meeting. Pam moved to approve the minutes as read. Carried.

**Business Arising-VAR-**shop at school is busy. Maybe Michael will do?

**User Group Issues/Concerns-Curling-**A meeting was held at the curling club wind up. It was brought up about having the rec centre take over the bar. The majority was in favor and would like to see a proposal. Andrew made a **motion** to have Connie do up a proposal. Carried.

**Hockey-**lease agreement is due. **Motion:** Pam made a motion to keep the lease agreement the same. Carried.

**Library-**leaking tap replaced.

**Minor Ball-**starting right away. New team this year Battle River Bandits-midget

**Lacrosse-**There is a tournament May 4-6 Rate is \$50/hour for Friday and Sunday(no charge for Saturday).

-There are 4 league teams (3 boys, 1 girls)

**Concession-**Hydroblast was here April 22 to clean hood.

**New Business-Grad Committee-**Requesting to have grad fee decreased from \$4000 to \$3000. Discussion. **Motion-**Kari made a motion to leave the fee the same. Carried.

**Delegation-Flagstaff Scottish Club-**Stephanie Crouse and 1 other presented the idea of a "Gathering of the Clans" to be held tentatively August 25. If the event goes ahead there would be a charge of \$500 for the use of curling surface area.

**Next Meeting Date-**Next meeting is scheduled for May 28 @ 6:30. Cory adjourned the meeting at 8:10.



