



TOWN OF SEDGEWICK

Agenda

Regular Meeting of Council

Thursday, June 14, 2018

Town of Sedgewick Council Chambers
6:00pm

1. Call to Order

2. Adoption of Agenda

3. Minutes [Regular Meeting \(May 17th, 2018\)](#)

4. Financial Report(s) [Monthly Reports for the First Quarter of 2018](#)

5. Old Business

5.1 [IDP Bylaw 540](#)

6. New Business

- 6.1 [Acknowledgement of Treaty 6](#) – Request for Decision
- 6.2 [Public Engagement Policy](#) – Request for Decision
- 6.3 [Compensation & Expenses Policy](#) - Request for Decision
- 6.4 [Flagstaff Welcoming Project](#) – Request for Funding
- 6.5 [Golf Course Alley](#) – Request for Dust Suppressant
- 6.6 [Regional Emergency Services Committee](#) – Request for Proposal
- 6.7 [Lot Lease Agreements](#) – Request for Decision
- 6.8 [Purchase of Parks Truck](#) – Request for Decision
- 6.9 [Staging Naming Rights](#) – Request for Decision
- 6.10 [Utility Invoice Interest](#) – Request for Decision

7. Reports

- 7.1 Committee Reports
 - [Mayor P. Robinson](#)
 - Flagstaff Inter-municipal Partnership – May 31, 2018 Meeting Minutes
 - [Councillor G. Imlah](#)
 - Emergency Services Committee – May 22, 2018 Meeting Minutes
 - [Councillor S. Levy](#)
 - Flagstaff Waste – May 28, 2018 Meeting Minutes
 - Councillor T. Schmutz
 - Nothing to report
 - [Councillor G. Sparrow](#)
 - Flagstaff Regional Housing Group – April 3, 2018 Meeting Minutes
 - Sedgewick Rec Centre Executive - May 28, 2018 Meeting Minutes

7.2 Staff Departmental Reports

[Public Works Report](#) – For the period ending April 19th, 2018

7.3 Chief Administrative Officer Report

[CAO Report](#) – For the period ending April 19th, 2018

8. Correspondence

- 8.1 [Alberta Recreation & Parks \(ARPA\)](#) – Honouring Outstanding Work
- 8.2 [ARPA](#) – Annual Conference & Energize Workshop Invite
- 8.3 [Battle River Community Foundation](#) – Invite to Annual Open House
- 8.4 [Municipal Affairs](#) – Invite for input on Bill 8 – *Emergency Management Amendment Act*
- 8.5 [Municipal Affairs](#) – Notification of 2018/19 Municipal Grants
- 8.6 [Sedgewick Library](#) - Request for new Board Member Endorsement

9. In-Camera

10. Round Table/Question Period

11. Adjournment

Mayor
14-Jun-2018

CAO
14-Jun-2018



TOWN OF
SEDGEWICK

Minutes

Regular Meeting of Council

May 17, 2018

Town of Sedgewick Town Office

6:00pm

Council Present

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

Also Present

Thelma Rogers Assistant CAO

1. Call to Order – 6:00 pm

2. Agenda

2018-05-92	MOTION by Clr. S. Levy		CARRIED
That the agenda be approved with the following additions: 7.3 Stage & Arena Ice Cover – Future Use 7.4 Cemetery – Monument Information			

3. Public Hearing

3.1 IDP Bylaw – Public Hearing

Mayor Robinson declared the Public Hearing open at 6:01 pm.

Mayor Robinson provided an overview of the purpose of the Public Hearing.

Assistant CAO T. Rogers confirmed that the Public Hearing had been advertised in accordance with the *Municipal Government Act*.

Mayor Robinson confirmed there were no applicants present.

Mayor Robinson opened the floor to the Public.

Public members Judy and Roger Ferrier questioned the change to their County area property zoning designation from Residential to Industrial Commercial.

Mayor Robinson explained the observation by municipal representatives regarding the future use of the area upon the commercial development of Iron Creek Gas Coop; also, that the IDP is a long-range planning document that will continue to change.

Public Member Judy Ferrier questioned what the ‘green area’ on the zoning map represented.

Mayor Robinson explained this represented environmental sensitive areas, particularly the Iron Creek basin.

Public Member Judy Ferrier questioned the expansion of the IDP area to south of Highway 13 that incorporated the commercial developments there.

Mayor Robinson explained the roads system in that development made sense to incorporate that area.

Mayor Robinson declared the Public Hearing closed at 6:31 pm.

4. Minutes

4.1 Regular Meeting April 19, 2018

2018-05-93	MOTION by Mayor Robinson		CARRIED
That the Regular Meeting Minutes from April 19, 2018 be approved as presented.			

4.2 Special Meeting April 26, 2018

2018-05-94	MOTION by Clr. T. Schmutz		CARRIED
That the Special Meeting Minutes from April 26, 2018 be approved as presented.			

5. Financial Statement – No Report



TOWN OF SEDGEWICK

Minutes

Regular Meeting of Council

May 17, 2018

Town of Sedgewick Town Office

6:00pm

6. Old Business

6.1 2018 Revised Capital Budget

2018-05-95	MOTION by Clr. S. Levy		CARRIED
------------	---------------------------	--	----------------

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.

7. New Business

7.1 2018 Revised Operating Budget

2018-05-96	MOTION by Clr. G. Imlah		CARRIED
------------	----------------------------	--	----------------

That Council approve the 2018 revised Operational Budget of \$2,106,287 and \$289,355 of amortization.

7.2 2018 Recreation Funding Committee – Phase I

2018-05-97	MOTION by Clr. T. Schmutz		CARRIED
------------	------------------------------	--	----------------

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

7.3 Stage and Ice Cover – Future Uses

2018-05-98	MOTION by Clr. G. Imlah		CARRIED
------------	----------------------------	--	----------------

That Council direct Administration to investigate use of the stage and ice cover as a rental option for groups within Sedgewick and the local area.

7.4 Cemetery - Monument Information

Clr. T. Schmutz inquired about the process to install a monument at the Sedgewick Cemetery; Assistant CAO T. Rogers confirmed there was a procedure in place; that inquiries could be directed to the Town office.

8. Reports

8.1 Committee Reports

Departure: Clr. T. Schmutz departed the meeting at 7:05 pm.

Arrival: Clr. T. Schmutz re-entered the meeting at 7:08 pm.

2018-05-99	MOTION by Clr. G. Sparrow		CARRIED
------------	------------------------------	--	----------------

That the Committee Reports be accepted as information.

8.2 Sedgewick Public Library Board – Member Appointment

2018-05-100	MOTION by Clr. S. Levy		CARRIED
-------------	---------------------------	--	----------------

That Council endorse the appointment of Ms. Cori LeCours to the Sedgewick Public Library pursuant to the *Libraries Act*.

8.3 Staff Departmental Reports

2018-05-101	MOTION by Clr. G. Imlah		CARRIED
-------------	----------------------------	--	----------------

That the Public Works Report be accepted as information.

8.4 CAO Report

2018-05-102	MOTION by Mayor P. Robinson		CARRIED
-------------	--------------------------------	--	----------------



TOWN OF
SEDGEWICK

Minutes

Regular Meeting of Council

May 17, 2018

Town of Sedgewick Town Office

6:00pm

That the CAO Report be accepted as information.

9. Correspondence

9.1 Alberta Seniors & Housing – Seniors' Week Declaration

9.2 Sedgewick Rec Centre Executive – Minutes of April 23, 2018

2018-05-103	MOTION by Clr. S. Levy		CARRIED
-------------	---------------------------	--	----------------

That Council endorses the Declaration of Seniors' Week June 3 to 9, 2018 in honour of the past, present and future contributions of the Seniors in the community.

2018-05-104	MOTION by Mayor Robinson		CARRIED
-------------	-----------------------------	--	----------------

That the correspondence items be accepted as information.

10. Round Table/Question Period

Clr. T. Schmutz advised the Battle River Splash Park construction would begin June 1st with a three-week completion date. Grand opening tentatively planned for July 15th. The Parents for Fun plan to sponsor a dunk tank and the Mayor and CAO are invited to participate.

Mayor Robinson advised that he had received an invitation to the Sedgewick Community Church of Nazarene's Sunday Breakfast in celebration of the church's 100th anniversary; however he would be unable to attend due to prior commitments. All councillors advised they had prior commitments for the May Long weekend. Council requested a note of thank you with regrets and congratulations be sent to the Church of Nazarene.

11. Adjournment

2018-05-105	MOTION by Mayor Robinson		CARRIED
-------------	-----------------------------	--	----------------

That the meeting be adjourned at 7:30 pm.

Perry Robinson, Mayor

Jim Fedyk, CAO

Town of Sedgewick Monthly Reconciliation

Month Ending January 31, 2018

As Per Books	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Previous Month Balance	2,908,931.73	3,676.39	143,234.00	67,806.33	970,683.76	168,369.67	101,529.88
Transfer	68,000.00				(68,000.00)		
Deposits	170,065.51						
Penny Outage	0.07						
Interest Received	3,403.45	4.10	159.72	75.61	1,028.91	187.74	113.21
Subtotal	3,150,400.76						
Less Disbursements	86,245.25						
First Data Fee	44.20						
Month End Balance	3,064,111.31	3,680.49	143,393.72	67,881.94	903,712.67	168,557.41	101,643.09

As Per Bank	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Month End Balance	3,084,222.89	3,680.49	143,393.72	67,881.94	903,712.67	168,557.41	101,643.09
Cash in Transit	4,191.67						
Subtotal	3,088,414.56	3,680.49	143,393.72	67,881.94	903,712.67	168,557.41	101,643.09
Less Outstanding Cheques	24,303.25						
Month End Balance	3,064,111.31	3,680.49	143,393.72	67,881.94	903,712.67	168,557.41	101,643.09

Outstanding Cheques	Number	Amount	Number	Amount	Number	Amount	Number	Amount
Payroll Cheques								
	1011	40.00	1056	1,032.39				
	1051	3,152.90	1057	2,453.92				
	1052	1,374.79						
	1053	2,694.99						
	1054	2,738.69						
General Cheques								
	5815	1,720.95	5865	1,663.39				
	5838	400.00	5866	157.50				
	5850	225.00	5867	44.74				
	5853	126.00	5868	1,132.95				
	5856	322.50	5869	532.79				
	5857	1,892.00	5870	433.75				
	5859	1,764.00						
	5748	250.00						
	5757	150.00						
Outstanding Cheques		24,303.25						

Interest Earned/January 4,972.74
GIC - 5-yr @ VCU 11,998.85
GIC -1-yr @ ATB 21,003.39
Total Cash and Investments **4,485,982.87**

Mayor

CAO

Town of Sedgewick Monthly Reconciliation

Month Ending February 28, 2018

As Per Books							
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Previous Month Balance	3,064,111.31	3,680.49	143,393.72	67,881.94	903,712.67	168,557.41	101,643.09
Deposits	191,813.56	(3,680.49)		(67,881.94)			
Transfer	3,680.49						
Transfer	67,881.94						
Interest Received	3,522.65	1.90	159.50	35.06	1,005.23	187.49	113.06
Subtotal	3,331,009.95						
Less Disbursements	155,921.12						
First Data Fee	43.78						
Month End Balance	3,175,045.05	1.90	143,553.22	35.06	904,717.90	168,744.90	101,756.15

As Per Bank							
Month End Balance	3,217,368.80	1.90	143,553.22	35.06	904,717.90	168,744.90	101,756.15
Cash in Transit	1,965.86						
Subtotal	3,219,334.66	1.90	143,553.22	35.06	904,717.90	168,744.90	101,756.15
Less Outstanding Cheques	44,289.61						
Month End Balance	3,175,045.05	1.90	143,553.22	35.06	904,717.90	168,744.90	101,756.15

0.00

Outstanding Cheques							
Number	Amount	Number	Amount	Number	Amount	Number	Amount
Payroll Cheques							
1011	40.00	1066	2,715.11				
1063	3,120.51	1067	2,862.50				
1064	1,817.77	1068	2,055.38				
1065	3,011.46			15,622.73			
General Cheques							
5838	400.00	5939	94.75				
5931	57.31	5940	172.15				
5932	7,523.03	5941	335.00				
5934	834.75	5942	2,394.00				
5935	567.00	5943	500.00				
5936	7,055.70	5944	1,132.95				
5937	7,581.76			28,666.88			
5938	18.48						
Outstanding Cheques	44,289.61						

Interested Earned/February 5,024.89
 GIC - 5-yr @ VCU 11,998.85
 GIC -1-yr @ ATB 21,003.39
 Total Cash and Investments **4,526,856.42**

Mayor

CAO

Town of Sedgewick Monthly Reconciliation

Month Ending March 31, 2018

As Per Books	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Previous Month Balance	3,175,044.74	1.90	143,553.22	35.06	904,717.90	168,744.90	101,756.15
Deposits	198,085.89						
Transfer from Subd Rec	1.90						
Interest Received	3,917.27	(1.90)	176.79	0.04	1,114.17	207.81	125.31
Subtotal	3,377,049.80						
Less Disbursements	278,555.86						
School Taxes	60,701.06						
First Data Fee	41.75						
Month End Balance	3,037,751.13	-	143,730.01	35.10	905,832.07	168,952.71	101,881.46

As Per Bank	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Month End Balance	3,111,934.04	-	143,730.01	35.10	905,832.07	168,952.71	101,881.46
Cash in Transit	5,647.17						
		-	143,730.01	35.10	905,832.07	168,952.71	101,881.46
Subtotal	3,117,581.21						
Less Outstanding Cheques	79,830.08						
Month End Balance	3,037,751.13	-	143,730.01	35.10	905,832.07	168,952.71	101,881.46

Outstanding Cheques	Number	Amount	Number	Amount	Number	Amount
Payroll Cheques						
1011	40.00					
1074	1,942.42					
1075	2,477.16					
1078	374.59					
1079	2,328.94	7,163.11				
General Cheques						
5838	400.00	5998	5,386.74			
5955	608.28	5999	41,842.50			
5968	52.45	6000	15,750.00			
5990	567.00			72,666.97		
5991	560.00					
5993	7,500.00					
Outstanding Cheques	79,830.08					

Interested Earned/March 5,539.49
 GIC - 5-yr @ VCU 11,998.85
 GIC -1-yr @ ATB 21,003.39
 Total Cash and Investments **4,391,184.72**

Mayor

CAO



BYLAW 540 – INTERMUNICIPAL DEVELOPMENT BYLAW

EXECUTIVE SUMMARY

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

BACKGROUND

Council gave first reading to Bylaw 540, the Intermunicipal Development Bylaw at their regular meeting on April 19th, 2018.

Town Council held a Public Hearing on the issue on May 17th, 2018.

The County Council held a Public Hearing on June 13th, 2018.

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

BUDGET IMPLICATIONS

None

ALTERNATIVES

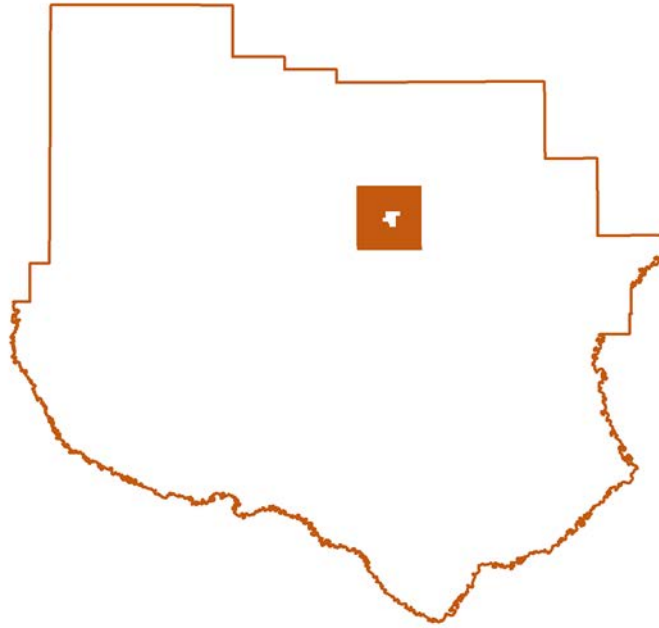
1. Council may give second and third reading to Bylaw 540, the Town of Sedgewick and Flagstaff County Intermunicipal Development Plan Bylaw as presented.
2. Council may direct administration to take any proposed amendment to the bylaw back to the Intermunicipal Development Planning Committee for review and discussion.

RECOMMENDATION

1. That Council give second and third reading to Bylaw 540, the Town of Sedgewick and Flagstaff County Intermunicipal Development Plan Bylaw as presented.

ATTACHMENTS

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



TOWN OF SEDGEWICK & FLAGSTAFF COUNTY

INTERMUNICIPAL DEVELOPMENT PLAN

Bylaw _____

Report to Council for First Reading

9 April 2018

Table of Contents

1. Proposed Intermunicipal Development Plan Changes	1
2. Consultation with Stakeholder Agencies and landowners	3
3. Recommendation to Council	4

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 1st Reading.

Document Issue	Page #	Editorial Response
Minor spelling, grammar, and punctuation errors	Throughout Document	Spelling, grammar, and punctuation errors noted and appropriate changes made.
Section 1.5.3 Plan outlook and duration	2	Change made to reflect duration to 2028 (10 years from 2018).
Section 1.5 Review period – Inconsistent with MGA	2	Deleted and inserted in Section 3.5 Plan Review
Section 1.7 Enabling Legislation	3	Updated to reflect changes to the MGA and to clarify the relationship between the IDP and the ICF process.
Section 1.10 “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.
Section 1.10 “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.”
Section 2.1.2(b)(2) 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.
Section 2.1.2(c) 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.
Sections 2.1.3(b) and (c) Referral area - inconsistencies	6	The Referral Area and the Urban Expansion Areas have been identified on a map, 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.
Section 2.2.2 (c) 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>
Section 2.2.2 (e) 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>
Section 2.3.1 Requirements for Area Structure Plans in the Urban Expansion Area	7	List of supporting studies and reports that shall and may be required are updated to reflect current provincial and municipal requirements.
Section 2.3.2 Unserviced development in the urban expansion area	8	<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"> 1. the developer shall entering into a deferred servicing agreement with the County which shall be registered by caveat on title; and 2. waste water shall be hauled to the Sedgewick Wastewater Lagoon.
Section 3.4 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"> • Composition of the Committee. • When/under what circumstances the Committee shall meet. • How decisions/recommendations are made. • Roles and responsibilities of the Committee, Administration, and Councils. • Notification between municipalities. <p>3.4.5 Revised to delete the policy identifying when committee meetings will be held. This is already addressed in Section 3.5.1 Plan Review</p>
Section 3.5 – Plan Review DP review period	13	<p>3.5.1 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>

		<p>discretion of the IPC.</p> <p>3.5.3 The MGA now requires that municipalities review their IDPs every five (5) years in coordination with the Intermunicipal Collaboration Framework (ICF). This policy was revised to ensure consistency with new MGA requirements and then relocated from Section 1.5 – Duration to make it easier to find in the document.</p>
Section 4 Mapping	Pg. 17-20	<p>Updated mapping to remove comments and questions</p> <p>Inserted Map 3 - Development Considerations which identifies features that should be taken into consideration when evaluating subdivision and development applications:</p> <ul style="list-style-type: none"> - Former landfill location - Former lagoon location - Location of Town water wells - Environmentally Significant Areas - Water bodies & water courses - Oil and gas wells - High pressure pipelines - Wooded areas

2. Consultation with Stakeholder Agencies and landowners

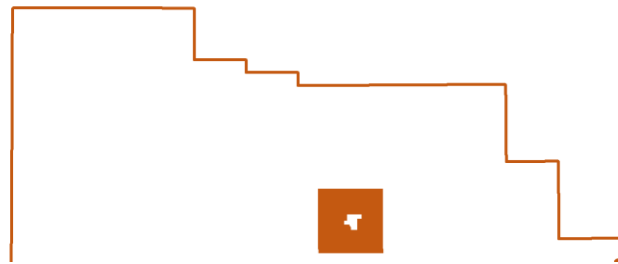
Municipal Planning Services circulated a copy of the draft Town of Sedgewick & Flagstaff County Intermunicipal Development Plan to local stakeholder agencies on **6 April 2018**. The following chart identifies the agencies that were notified, and where provided, their response.

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



TABLE OF CONTENTS

<u>1 </u>	<u>INTRODUCTION</u>	<u>1</u>
1.1	PLAN ORGANIZATION	1
1.2	PURPOSE AND BACKGROUND	1
1.3	GOALS OF THE IDP	2
1.4	ENACTMENT	2
1.5	DURATION	2
1.6	PLAN AREA.....	2
1.7	ENABLING LEGISLATION	3
1.8	GUIDING PRINCIPLES	3
1.9	PUBLIC ENGAGEMENT	4
1.10	DEFINITIONS	4
 <u>2 </u>	 <u>PLAN POLICIES</u>	 <u>6</u>
2.1	PLAN AREA.....	6
2.2	LAND USE CONCEPT	7
2.3	UTILITY AND STORMWATER MANAGEMENT POLICIES.....	7
2.4	TRANSPORTATION POLICIES.....	8
2.5	ENVIRONMENTAL PROTECTION AND OPEN SPACE	9
2.6	INFRASTRUCTURE CORRIDORS	9
2.7	OIL AND GAS INFRASTRUCTURE	9
2.8	ECONOMIC DEVELOPMENT	10
 <u>3 </u>	 <u>PLAN ADMINISTRATION AND IMPLEMENTATION</u>	 <u>11</u>
3.1	ADOPTION PROCESS.....	11
3.2	APPROVING AUTHORITIES	11
3.3	PLAN AMENDMENTS	11
3.4	ESTABLISHMENT OF THE INTERMUNICIPAL PLANNING COMMITTEE	11
3.5	PLAN REVIEW.....	13
3.6	ANNEXATION	13
3.7	DISPUTE RESOLUTION	13
3.8	DISPUTE RESOLUTION PROCESS	14
3.9	CORRESPONDENCE.....	15
 <u>4 </u>	 <u>MAPS</u>	 <u>16</u>
MAP 1 –	PLAN AREA BOUNDARIES	17
MAP 2 –	FUTURE LAND USE CONCEPT	18
 <u>APPENDIX A –</u>	<u>DEVELOPMENT CONSIDERATIONS MAP</u>	<u>19</u>
DEVELOPMENT CONSIDERATIONS		20



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

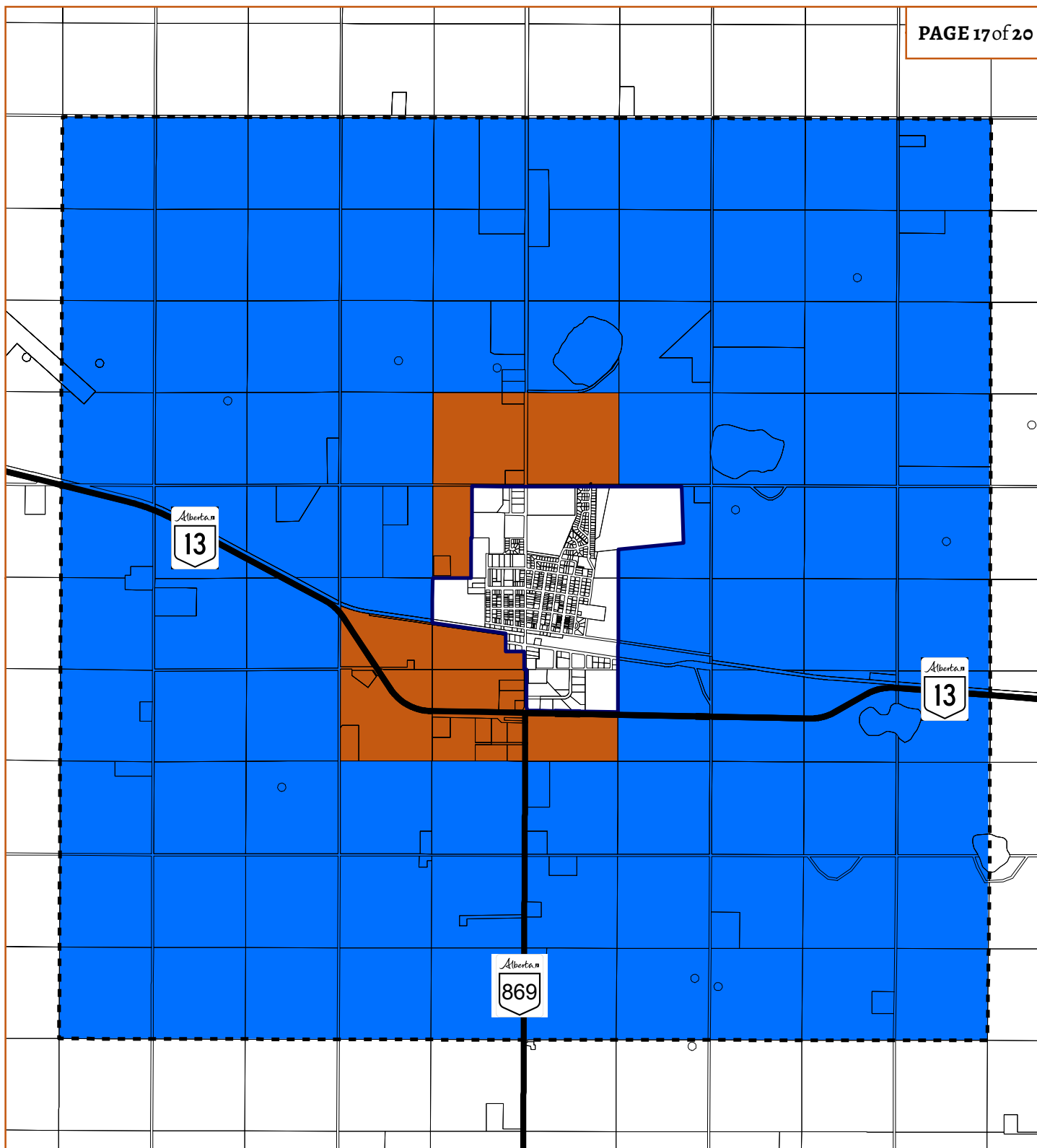


4 | MAPS

MAP 1 - PLAN AREA BOUNDARIES

MAP 2 - FUTURE LAND USE CONCEPT





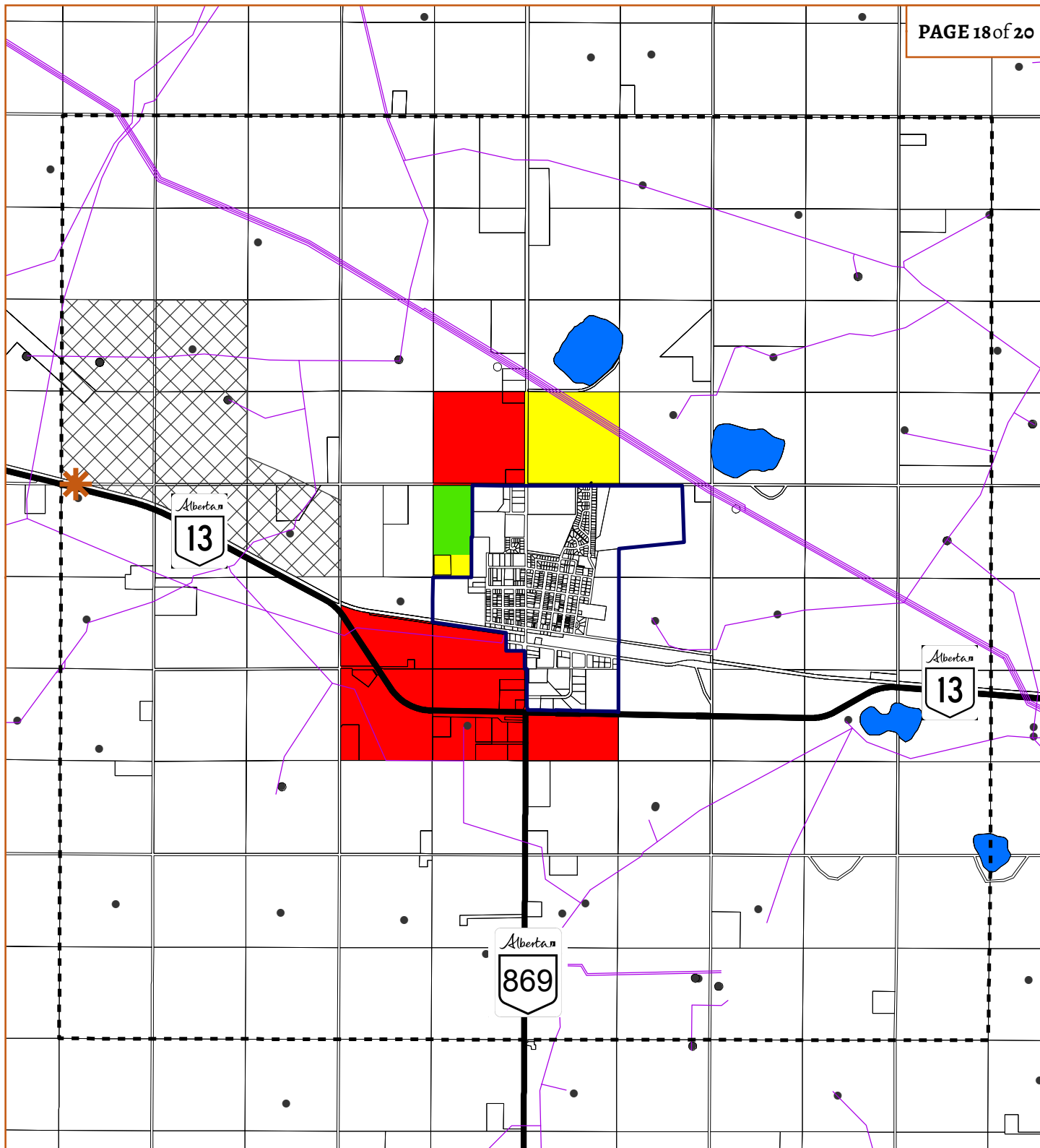
MAP 1 - PLAN AREA BOUNDARIES

Town of Sedgewick & Flagstaff County IDP

-  Plan Area
-  Urban Expansion Area
-  Referral Area
-  Town Boundary

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 |

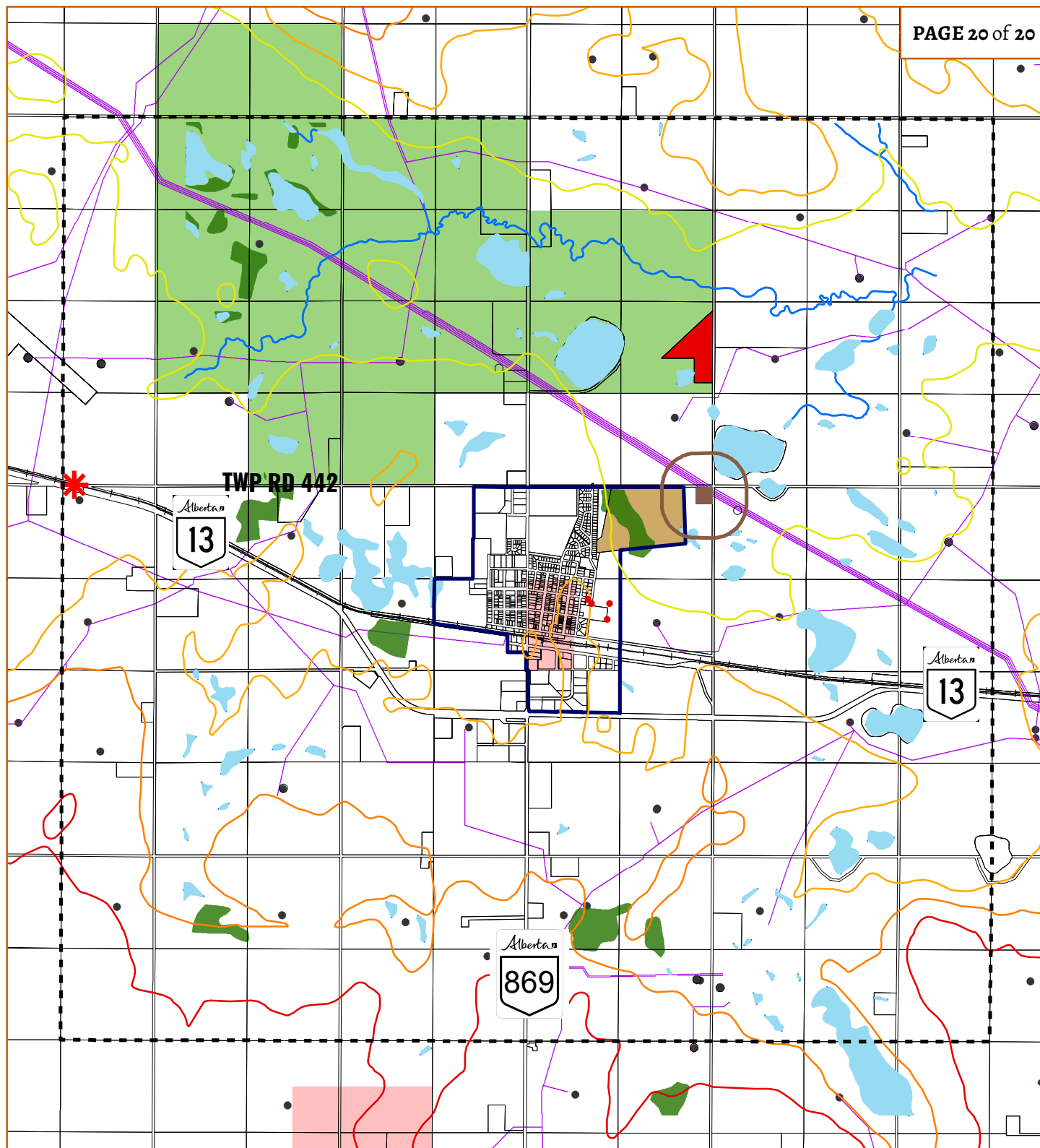
Digital Information: Geogatis and Altalis
Projection: UTM NAD 83 12N

0 1 2 KM



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





DEVELOPMENT CONSIDERATIONS

Town of Sedgewick & Flagstaff County IDP

- | | | | | |
|---------------|-----------------------------------|-------------------------|-----------------|----------------|
| 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 | |

Contours (feet)

- 650
- 660
- 670
- 680
- 690

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



ACKNOWLEDGEMENT OF TREATY 6

EXECUTIVE SUMMARY

Mayor Robinson has asked that Council meetings are opened with acknowledgement from the Chair that the meeting is being held on Treaty 6 land. In addition, His Worship would like Council to consider installing a Treaty 6 flag beneath the Canadian flag in front of Town office.

BACKGROUND

The confederacy of Treaty 6 First Nations has 17 member nations. The territory itself stretched across the central portions of Alberta and Saskatchewan. The Town of Sedgewick falls inside Treaty 6 territory boundaries. The Truth and Reconciliation Commission of Canada (TRC) was established in June of 2008 and was formed as a component of the Indian Residential Schools Settlement Agreement.

In June 2015, through the creation of a comprehensive historical record on the policies and operations of the schools, the TRC produced the Truth and Reconciliation Committee Report, including 94 calls to action, which then shaped 10 principles forming a pathway to reconciliation.

Acknowledgement from the Chair

Acknowledging the treaty is in line with the direction of the committee's report and is meant to show a commitment to reconciliation and recognize the harm that many generations of indigenous peoples have suffered.

Many municipalities across Alberta have begun acknowledging a treaty prior to council meetings and it is becoming common practice, even in situations where the idea was initially rejected (Strathcona County voted against in Feb. 2017, but later unanimously voted in favour in July 2017).

Flag

There is currently one flag pole in front of Town Office that displays the Canadian Flag. Previously the provincial and town flag have flown underneath, but currently do not. It is possible with the Main Street revitalization project to add additional flag poles so flags can be half-masted and be on separate poles. Council should consider adding a Treaty 6 flag within the context of all of these flags that could be included in the future design of Main Street.

The City of Wetaskiwin began permanently flying the Treaty 6 flag at their City Hall in September, 2017. Wetaskiwin is a 15 minute drive from the hamlet of Maskwacis. The City of Edmonton also began flying the flag in 2017. Previous to this they flew the flag for one week out of the year. The Town of Stony Plain also flies a Treaty 6 flag in front of their office.

An alternative to consider would be to fly the flag for a period of time each year.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

JUNE 14TH, 2018

ACKNOWLEDGEMENT OF TREATY 6

BUDGET IMPLICATIONS

Minor cost of purchase and maintenance of flags.

ALTERNATIVES

1. Council may approve that all future Town of Sedgewick Council meetings include an express acknowledgement from the Chair that the meeting is being held on Treaty 6 land, a traditional meeting ground of First Nations and Metis people; and further, that Administration be directed to install a Treaty 6 flag at Town office.
2. Council may approve that all future Town of Sedgewick Council meetings include an express acknowledgement from the Chair that the meeting is being held on Treaty 6 land, a traditional meeting ground of First Nations and Metis people; but postpone a decision on installing a Treaty 6 flag until the Main Street revitalization project design is underway.
3. Council may decline acknowledging Treaty 6.

RECOMMENDATION

1. That Council approve that all future Town of Sedgewick Council meetings include an express acknowledgement from the Chair that the meeting is being held on Treaty 6 land, a traditional meeting ground of First Nations and Metis people, but postpone a decision on installing a Treaty 6 flag until the Main Street revitalization project design is underway.

ATTACHMENTS

1. Map of numbered treaties
2. Treaty 6 flag



TREATY NO. 6

18



76

TERRITORY



POLICY 18-06 - PUBLIC ENGAGEMENT POLICY

EXECUTIVE SUMMARY

The Modernized *Municipal Government Act* enacted January 1, 2018 also ushered in several new Regulations; **Public Participation Policy AR 193/2017** came into force on October 26, 2017. The policy must be in place by July 23, 2018.

BACKGROUND

The *Regulation* states: Municipalities **must** adopt a public participation policy.

What the Municipality must do:

Each municipality must ensure that any existing or newly created public participation policy meets the new requirements:

- The policy must identify the types or categories of approaches the municipality will use to engage municipal stakeholders, and the types or categories of circumstances in which the municipality will engage municipal stakeholders;
- Make the policy available for public inspection, which may include posting it on the municipality's website; and
- Review the policy at least once every 4 years.

BUDGET IMPLICATIONS

Minor costs for any Public Meetings.

ALTERNATIVES

1. That Council endorse a motion to approve Public Engagement Policy 18-06 as presented.
2. That Council provide directives to Administration for amendments to Public Engagement Policy 18-06 and table the policy to the July Council agenda.

RECOMMENDATION

1. That Council endorse a motion to approve Public Engagement Policy 18-06 as presented.

ATTACHMENTS

1. Draft Public Engagement Policy 18-06



TOWN OF SEDGEWICK

PUBLIC ENGAGEMENT POLICY

POLICY # 18-06

APPROVAL DATE:

RESOLUTION NUMBER:

1. Policy Purpose

- 1.1. The Town of Sedgewick Council and Administration recognize that municipal decisions have an impact on the public, and that decisions may be improved by engaging the public before a decision is made.
- 1.2. Council believes that there is a wide range of benefits and strong rationale for a consistent, standardized and meaningful Public Engagement Policy so as to:
 - 1.2.1. Provide fair and equitable opportunities for positive contributions from community members and stakeholders;
 - 1.2.2. Provide information to assist community members and stakeholders in understanding issues and opportunities;
 - 1.2.3. Increase credibility for decision-makers and provide a clearer rationale for decisions;
 - 1.2.4. Improve public expectations of an open and transparent government;
 - 1.2.5. Facilitate two-way conversation and foster respect for different perspectives;
 - 1.2.6. Develop a wider range of alternatives that could result in reduced project timelines and costs; and
 - 1.2.7. Result in a better-informed community, a greater sense of ownership in decision-making and more public satisfaction with municipal programs, services and long-term plans.

2. Definitions:

- 2.1. CAO means the Chief Administrative Officer, pursuant to the *Municipal Government Act*.
- 2.2. *Legislation* means the laws and regulations that govern the Town of Sedgewick.
- 2.3. *Public Engagement* is any process that involves the public, or anyone interested in or affected by an issue or opportunity, in contributing to a decision to be made by the municipality about that issue or opportunity.
- 2.4. *Stakeholders* means any citizen, group of citizens or customers with an interest in the welfare of Sedgewick.
- 2.5. *Town or Town of Sedgewick* means Council and/or Town Administration

3. Guidelines

- 3.1. The Town recognizes that there are varying levels of influence found within the public engagement participation processes. Depending on the level(s) selected, there is an increasing amount of public influence over the decision as follows:

Inform	Provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.
Consult	Obtain public feedback on analysis, alternatives and/or decisions
Involve	Work directly with the Public throughout the process to ensure that public issues and concerns are consistently understood and considered.
Collaborate	Partner with the Public on each of the aspects of the decision including the development of alternatives and the identification of the preferred solution
Empower	Place final decision-making in the hands of the public

- Source – IAP2, International Association for Public Participation

3.2. The following types of Public Engagement are utilized:

Social Media	Facebook: <ul style="list-style-type: none"> • Updates on community events & articles of interest • Updates/announcements related to emergency situations such as water or natural gas interruptions, garbage collection, etc. • Updates on Council resolutions, including information about bylaws and policies 	Monitored daily Updated as needed
	Website: <ul style="list-style-type: none"> • Community events calendar • Update news feed on Town-related events and activities • Updates on Council resolutions including amended/new bylaws or policies • Council agendas, minutes, bylaws, financial reports, etc. 	Monitored daily Updated as needed
	Twitter: <ul style="list-style-type: none"> • Updates emerging trends or emergency town-related situations such as water interruptions 	Updated as needed
Newsletter	<ul style="list-style-type: none"> • Council highlights of previous meeting • Notices of new bylaws or policies • Notices of Public Meetings • Community group updates and schedules • Local Calendar of Events 	Published monthly
Newspaper	Notices as required by the MGA and LAEA:	Available weekly

	<ul style="list-style-type: none"> • Land Use Bylaw Amendments • Mailing of annual assessment notices • Election or by-election notifications 	Used as required by legislation
Public Meetings	<ul style="list-style-type: none"> • All Council meetings are public meetings • Land Use Bylaw Amendments – per the MGA • Bylaw Amendments 	<p>Monthly</p> <p>As Needed</p> <p>As needed-depends on the controversial nature and impact of the bylaw.</p> <p>For bylaws that are not time-sensitive, Council will not give all three readings at a single meeting</p>

4. Responsibilities

4.1. Town Council shall:

- 4.1.1. Approve by resolution, this policy and any amendments.
- 4.1.2. Consider the allocation of resources for successful implementation of this policy in the annual budget and ensure resources are adequate to facilitate staff's role in conducting the appropriate process.
- 4.1.3. Recognize the benefits of public engagement and consider input obtained through public engagement activities.
- 4.1.4. Serve as an advocate for public engagement.
- 4.1.5. Be guided by the policy when determining the level of public engagement required prior to making a decision.

4.2. Chief Administrative Officer shall:

- 4.2.1. Ensure implementation of this policy and related procedures.
- 4.2.2. Recognize the benefits of public engagement.
- 4.2.3. Serve as an advocate for public engagement.
- 4.2.4. Evaluate the effectiveness of each public engagement event.
- 4.2.5. Provide guidance to Council, ensuring sufficient public engagement has occurred.
- 4.2.6. Recommend to Council necessary policy amendments.

4.3. All Employees shall:

- 4.3.1. Understand and adhere to this policy
- 4.3.2. Recognize the benefits of public engagement.
- 4.3.3. Serve as advocates for public engagement.
- 4.3.4. Obtain public engagement training as appropriate.

5. Principles

5.1. Town of Sedgewick Council and Employees agree and commit to the following six key principles of Public Engagement:

5.1.1. Inclusive & Authentic :

- 5.1.1.1. To the greatest extent possible, the Town will involve all stakeholders who are potentially affected by an issue, in a transparent and equitable manner and, to the greatest extent possible, be responsive to issues of equity and accommodation that may potentially impact involvement including language, gender, culture, race, disability and geography.
- 5.1.1.2. Each issue, need, project or program will be assessed to determine those issues that require consultation, and where in the process the public should become involved and the potential impact of the public on the decision. Public participation strategies shall be designed when the issue is identified, early in the process and be flexible enough to accommodate changing priorities or emerging issues.

5.1.2. Sharing & Supportive:

- 5.1.2.1. Involve stakeholders in the decision-making process where their input can impact the decision.

5.1.3. Accountable & Committed:

- 5.1.3.1. Set clear objectives and expectations for a public engagement initiative and actively listen to the input of citizens, community organizations and Advisory Committees.

5.1.4. Meaningful & Responsive:

- 5.1.4.1. Ensure consultation is meaningful and valid, with clear objectives and expectations with respect to the ability of the public to impact the decision.
- 5.1.4.2. Ensure consultation is conducted in a timely manner that is appropriate to the issue and level of public involvement.
- 5.1.4.3. Ensure participants receive appropriate feedback on the impact of their input; this is the key to making Public Engagement meaningful.

5.1.5. *Continuously Improving:*

- 5.1.5.1. Continually evaluate and measure the success of the Public Engagement Policy and public engagement participation initiatives that will form a fundamental part of ensuring public engagement is effective and relevant.
- 5.1.5.2. Evaluation mechanisms shall be undertaken for each public consultation initiative used.

5.1.6. *Facilitating & Building Capacity for a Collaborative Community:*

- 5.1.6.1. Strengthen links between the Town and the community on public engagement initiatives and build capacity in the community for public engagement on issues that affect them.

6. **Revision/Review History**

- 6.1. This policy shall be reviewed each December in the year of the General Municipal Election, pursuant to the *Local Authorities Election Act*, and
- 6.2. May be reviewed and amended on additional occasions as Council deems required.

TOWN OF SEDGEWICK

_____	_____
DATE	MAYOR
_____	_____
DATE	CHIEF ADMINISTRATIVE OFFICER



POLICY 18-07 – COMPENSATION AND EXPENSES POLICY

EXECUTIVE SUMMARY

The current Town of Sedgewick expense policies do not address a number areas in regards to expense claims. The proposed policy determines compensation amounts for Council honorariums and other expenses and sets protocols for claiming expenses.

BACKGROUND

The proposed Compensation and Expenses Policy affects Council, staff, and volunteers that perform work on behalf of the Town.

The policy establishes honorarium and per diem amounts and other compensation such as mileage, meals and gratuities. Currently this has been done solely by resolution, usually at the annual Organizational Meeting.

The Policy also concisely lays out responsibilities, eligible expenses, and who may approve expense claims.

Notable clauses include:

- The Mayor shall approve all Councillor and CAO expense claims.
- The Deputy Mayor shall approve the Mayor's expense claims.
- The CAO shall approve all staff and volunteer expense claims.
- The CAO shall disclose Councillor and Mayor total expense amounts quarterly on the Town website in an effort towards transparency.
- The Policy shall be reviewed and/or changed at the annual Organizational Meeting
- The daily meal allowance has been further broken down into individual meals:
Breakfast 15\$, Lunch \$25, Dinner \$35 plus a maximum of 15% gratuity.
- Mileage shall be based on Revenue Canada's automobile allowance rate (currently \$0.55 per km).

The following policies would be rescinded:

- C.1.d. – Expenses - Council
- C.1.d.a – Expenses - Employees and Spouses
- C.1.e – Per Diem - Council
- C.1.f - Conventions

BUDGET IMPLICATIONS

None



TOWN OF SEDGEWICK

REQUEST FOR DECISION

JUNE 14TH, 2018

COMPENSATION AND EXPENSES POLICY

ALTERNATIVES

1. Council may approve Policy 18-07, The Compensation and Expenses Policy, as presented.
2. Council may direct Administration to make changes to Policy 18-07 and bring back to the next regular Council meeting.
3. Council may accept Policy 18-07 as information.

RECOMMENDATION

1. That Council approve Policy 18-07, The Compensation and Expenses Policy, as presented.

ATTACHMENTS

1. Policy 18-07, The Compensation and Expenses Policy - Draft



1. Policy Purpose

The purpose of this policy is to:

- 1.1.** Outline the compensation amounts and allowable expenses for members of Council, Board Members, Employees and Volunteers that are incurred in the course of Town business.
- 1.2** Establish processes that will be followed to ensure timely review of expenses and this policy.
- 1.3** To establish parameters for the reporting of Council honorariums and expenses to provide for accountability and transparency.

2. Definitions

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

“CAO” means the Chief Administrative Officer of the Town of Sedgewick, pursuant to the *Municipal Government Act*.

“Council” means the Council of the Town of Sedgewick, in the Province of Alberta, pursuant to the *Local Authorities Election Act* and the *Municipal Government Act*.

“Council Remuneration” is the monthly rate paid to each member of Council as determined at the annual Organizational meeting and is eligible for a one-third tax exemption that is made available to elected officials in accordance with the *Federal Income Tax Act*.

“Employee” means an individual who is employed by the Town of Sedgewick, in the Province of Alberta.

“Full Day” means time in excess of four hours.

“Half Day” means a minimum of two (2) hours and maximum of four (4) hours.

“Mayoral Allowance” is the monthly rate paid to the Mayor as determined at the annual Organizational meeting and is eligible for a one-third tax exemption that is made available to elected officials in accordance with the *Federal Income Tax Act*.

“Per Diem” is the Full Day, Half Day or Hourly rate for Council members attending meetings and events in connection with Town Business that is not included as part of a Council member’s monthly remuneration and is eligible for a one-third tax exemption that is made available to elected officials in accordance with the *Federal Income Tax Act*.

“Spouse” means husband, wife, significant other or a guest (one).

“Volunteer” means an individual who freely offers to take part in an enterprise or a task that benefits the Town of Sedgewick.

3. Guidelines

3.1 Responsibilities

- 3.1.1.** The Mayor shall be responsible to review and approve any expense claim submitted by a Councillor, Board Member or the CAO that is a result of Town business. In the Mayor’s absence the Deputy Mayor or Acting Mayor may approve these expense claims.

- 3.1.2. The Deputy Mayor shall be responsible to review and approve any expense claim submitted by the Mayor that is a result of Town business.
- 3.1.3. All members of Council shall:
 - 3.1.3.1. Approve by resolution, this policy and any amendments;
 - 3.1.3.2. Consider the allocation of resources for successful implementation of this policy in the annual budget process;
 - 3.1.3.3. Claim expenses in accordance with approved annual budgets.
- 3.1.4. The CAO shall:
 - 3.1.4.1. Implement this policy and approve procedures;
 - 3.1.4.2. Review Employees' and Volunteers' expense claim forms resulting from Town business;
 - 3.1.4.3. Provide each Councillor with a quarterly statement of expenditures;
 - 3.1.4.4. Disclose the individual Council compensation and expense reimbursement on the Town's website on a quarterly basis to facilitate accountability and transparency to taxpayers.
- 3.1.5. Board Members, Employees and Volunteers shall claim expenses in accordance with this policy.

3.2. Council Per Diems

- 3.2.1. The following Councillor per diems are applicable:
 - 3.2.1.1. Council hourly rate – for ad-hoc meetings and Town business that is less than two (2) hours.
 - 3.2.1.2. Council half-day rate – for municipal related activities equal to or less than four (4) hours
 - 3.2.1.3. Council full day rate – for municipal related activities greater than four (4) hours in a single day
 - 3.2.1.4. Councillor annual remuneration – for Councillors, excluding the Mayor and to be paid on a quarterly basis.
 - 3.2.1.5. Mayoral Allowance – for the Mayor and to be paid on a monthly basis.
- 3.2.2. Per Diem rates shall be as specified in Schedule 'A' and be reviewed and/or changed annually during the annual Organizational meeting by majority vote and otherwise changed at any Council meeting only upon unanimous vote of Council.

3.3. Expenses

3.3.1. Conferences, Seminars & Training

- 3.3.1.1. Where possible, all conferences, seminars and training shall be approved in the annual budget process.
- 3.3.1.2. If a conference, seminar or training event is not approved in the annual budget, and a member of Council, Board Member or the CAO wishes to attend, it must be approved by resolution of Council prior to registration and attendance.

3.3.2. Meals and Lodging

- 3.3.2.1.** Meals may only be claimed when travel occurs during the following times:
 - 3.3.2.1.1.** Breakfast, when travelling prior to 7:00 am.
 - 3.3.2.1.2.** Lunch, when travelling prior to 1:00 pm.
 - 3.3.2.1.3.** Dinner, when travelling prior to 6:00 pm.
- 3.3.2.2.** Meals, excluding gratuities may be claimed, subject to receipts being provided pursuant to the approved maximums found in Schedule A.
- 3.3.2.3.** Full meals included in airfare, conference registrations, etc. may not be claimed unless special circumstances occur, such as in the event Town business prevents use of a pre-set meal.
- 3.3.2.4.** Gratuities for meals shall be permitted as an expense, subject to Schedule A.
- 3.3.2.5.** Reimbursement of accommodation will be given, subject to receipts being provided for actual and reasonable commercial accommodation, based on accommodation that is conveniently located and comfortably equipped.
- 3.3.2.6.** Rate reductions, special offers and government rates will be utilized for accommodations wherever possible.
- 3.3.2.7.** If a member of Council, a Board member, Employee or Volunteer wishes to have accommodation over the standard accommodation, all additional charges shall be the sole cost of the individual.

3.3.3. Travelling

- 3.3.3.1.** All travel shall be by the most direct route and the most economical means of transportation.
- 3.3.3.2.** Where possible, persons travelling to and from a destination at the same time shall utilize the same vehicle; only the owner shall be entitled to receive travel expenses for that vehicle.
- 3.3.3.3.** Reimbursement for use of personal vehicles for Town business will be set at the annual automobile allowance rate as set by the Canada Revenue Agency.
- 3.3.3.4.** Travel time is paid to:
 - 3.3.3.4.1.** Members of Council, Board Members and Volunteers as per the Per Diem hourly rate; and
 - 3.3.3.4.2.** Employees, at their individual hourly salary rate, regardless whether the member is the driver or a passenger on the trip.

3.3.4. Other Direct Expenses

- 3.3.4.1.** It is recognized that there may be direct expenses incurred that are not covered in this Policy. In that event, expenses deviating from this Policy must be reviewed and presented for approval:
 - 3.3.4.1.1.** For members of Council and Boards, in open Council by a majority of Council;
 - 3.3.4.1.2.** For Employees and Volunteers, by the CAO with reporting to Council the following month of the expenditure, providing the expense is within budget. If the expense exceeds the budget, it must be approved in open Council.

3.3.5. Non-reimbursable Expenses

- 3.3.5.1.** The following is a listing of non-reimbursable expenses:

- 3.3.5.1.1. Expenses when attending a political party function of any type;
- 3.3.5.1.2. Charges for in-room movies or games; and,
- 3.3.5.1.3. Alcoholic beverages.

3.3.6. Spousal Expenses

3.3.6.1. If a spouse/partner accompanies a member of Council or Board, Employee or Volunteer to an out of town conference/convention, the expenses of the spouse/partner for travel, meals and registration are considered a personal expense except in the following circumstances:

- 3.3.6.1.1. Where the spouse/partner is invited through a conference to accompany a member of Council, Board Member or the CAO to banquets/receptions, their tickets for these banquets/receptions may be claimed.
- 3.3.6.1.2. Where a member of Council or Board, Employee or Volunteer is invited to a social or fundraising function in an official or representation capacity, within Flagstaff County, and a spouse/partner is invited, their ticket for the social or fundraising function may be claimed.

3.3.7. Claiming Expenses

- 3.3.7.1. The appropriate expense claim forms for the Mayor, Board Members, Employees and Volunteers must be submitted to the CAO within thirty (30) days of the expense being incurred.
- 3.3.7.2. The appropriate expense claim forms for Councillors must be submitted on a quarterly cycle, in coordination with the quarterly Councillor Honorarium Per Diem payments.
- 3.3.7.3. Original receipts for all actual and necessary expenses claimed must be provided. This includes lodging; conference fees; travel including taxi, transit and rental cars; meals; parking; etc.
- 3.3.7.4. Original receipts shall be provided regardless of the method of payment (local government credit card, purchase order, cash advance, or the traveler's own money).

4. Persons Affected

Council, Board Members, Staff and Volunteers

5. Revision/Review History

- 5.1. Upon endorsement of this Compensation & Expenses Policy 18-07, the following policies are rescinded:
 - 5.1.1. C.1.d Expenses - Council
 - 5.1.2. C.1.d.a Expenses – Employees & Spouses
 - 5.1.3. C.1.e Per Diem – Council
 - 5.1.4. C.1.f Conventions – Council

Schedule A

Council Compensation

Item	Taxable Amount	Non-Taxable Amount	Total
Mayor Honorarium	\$300/month	\$150/month	\$450/month or \$5400/year
Councillor Honorarium	\$133.33/month	\$66.67/month	\$200/month or \$2400/year

Other Compensation

Mileage Rate	As per standard CRA rates
Meals (not including gratuity)	
Breakfast	\$15
Lunch	\$25
Dinner	\$35
Maximum gratuity	15%



TOWN OF SEDGEWICK

POLICY SECTION: C. ADMINISTRATION

TITLE: 1. COUNCIL

SUBSECTION: d.) Expenses
a. Employees & Spouses

PURPOSE: To describe the process of remuneration for municipal-related expenses for employees and spouses.

POLICY:

DEFINITION:

1. SPOUSE – meaning, husband/wife, significant other or guest (one).
2. RECOGNITION GATHERINGS – meaning, going away suppers, employee recognition

i.) The following expenses are payable for municipal-related expenses for employees:

- Meals
- Lodging
- Registration Fees
- Personal Development Courses
- Kilometrage
- Travel Time
- Seasonal functions – Christmas Party, Volunteer Appreciation, Recognition Gatherings

	Date	Resolution Number
Approved	February 21, 2013	2013.02.43
Amended		
Amended		
Amended		

- ii.) The following expenses are payable for municipal-related expenses for employee's spouses:
- Seasonal functions – Christmas Party, Volunteer Appreciation, Recognition Gatherings
- iii.) Non-eligible expensed for Spouses:
- Municipal Convention Registration Fees *for* 'Activities for Spouses', banquets and meals
- iv.) Expenses will be reimbursed with presentation of receipts unless pre-authorized and purchased by the Town.
- v.) Maximum expense rates are set pursuant to annual budgets.
- vi.) Travel time is paid to municipal employees at the hourly/salary rate regardless whether the employee is a driver or a passenger on the trip.

	Date	Resolution Number
Approved	February 21, 2013	2013.02.43
Amended		
Amended		
Amended		



TOWN OF SEDGEWICK

POLICY SECTION: C. ADMINISTRATION

TITLE: 1. COUNCIL

SUBSECTION: d.) Expenses

PURPOSE: To describe the process of remuneration for municipal-related expenses

POLICY:

DEFINITION:

1. SPOUSE – meaning, husband, wife, significant other or guest (one).
2. RECOGNITION GATHERINGS – meaning, going away suppers, employee recognitions

i.) The following expenses are payable for municipal-related expenses:

- Meals
- Lodging
- Registration Fees
- Kilometrage
- Travel Time

ii.) The following expenses are payable for municipal-related expenses for Spouses:

	Date	Resolution Number
Approved	March 19, 2009	2009.03.99
Amended	February 21, 2012	2013.02.42
Amended		
Amended		

- Seasonal functions - Municipal Christmas Party (activities and meal), Volunteer Appreciation (meals), Recognition Gatherings
- iii.) Non-eligible expenses for Spouses:
- Municipal Convention Registration Fees *for* ‘Activities for Spouses’, banquets and meals
- iv.) Expenses will be reimbursed with presentation of receipts.
- v.) Maximum expense rates are set at the Annual Organizational Meeting.
- vi.) Expense rates may be reviewed at any meeting upon unanimous vote of council.
- vii.) Travel time is paid at the hourly remuneration rate regardless whether the councillor is a driver or a passenger on the trip.
- viii.) Councillors must submit expense reports at the June and December council meetings.

	Date	Resolution Number
Approved	March 19, 2009	2009.03.99
Amended	February 21, 2012	2013.02.42
Amended		
Amended		



TOWN OF SEDGEWICK

POLICY SECTION: C. ADMINISTRATION

TITLE: 1. COUNCIL

SUBSECTION: e.) Per Diem

PURPOSE: To describe remuneration for council duties

POLICY:

- i.) The following council per diems are applicable:
 - Council hourly rate
 - Council Half-day rate
 - Council full day rate
 - Councillor Annual Remuneration
 - Mayoral Allowance
- ii.) Council per diem rates will be reviewed annually at the Organizational meeting.
- iii.) Per diem rates may be reviewed at any meeting upon unanimous vote of council.
- iv.) Per diem expense reports must be submitted at the April, August and November council meetings annually.

	Date	Resolution Number
Approved	March 19, 2009	2009.03.99
Amended		
Amended		
Amended		



TOWN OF SEDGEWICK

POLICY SECTION: C. ADMINISTRATION

TITLE: 1. COUNCIL

SUBSECTION: f.) Conventions & Courses

PURPOSE: To provide learning opportunities for council and interaction/consultation and access to information with other municipalities

POLICY:

- i.) Registration for conventions, courses and seminars will be paid by the Town.
- ii.) Per Diems for conventions will be based upon attendance to convention events.
- iii.) Attendance and Registration must be approved by council.

	Date	Resolution Number
Approved	March 19, 2009	2009.03.99
Amended		
Amended		
Amended		



FLAGSTAFF WELCOMING PROJECT

EXECUTIVE SUMMARY

The Flagstaff Welcoming Community Project is operated by Flagstaff Adult Learning and aims to help newcomers with information, skills and relationships which will help them become strong members of our community. The project has run for 17 months with no funding agreement in place after this year.

BACKGROUND

Currently the Town provides \$625/year to the Welcoming Project with the agreement ending this year. Flagstaff Community Adult Learning is looking to extend support through 2019 and 2020 and are requesting \$1000/year from the towns and villages with the remainder (\$50,500) covered by Flagstaff County. The group is making the request to Flagstaff County on June 13th.

Project outcomes and budget have been attached.

BUDGET IMPLICATIONS

Additional \$375 in 2019 and 2020.

ALTERNATIVES

1. Council may agree to fund the Flagstaff Welcoming Community Project to the amount of \$1000 in both 2019 and 2020.
2. Council may agree to fund the Flagstaff Welcoming Community Project to a different amount.
3. Council may decline to further fund the Flagstaff Welcoming Community Project after 2018.

RECOMMENDATION

1. That Council agree to fund the Flagstaff Welcoming Community Project to the amount of \$1000 in both 2019 and 2020.

ATTACHMENTS

1. Letter/Email of Request
2. Interim Outcomes Report
3. Background and Budget

Jim Fedyk

From: Lois Polege <coach@fcal.net>
Sent: May-24-18 11:54 AM
To: info@daysland.ca; cao@sedgewick.ca; cao@town.killam.ab.ca; sandy@hardisty.ca; cao@forestburg.ca; jsinclair@villageofalliance.ca; cao@lougheed.ca; administration@villageofheisler.ca
Subject: Extension of the Welcoming Community Project for Flagstaff Region
Attachments: Flagstaff Welcoming Community Project 17 months Update.docx; Welcoming Community Open the Door 2019-2020.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning everyone,

I am writing to request your help with extending our Welcoming Community Project for the Flagstaff region. Our current project goes until December 2018, and we will be meeting with County Council on **June 13** to request further funding and support for 2019 and 2020. We also need your support, and we believe it would be a great opportunity to be able to share with them that other local municipalities are also on board with this project.

Our hope is that each municipality would be able to contribute \$1000 per year, and that the County would cover the remainder of the budget. I have attached a summary of our results for the past 17 months of the current project, along with an outline of our plans for 2019 and 2020. If you have any questions, please feel free to contact me at 780-385-3712 or coach@fcal.net. Thank you for the many ways that you have already supported this initiative, and we look forward to working together in the future.

Sincerely,
Lois Polege
Adult Learning Coordinator
Flagstaff Community Adult Learning
Killam, AB



Virus-free. www.avg.com

Flagstaff Welcoming Community Project 2017 – 2018: Live, Work, Play Interim Outcomes Report: January to May 2018

Thank you for your support in welcoming newcomers to our region. The following outcomes include our program from January 2017 to May 2018.

Classes

English Second Language Classes

- Daysland: 2 students for 14 x 2 hour classes
- Forestburg: 3 students for 28 x 2 hour classes
- Killam: 4 students for 5 x 2 hour classes
- Lougheed: 10 students for 30 x 1 hour classes
- Sedgewick: 10 students for 9 x 1.5 hour classes; 9 students for 8 x 1.5 hour classes; 2 students for 6 x 1.5 hour classes; 1 student for 12 x 1.5 hours tutoring

Special events included a Christmas in January celebration, a tour of the Sedgewick Museum and Sedgewick Lake; a picnic at the Lougheed Trout Pond, a cookie baking day and a “Love of Learning” celebration.

Other Classes

- Citizenship Test Prep – 2 students for 6 x 1.5 hours (ongoing)
- IELTS Test Prep – 1 student for 3 x 2 hours (ongoing)
- GED Prep Classes - 5 students for 37.5 hours; 3 students for 47.5 hours; 4 students for 42 hours (ongoing). Three of these students have attempted the GED exams - and all 3 passed!

Lougheed Ladies Days – met 3 times in 2017, with an average of 5 women

- ParentLink presentations each month
- Poison Prevention (Alberta Health Services – Health Promotions)
- Financial Literacy presentation on banking
- Distribution of surplus household goods and clothing and they took turns sharing cooking duties
- Due to changes in employment and schedules, this group has disbanded for now.

First Aid/CPR for Barrired Learners

8 students received their certificate. These were all parents with financial, transportation and literacy barriers which prevented them from accessing regular First Aid classes.

We held three **Newcomer Learning Day** conferences - in Strome and in Lougheed.

Strome 2017: 9 adults, 17 children

- Raising Laying Hens
- Curling 101
- Rural Crime Watch Association

Lougheed 2017: 6 adults, 10 children

- Badminton 101
- Using Money Jars for Budgeting
- Make Your Own Laundry Soap

Strome 2018: 6 adults, 10 children

- Credit Card Use
- Labour Standards Changes
- Gardening Tips
- Tour of the Strome Sodbuster's Museum

Job Search Support

The **Job Board** is updated at least twice a week, including summer months.

- There are up to **770** unique online visitors per week to the Flagstaff Job Board webpage
- Printed versions of job ads are posted in our Killam Learning Centre and also emailed to Alliance Library and Alliance Village Office, Forestburg Library and Hardisty Library

Resume and Job Search Coaching

- We provided **61** individual resume training sessions (approximately 2 hours each)
- We also provided interview strategies and cover letter training to 47 of these individuals, and reviewed job search strategies with 52
- 41 exams proctored
- General assistance with educational planning, online applications, email setup

Newcomer Resources

Two new **Info Sheets** were developed

- **How to Get Your SIN**
- **How To Get Your Alberta Health Care Insurance**

We continue to distribute

- **Welcome Bags** – 94 this year
- **“Things to Do”** handouts for 8 communities; these were revised and updated in June 2017. Our plan is to do another update in June 2018. They are available on our website, most town websites and are included in the Welcome Bags.
- Previously developed brochures: **“Health Resources for Flagstaff County”**, **“Get Connected – Volunteer”** and the **“Settling in Checklist”**

In addition to the Welcoming Community Project, in 2017 FCAL also offered:

- ⇒ More than 60 employability and general interest classes to over 300 learners
- ⇒ Training and support to volunteer tutors for 9 adult learners, who worked together for more than 250 hours total
- ⇒ Our annual Stronger Together Women's Conference with 93 women participating
- ⇒ Building Blocks program (10 weeks of in home visits to equip parents to prepare their children for school) with 12 families, and 20 families participated in up to 30 group sessions with their children.
- ⇒ Free public access computer lab/high speed internet and fax services
- ⇒ We partnered with Business IQ Training to provide an accredited Microsoft Office Administrative Professional program to 5 students
- ⇒ With the help of the Rural Alberta Business Centre we provided a 4 week “Business Plan Bootcamp” for 11 participants

Welcoming Community Project 2019 -2020: Hold Open the Door

Flagstaff Community Adult Learning works with municipal partners to help connect newcomers with information, skills and relationships which will help them become strong members of our community. We want to hold open the door and welcome newcomers to stay in our community.

Why do we need a Welcoming Community Project?

Our community needs to attract and retain newcomers for economic and social viability. Research shows that many small and rural communities in Canada are struggling to maintain population numbers due to issues such as youth out-migration, declining birth rates, and an aging population. We see the same pattern here in the Flagstaff Region. But it is not just about what we are losing. It is also about what we have to gain, as newcomers bring new ideas, resources and skills that can build a more vibrant and resilient community.

Who are the newcomers in our community?

- We are currently connected with about 25 Mennonite families with 80+ children
- The next largest group is Asian immigrants – Chinese, Korean, Pilipino, Thai, Indian
- We also see “Canadian” migrants – from other parts of Alberta or Canada

What can we do to improve retention and success?

In 2013 Alberta Agriculture published a document, Attracting and Retaining People to Rural Alberta, which identifies that “employment opportunities, social support, language, amenities and community response continue to provide the key factors influencing both recruitment and retention of immigrants.” Our plan is to support these needs by connecting newcomers and other residents with information about job opportunities, by coaching them in job search skills, by offering training in English and other necessary skills, and by giving them information about the recreational opportunities and community services available in our region.

Measurable Outcomes

1. Job Search Support

- We plan to offer 50 one-on-one appointments each year, covering resumes, interviews, cover letters, job search strategies, and applying for jobs online.
- The Flagstaff Job Board, both printed and online, will be updated 3 times per week. Printed copies of the job ads will be available at the Learning Centre in Killam, the Forestburg Library, the Alliance Library and Alliance Village Office, and the Hardisty Library.

2. Newcomer Classes

- English Second Language classes annually
 - Daysland - one 15 week and one 22 week class @ 2 hours/week
 - Sedgewick - three 10 week classes @ 1.5 hours/week
 - Loughheed Mom's Group- three 10 week classes @ 1 hour/week

- 3 Exam Prep Classes – depending on the identified priorities each year: Learner’s or Driver’s License, Citizenship Test Prep, IELTS Prep (International English Language Testing System), or GED Prep (General Educational Development – High School Equivalency)
- 2 Community Integration classes on topics such as How to Keep a Job, Canadian Culture, and Recreation

3. Newcomer Resources

- 100 Welcome Bags distributed to newcomers annually
- Rental and Volunteer Opportunity listings updated weekly on the Job Board webpage
- “Things to Do” pages for 8 communities updated annually

How can Municipal Partners Contribute?

Your financial support is needed in order for these services to be provided. We would also welcome your help in referrals, updating information and advertising these programs. Municipal offices are a great distribution point for the Welcome Bags, and we appreciate the support of Municipal Libraries in providing space for classes and displaying the job ads.

Budget Request for 2019 and 2020

We are requesting that each community contribute \$1000 per year, and asking Flagstaff County to cover the remaining cost. Flagstaff Community Adult Learning will provide all other in-kind expenses.

Annual Budget

Job Search Support

Advertising	1 500
Printing	1 000
Staff Payroll	<u>22 500</u>
	\$25 000

Newcomer Classes

Advertising	500
Childcare	200
Facility Rental	600
Staff Payroll	22 500
Class Supplies	1 500
Travel	2 500
Prof Development	<u>700</u>
	\$28 550

Newcomer Resources

Staff Payroll	\$5 000
---------------	---------

Total Expenses	<u>\$58 500 per year</u>
----------------	--------------------------



GOLF COURSE ALLEY – REQUEST FOR DUST SUPPRESSANT

EXECUTIVE SUMMARY

The Town has received a request for dust control along the back alley that is directly south of the Golf Course.

BACKGROUND

The Town had planned for an oil-based dust suppressant to be applied to Spruce Drive in 2018 with a budget of \$8000. Due to the sanitary sewer installation, dust suppressant should not be put down until that portion of the road is repaired, which leaves approximately 3400 liters of product that could be applied elsewhere.

The next option to make use of this extra product was to apply to 47th Avenue, west of the Spruce Drive intersection. For the most part, this road contains a lot of pavement under the gravel and much of it would not be a good candidate for dust suppressant.

The back alley that is the subject of the complaint would require about 1740 liters of product.

Administration is recommending that the alley be paved due to the following reasons:

- The alley can be differentiated from all other alleys in Town due to bordering the golf course and not solely backyards
- The alley is a common short-cut used by vehicles trying to get around the golf course to the other side of Town.
- The cost is approximately \$1100 to apply, but keeps the Town's total spending to approximately \$8000 which was the original agreement with the contractor
- This application may be able to last for a number of years due to the amount and type of use of that alley

This leaves 1660 litres of product that is still within budget and Administration is suggesting that this be applied to the first 100 meters of 47th Ave. that lies west of the Spruce Drive intersection. This portion of 47th is gravel and a good candidate for dust suppressant.

Council may approve the application of dust suppressant to the back alley and still remain within 2018 budgeted amounts.

BUDGET IMPLICATIONS

Approximately \$1100 in 2018.

ALTERNATIVES

1. Council may approve the application of dust suppressant along the back alley that borders Sedgewick Golf Course.
2. Council may accept the complaint as information.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

JUNE 14, 2018
GOLF COURSE ALLEY

RECOMMENDATION

1. That Council approve the application of dust suppressant along the back alley that borders the south portion of Sedgewick Golf Course.

ATTACHMENTS

1. Letter of complaint
2. Map of recommended application

Town of Sedgewick

Att: Council.

This is a request for dust control
on the back alley along golf course.
There are a lot of traffic - not local -
using this lane.

Thank you.

Jearetha Rempel

Margaret Frederick

Lerna Stul

Jean Habruck

Shyler Snyder

~~Patricia W.~~

Cathy Gebriel

RECEIVED

MAY 16 2018





REGIONAL EMERGENCY SERVICES COMMITTEE RFP

EXECUTIVE SUMMARY

A Request for Proposal has been prepared by Flagstaff County as per the instructions of the Emergency Services Committee for the purpose of securing a professional expert consultant to continue to build the Regional Fire Services Plan.

BACKGROUND

At the May 22nd, 2018 Emergency Services Committee meeting the following motions were carried:

Clr. Kusalik moved to prepare a Request for Proposal (RFP) for the Emergency Services Committee to retain the expertise of a subject matter consultant to assist in further development of Regional Fire Services in order to continue to build a plan with an affordable long-term solution for the Region, utilizing a portion of the Alberta Community Partnership grant received from Municipal Affairs.

And,

Clr. Imlah moved that Flagstaff County draft the Request for Proposal (RFP), to retain the expertise of a subject matter consultant, to be sent to all councils by May 25 for approval by June 15; then send the RFP out for tender with a requested closing date of July 6; on July 11 the review committee (Ed Kusalik, Erik Skoberg, Grant Imlah, Bob Coutts, Deb Smith, and Kim Cannady) will review the tenders received and bring a recommendation to the Emergency Services Committee meeting also on July 11th.

The request for proposal is to include the following:

- Four principles of effectiveness, efficiencies, economical, and equitable
- Liability
- Cost savings
- Clarification on Occupational Health and Safety requirements
- Board representation
- Implementation plan for Regional service
- Realistic budget options
- Service delivery options
- Improved recruitment and retention options
- Regional training strategy
- Regional Fire Administration
- Regional Fire Governance
- Level of service needs and capacity



BACKGROUND (CONT.)

- The consultant will need to meet with each CAO, Fire Chief, and Emergency Services Committee group and report to the Town of Killam as the managing partner of the grant.
- The consultant is requested to have a presentation prepared by October 15, 2018.

BUDGET IMPLICATIONS

Dependent on bids received. A portion of the Alberta Community Partnership Grant will be utilized (\$110,000 was approved with \$20,000 allocated to legal fees and the remainder to consulting fees to assist in creating the new society).

ALTERNATIVES

1. Council may approve the Regional Fire and Emergency Services RFP, as presented.
2. Council may provide feedback to be delivered by Administration to the Emergency Services Committee.
3. Council may accept the RFP as information.

RECOMMENDATION

1. That Council approve the Regional Fire and Emergency Services RFP, as presented.

ATTACHMENTS

1. Request for Proposal - Draft

REGIONAL APPROACH TO FIRE AND EMERGENCY SERVICES DELIVERY

REQUEST FOR PROPOSAL

For the Emergency Services Committee, comprised of elected officials from each participating municipality (Flagstaff County, including the Hamlets of Strome and Galahad; Town of Hardisty; Village of Loughheed; Town of Sedgewick; Town of Killam; Town of Daysland; Village of Forestburg; Village of Alliance; and Village of Heisler)

Issue Date – **June 16, 2018**

**Subject Matter Consulting to Assist with the Further
Development of a Regional Fire and Emergency
Services delivery for the Flagstaff Region**

Closing Date and Time: July 6, 2018, 11:00:00 AM Local time (MST)

Proposals shall be submitted to:

Town of Killam
4953, 50th Street, Box 189
Killam, Alberta T0B 2L0

Proposals may be delivered to the above location by hand, courier or mail. No faxed or other electronically transmitted Proposals will be accepted. Late submissions will NOT be considered.

Table of Contents

1.0	INVITATION TO SUBMIT PROPOSAL	3
2.0	PROJECT BACKGROUND.....	3
3.0	SCOPE OF WORK.....	5
4.0	DELIVERABLES	6
5.0	PROPOSED SCHEDULE.....	6
6.0	INSTRUCTIONS TO PROPONENTS	7
6.1	Inquiries.....	7
6.2	Proposal submission.....	7
6.3	Proposal copies	7
6.4	Proposal format	7
6.5	Evaluation and Criteria.....	8
7.0	Certification.....	8

1.0 Invitation to Submit Proposal

Your firm is invited to submit a Proposal to provide Consulting services as set out in this Request for Proposal.

Description: Flagstaff Regional Fire Services Project
Closing Date: July 6th, 2018
Closing time: 11:00:00 a.m. Local time (MST)

All correspondence related to this project should be referred to as the “Flagstaff Regional Fire Services Project – Consulting Services” and be sent to the contact person outlined within this Request for Proposal.

2.0 Project Background

Currently there are ten volunteer fire departments located in the eight towns and villages within Flagstaff County, and two county departments located in the hamlets of Galahad and Strome, which deliver fire services to their communities and to the County through a Fire Services Agreement.

The Emergency Services Committee, comprised of elected officials from each participating municipality (Flagstaff County, including the Hamlets of Strome and Galahad; Town of Hardisty; Village of Loughheed; Town of Sedgewick; Town of Killam; Town of Daysland; Village of Forestburg; Village of Alliance; and Village of Heisler) was tasked with reviewing alternative options for providing fire services for the region. The municipalities felt that the current fire agreement and the process to renew every few years was not the best option. This committee is an advisory committee to deal with fire issues only.

Since 2005 the municipalities of the Flagstaff Region have been trying to achieve a funding formula and service level benchmark that will meet the needs of all municipalities involved. Formalized in 2005, the Emergency Services Committee received its first grant. This purpose of this grant was for a Regional Fire Chief, whose purpose was to provide specialist advice to member councils and their departments on their administration, fire suppression, fire fighter training, fire prevention, public safety and disaster services.

A study compiled in 2011 by an external consulting firm presented recommendations on how fire and emergency services could be operated in our region. At that time, the Emergency Services Committee did not act upon the

recommendations from the report due to a perceived increase in cost and received the study for information and no further action was taken.

The Emergency Services Committee met in November of 2016, tasked with reviewing options for providing fire services for the region. Attendees at the meetings included: from each municipality, an elected official, the Chief Administrative Officer (CAO) and the Fire Chief, Municipal Affairs Dispute resolution team, and the Field Officer for the Office of the Fire Commissioner for the East Central Region.

Alberta Culture and Tourism, Community Development assisted in the development of the Mission and Vision statement.

Mission Statement: to provide emergency services within the Flagstaff Region through collaborative resources and dedicated and trained personnel

Vision Statement: Through collaboration we will provide exceptional emergency services throughout the Flagstaff region

A sub-committee was appointed to develop a business plan for a Regional Emergency Services Society. The draft business plan can be utilized as a foundation to expand on components of the business plan.

The Fire Services Agreement between the County and each municipality at that time was set to expire on December 31, 2017. To allow time for the development of a business plan and the creation of the Society all councils passed resolutions to extend the current agreement until December 31, 2018.

The proposed business plan developed by the sub-committee proposed an increase in cost of 62% (\$431,758) over 5 years. This proposed increase was for similar services, with less equipment. There are volunteer departments that do not have enough members to adequately staff a fire response. The committee has not been able to reach an agreement to reduce the number of departments in the region to strategically place fire departments to ensure all principles are met.

Moving forward, the Emergency Services Committee needs to make some difficult decisions to ensure the viability of fire services in the region, while minimizing liability.

Four of the principles agreed to by the committee are effectiveness, efficiencies, economical and equitable. The current financial projections in the draft business plan do not support this. Our region has not experienced any population or substantial economic growth, and we need to recognize the financial impact of the draft business plan to the region.

We understand the importance of having a qualified fire service for our region and the responsibility to manage risk and liability of the service delivery including contractual responsibilities and compliance with Occupational Health and Safety (OH&S) while maintaining a recruitment and retention program for our volunteers.

The current means of delivering adequate and responsible fire services within our region is neither sustainable or affordable and we need to find a solution that will best serve the entire region.

3.0 Scope of Work

There is interest from all participating municipalities to pursue a regional model for fire and emergency services delivery. The scope of work shall include the further development of a business plan with a strategic emphasis based on a balance of all four principles of effectiveness, efficiencies, economical and equitable.

The successful proponent will be required at a minimum to:

- Consult with the Emergency Services Committee to understand their past efforts to achieve a regional system
- Consult with each departments Fire Chief, Chief Administrative Officers and Regional Emergency Services Co-ordinator as required to obtain background information to prepare alternatives for a new regional system.
- Consider various governance models, including board representation, and propose an optimal one for the region given its uniqueness, that is effective and efficient.
- Determine the requirements for an operational structure for administration to include compliance with OH&S
- Address the issue of recruitment and retention of firefighters and provide options for a regional training strategy for firefighters.
- Ensure liability is minimized to the member municipalities while providing cost saving options for the delivery of regional fire and emergency services.
- Identification of other financial impacts that should be considered but have not been previously identified.

4.0 Deliverables

The deliverables of this project are:

- Develop a Business Plan for Regional Fire Services for the Flagstaff Region complete with alternatives for different levels of services/ model with operating and capital financial implications of each alternative.
- Develop an Implementation Plan

5.0 Proposed Schedule

Request for Proposal Closing	July 6 th , 2018
Selection Committee Decision	July 11 th , 2018
Contract Award	July 12 th , 2018
Project Completion	October 31 st , 2018

6.0 Instructions to Proponents

6.1 INQUIRIES

All inquiries related to this Proposal shall be directed to:

Kim Borgel, CAO
Town of Killam
Box 189, 4953 50th Street
Killam, AB T0B 2L0
Ph: (780) 385-3977
cao@town.killam.ab.ca

6.2 PROPOSAL SUBMISSION

Proposal must be received by the Town of Killam prior to or at 11:00:00 a.m. local time (MST) on July 6th, 2018.

Late submissions will NOT be considered.

6.3 PROPOSAL COPIES

The Proponent must provide six (6) hard copies of their proposal in addition to an electronic copy (PDF on a USB).

6.4 PROPOSAL FORMAT

The proposal shall be formatted so that it can easily be evaluated by the Emergency Services Committee and must follow the following criteria:

- A. Table of Contents
- B. Summary – A brief summary of the proposal, outlining key elements in the proposal
- C. Project Understanding, Methodology and Work Plan
- D. Project Team Roles, Responsibilities and Experience
- E. Schedule and Deliverability
- F. Fee Schedule
- G. References
- H. Other information – Provide any other information you feel will help the Selection Committee to evaluate the proposal

6.5 EVALUATION AND CRITERIA

Submissions will be evaluated on the basis of the following criteria:

- Project understanding and methodology (20%)
- Project team and key personnel (20%)
- Project team past experience (25%)
- Estimated fees and project schedule/deliverability (35%)

All submissions received shall be evaluated by a selection committee of the Emergency Services Committee.

7.0 Certification

We _____ (Legal name of Company)

of _____ (Business address)

having examined and read the Request for Proposal: Flagstaff Regional Fire and Emergency Services Project issued by the Emergency Services Committee, do hereby bid and agree to provide the services/products in accordance with the proposal/RFP documents, and do hereby agree to accept the terms and conditions set out in this request for proposal.

Executed this ____ day of _____, 2018

(Signature of Authorized Representative)

(Position of Authorized Representative)



LOT LEASE AGREEMENTS

EXECUTIVE SUMMARY

The Town has received a complaint in regards to the use of a vacant town-owned lot which has been leased to a resident. The complainant is requesting further restriction on how the lots are used.

BACKGROUND

The Town has no formal policy in regards to vacant lot leases, however a "Lot Lease Agreement" template has been in use by the Town since at least 2008.

Currently the Town is partner to one lot lease at 18 Mackenzie Drive which expires on July 31st and is the subject of the recent complaint.

Lease Background

The term of lease agreements is one year for the amount of \$600 and includes the following pertinent clauses:

- 1) The lessor may cancel the agreement with 30 days' notice and for the express reason that the land has been sold to a developer.
- 2) The lessee has the right to renew the lease any time prior to the end of its term with the same conditions except rent may be negotiated.
- 3) If the lessee fulfills the terms of the agreement, they have the right to peaceably possess and enjoy the land without interruption or disturbance.

The agreement does not limit the lessee in terms of what may be stored on the property, but they are expected to maintain the land (cut grass, mend fencing, etc.)

Pertinent Bylaws

In regards to this complaint, the *Traffic Control Bylaw* (#511) mainly deals with limitations of vehicles parked on roads rather than private property. It does include a clause that restricts vehicles or equipment of 'husbandry or construction' to park on private property in R1 or R2 residential areas other than as required to complete work. Otherwise it states no restriction.

The *Unsightly Premises Bylaw* (#465) states that no owner or occupant of a premise shall permit an unsightly or nuisance condition. This condition is defined as and includes:

- Accumulation of rubbish
- Disassembled equipment or machinery
- Motor vehicles with no license plate or that are inoperative

All vehicles that have been parked on the lot have plates and do not seem to be parked on a permanent basis as, for example, only one motorhome was parked on the lot on June 1st.

A zoning restriction as per the *Land Use Bylaw* (#461) is unfounded by Administration as the purpose of the Land Use Bylaw is to regulate the development of land and vehicles would not qualify as development. The LUB would only regulate number of parking spaces,



BACKGROUND (CONT.)

setbacks for driveways, etc.

The Town has also received a recent inquiry by a resident to lease 24 Oriole Place. Administration has given temporary approval for the resident to make use of the lot in exchange for basic maintenance, but an agreement has not been signed due to the issue as a whole being presented to Council. The resident is looking for an agreement only through the summer (at a reduced cost), however the current agreement template only specifies the annual fee.

Ultimately this is a Bylaw or Policy issue. Remedying by Bylaw would prove to me more encompassing as it would apply to all properties. For example, it would be common for an Unsightly Premises Bylaw to not allow vehicles to park on a lawn at all, whether or not they are plated, however this practice seems to be fairly common in Sedgewick.

Conversely, a policy could be developed that would include a new agreement template that could specify what a resident could store on a vacant town-owned lot. Council might consider the number of vehicles that could be parked on such a lot for example or even if vehicles should be permitted at all due to the danger of leaking fluids and contamination issues.

BUDGET IMPLICATIONS

Revenue of \$600 per lease per year

ALTERNATIVES

1. Council may accept the complaint as information and continue with the practice of leasing vacant lots as per the template that is currently in use.
2. Council may direct Administration to develop a policy which would restrict what can be stored on a vacant lot that is leased by the Town.
3. Council may direct Administration to amend the Unsightly Premises Bylaw to address vehicles parked on grass and bring back to Council at a future Council meeting.

RECOMMENDATION

1. That Council develop a policy which would restrict what can be stored on a vacant lot that is leased by the Town and bring back to a future Council meeting for Council's approval.

ATTACHMENTS

1. Letter of complaint regarding 18 Mackenzie Drive
2. Photos of lot

Town of Sedgewick
Box 129
Sedgewick, Alberta
T0B 4C0

May 26, 2018

Town Council

I wish to address the leasing of the lot behind my house (7 Canary Drive) on Mackenzie Drive. Plan 8021829, Block 4, Lot 3. I realize that this is Town property and that you do lease them out to people. But, I wish that would look at the use of these lots in residential areas with a little more restriction.

My house is in the R1 district and I didn't think about there being a possibility of there being a parking lot behind me in this zoning and a I looked at the R1 district land use zoning and it isn't even in the discretionary uses. Attached are pictures from the long weekend this May looking out my bedroom & dining room windows. For years I have looked out across my back yard and seen 1 or 2 fifth wheels and sometimes a couple of vehicles as well. This last long weekend there were 2 fifth wheels trailers, a motorhome, a hauling trailer, and a truck. It just gets to be a bit much. It maybe wouldn't be so bad if they parked at the front of the lot instead of backing up close to my fence.

As COA Fedyk tells me that the lease is coming to term, I felt that I would like to bring this to your attention and hopefully you can make some restrictions to the use of Town leased lots.

Sincerely,

Lorna Polege





PURCHASE OF PARKS TRUCK

EXECUTIVE SUMMARY

The Town has created the new position of Parks and Facilities Foreman and have successfully filled the position as of July 3rd, 2018. The Foreman is in need of a vehicle.

BACKGROUND

The Town currently has two pickup trucks that are used by the Public Works staff. They include one 2016 Dodge Ram1500 and one 1994 Chevy 1500.

The Town does have an Asset Rotation Policy (D.1.) that directs the rotation of Public Works vehicles. Relevant points include:

- \$7500 is to be allocated annually to a vehicle replacement reserve
- A new vehicle is to be purchased every 5 years
- Administration is to provide Council with 2 quotes
- The new vehicle is to become the Public Works main vehicle
- The retired Public Works vehicle is to be gifted to either the Golf Club or Sedgewick Lake Park Association.

In consideration of this policy the current 2016 Dodge is due for replacement in 2020. Currently there is \$40,000 in the truck replacement reserve with another \$7500 to be allocated this year. A new truck is expected to cost between \$30k and \$40k. Administration's plan is to provide the new truck to Public Works, and provide the Parks Foreman with the 2016 Dodge.

BUDGET IMPLICATIONS

\$30,000-\$40,000 from the Vehicle Replacement Reserve #49732902

ALTERNATIVES

1. Council may approve the purchase of a new fleet vehicle with a budget of \$40,000 to be allocated from the Vehicle Replacement Reserve #49732902.
2. Council may decline to purchase a new fleet vehicle.
3. Council may provide other direction to Administration in regards to obtaining a vehicle for the Parks Foreman.

RECOMMENDATION

1. That Council may approve the purchase of a new fleet vehicle with a budget of \$40,000 to be allocated from the Vehicle Replacement Reserve #49732902.

ATTACHMENTS

1. None



STAGE NAMING RIGHTS

EXECUTIVE SUMMARY

We are currently working on solidifying an agreement with a corporate sponsor for the naming rights to the 28'x32' professional portable staging system that was recently purchased by the Town.

BACKGROUND

The Town purchased a staging system that will be used for the first time at the upcoming July 15th concert. The staging cost approximately \$50,000 and has been delivered.

To help offset the cost of the purchase, the naming rights have been offered to select businesses. The agreement that is currently before Council is the following:

- A total of \$25,000 paid to the Town over 5 years in instalments of \$5000/year
- The sponsor would receive signage on the front of the stage when the stage is in use, as well as recognition on the east exterior wall of the Wild Rose Co-op Recreation Centre and above the north entrance to the facility.
- The Town would commit to providing the sponsor with first opportunity to supply a fleet pickup truck in 2018, 2020 and 2023 at a price competitive with other local dealerships.

The sponsor is still considering the opportunity and Administration will bring their decision to the Council meeting with any further information sent to Council as an addition.

BUDGET IMPLICATIONS

Revenue of \$5000 per year for 5 years that would be returned to Recreation Reserves for the purchase of the stage.

ALTERNATIVES

1. Council approve entering into an agreement with the sponsor for the naming rights to the staging system for \$25,000 with the funds being returned to Recreation Capital Reserve account #49700998.
2. Council may decline entering into an agreement with the sponsor.

RECOMMENDATION

1. That Council approve entering into an agreement with the sponsor for the naming rights to the staging system for \$25,000 with the funds being returned to Recreation Capital Reserve account #49700998.

ATTACHMENTS

1. None



TOWN OF SEDGEWICK

REQUEST FOR DECISION

JUNE 14, 2018

UTILITY INVOICE INTEREST

UTILITY INVOICE INTEREST

EXECUTIVE SUMMARY

Utility accounts 000003 0010 and 037908 0000 had an outstanding balance from February 2018 to the present. The resident is claiming that the utility invoices were not received and is refusing to pay the interest.

BACKGROUND

The complainant currently owes the Town the following in interest payments:

	000003 0010	037908 0000
January	\$0.01	\$0
February	\$2.49	\$4.42
March	\$5.38	\$9.69
April	\$7.62	\$13.46
May	\$2.47	\$4.86
TOTAL	\$17.96	\$32.29

*The principle amount was paid in April, resulting in a reduced interest charge in May.

The Town offers the service of email billing to residents who first sign an E-mail Consent Form. The complainant signed a consent form on October 4th, 2017 which has been attached. An important clause within the agreement includes:

Failure to receive an e-mailed municipal notice does not release me from my responsibility to pay any charges specified on the notice, or any penalties which may be incurred by late payment.

Also attached are the Town's software records which show that the emails in question were sent. In the event that an email is unable to be sent, the listing shows the status as 'Failed'. An example of this has been attached for Council's review. None of the emails sent to the complainant have shown up as 'failed'. In the event of a failure to send, front line staff will make contact with the resident by phone, verify the email address and make sure the resident receives a copy.

It is Administration's stance that the invoices were sent, and as per the consent form, failure to receive the invoice does not release the resident from payment.

BUDGET IMPLICATIONS

\$50.25 in interest revenue



TOWN OF SEDGEWICK

REQUEST FOR DECISION

JUNE 14, 2018

UTILITY INVOICE INTEREST

ALTERNATIVES

1. Council may accept the complaint as information and direct Administration to issue a letter to the resident stating the interest will not be waived due to the signed consent form and records that indicate that the invoices were sent successfully.
2. Council may decide to waive the interest charges.

RECOMMENDATION

1. That Council accept the complaint as information and direct Administration to issue a letter to the resident stating the interest will not be waived due to the signed consent form and records that indicate that the invoices were sent successfully.

ATTACHMENTS

1. Letter of complaint
2. Email Consent Form
3. Electronic Utility Notice Listing showing emails sent (January to May)
4. Example of Utility Notice Listing showing email failure

11 June 2018
Box 282
Sedgewick, AB

To: Councilors
Town of Sedgewick

I was advised by our Town Administrator that I would have to address Council in order to remedy my concern. The choice was to write a letter or make a Delegation Request for Presentation to Council. As I have already spent considerable time on this matter, and although there is a Principle involved here, I have elected to present this letter for your consideration and action.

I have always prided myself on paying my bills when they are presented. As a rule, I pay a bill when I receive it, or shortly thereafter. Many of my billings are set up on automatic payment but I have several, including the Town of Sedgewick, which I don't feel comfortable doing the Autopay.

Because I have travelled in the US for the past few winters, I requested that the Town email my bills. The office staff has done so. Whenever I would **receive** a statement, I would submit payment! I was able to review my utility charges and various fees on the Town bill before submitting payment.

I would like to stress, again, that I would make payment upon receiving my e bill!
Everything was fine until January of this year. My records show ' receipt of Utility Notice - Payment' pattern until the New Year.

I DID NOT RECEIVE any billings after Jan of this year until I received an invoice, until April, showing a large balance outstanding and interest charge penalty!! I was shocked and disappointed.
I spoke with the Office (Betty). I even took my computer to office and we searched the archive etc. to show that I had not received any billing. I paid the outstanding balance less the penalty interest and I told Betty that I would not pay the penalty interest charges. This was on May 8. There was also no April bill to be found on my computer.

I requested copies of the bills and the February bill could not be printed in usual format and I suspect there may have been some changes in bill format.

I never received a bill for the April utilities! I did receive the billing for the May 1- May 31 period. Betty actually phoned to say ask if I received the bill? I suspect something was wrong at the office end.\nI have paid the amount billed 05-Jun-2018 (with check) minus the accumulated interest penalties!

I did not receive the statements for the months I was charged interest penalties, therefore I should not have to pay a penalty. Although the penalties are not a great amount (\$18.96 for 000003 0010 and \$32.39 for 037908 0000) I feel the penalties should be waved and I hope you will consider doing so?

If there has been a glitch in the system (starting with new year) I hope it has been remedied (I did receive the Utility Notice dated 19-June 2018).

I would appreciate a written response as I would like to follow this up (Ombudsman?, Municipal Affairs?, Utilities Board?) if necessary.

Thank you in advance,

Jack Sparrow



Town of Sedgewick
Box 129, Sedgewick, AB T0B 4C0
Phone: 780-384-3504
Email: _____

E-MAIL CONSENT FORM

The Town of Sedgewick is offering residents the opportunity to receive specific municipal notices as attachments in an email rather than by regular mail.

Transmitting information by e-mail has a number of risks that residents should be aware of. These include, but are not limited to, the following:

- E-mail can be circulated, forwarded and stored in numerous paper & electronic files
- E-mail can be immediately broadcast worldwide and be received by many intended and unintended recipients.
- E-mail senders can easily misaddress an e-mail.
- E-mail is easier to falsify than handwritten or signed documents.
- Backup copies of e-mail may exist even after the sender or the recipient has deleted their copy.
- E-mail can be intercepted, altered, forwarded or used without authorization or detection.
- E-mail can be used to introduce viruses into computer systems.
- E-mail can be used as evidence in court.

The Town of Sedgewick will use reasonable means to protect the security and confidentiality of email information sent and received. However, because of the risks outlined above, the municipality cannot guarantee the security and confidentiality of e-mail communications and will not be held liable for improper disclosure of confidential information. For this reason, the customer must consent to the use of e-mail for delivery of municipal notices.

Consent to the use of e-mail for the delivery of municipal notices includes agreement with the following:

1. Failure to receive an e-mailed municipal notice does not release me from my responsibility to pay any charges specified on the notice, or any penalties which may be incurred by late payment.
2. I will inform the Town of Sedgewick of any changes to my e-mail address as soon as possible, to prevent the misdirection of notices and reduce the risk of my not receiving a notice.
3. I may withdraw from e-mail delivery at any time. To do so, I will inform the Town of Sedgewick in writing, and all notices which were previously e-mailed to me will be sent by regular mail.

CUSTOMER ACKNOWLEDGEMENT & CONSENT

Customer Name: Jack Sparrow

Customer Mailing Address: Box 282 Sedgewick S002-46 St

Customer E-Mail Address: jack.sparrow499@gmail.com

I acknowledge that I have read and fully understand this document, and consent to the delivery of specific municipal notices from the Town of Sedgewick to me by e-mail.

Customer Signature: [Signature]

Date: 4 Oct / 17

Jan.

Date Printed
6/07/18 9:30 AM

Town of Sedgewick
Electronic Utility Notice Listing
Notices Created: 2018-01-04

Page 2

Customer #	Customer Name	Email	Status
------------	---------------	-------	--------

699	Sparrow, Jack	jacksparrow499@gmail.com	Sent 1/04/18
699	Sparrow, Jack	jacksparrow499@gmail.com	Sent 1/04/18

Feb.

Date Printed
6/07/18 9:31 AM

Town of Sedgewick
Electronic Utility Notice Listing
Notices Created: 2018-02-02

Page 2

Customer #	Customer Name	Email	Status
------------	---------------	-------	--------

699	Sparrow, Jack	jacksparrow499@gmail.com	Sent 2/05/18
699	Sparrow, Jack	jacksparrow499@gmail.com	Sent 2/05/18

Mar

Date Printed
6/07/18 9:31 AM

Town of Sedgewick
Electronic Utility Notice Listing
Notices Created: 2018-03-06

Page 2

Customer #	Customer Name	Email	Status
799	Monti Canada Inc	monti@canada-inc.com	Sent 3/06/18
699	Sparrow, Jack	jacksparrow499@gmail.com	Sent 3/06/18
699	Sparrow, Jack	jacksparrow499@gmail.com	Sent 3/06/18

Electronic Notices: 61

Date Printed
6/07/18 9:31 AM

Town of Sedgewick
Electronic Utility Notice Listing
Notices Created: 2018-04-04

Apr

Page 2

699	Sparrow, Jack	jacksparrow499@gmail.com	Sent 4/04/18
699	Sparrow, Jack	jacksparrow499@gmail.com	Sent 4/04/18

May

Date Printed
6/07/18 9:32 AM

Town of Sedgewick
Electronic Utility Notice Listing
Notices Created: 2018-05-03

Page 2

Customer #	Customer Name	Email	Status
699	Sparrow, Jack	jacksparrow499@gmail.com	Sent 5/04/18
699	Sparrow, Jack	jacksparrow499@gmail.com	Sent 5/04/18
07	Sparrow, Jack	jacksparrow499@gmail.com	Sent 5/04/18

Date Printed
6/07/18 10:02 AM

Page 1

[illegible]

Flagstaff Intermunicipal Partnership Committee
Special Meeting held Thursday, May 31, 2018 at 5:00 pm
Flagstaff County Administration Building

Attendance:	Voting Members	Bob Coutts, Chair	Village of Forestburg
		Doug Irving, Mayor	Town of Hardisty
		Perry Robinson, Mayor	Town of Sedgewick
		Ben Kellert, Mayor	Town of Killam
		Leslie Ganshirt, Councillor	Village of Alliance
		Edward Kusalik, Mayor	Town of Daysland
		Don Kroetch, Reeve	Flagstaff County
		Jon Williams, Councillor	Village of Heisler
	CAOs	Debra Moffatt	Village of Forestburg/FIP Coordinator
	Observers/Presenters	Michael Scheidl	Municipal Affairs
		Kai So	Municipal Affairs
		Linda Reynold	Municipal Affairs
	Absent	Kim Martin	Village of Loughheed

Call to Order Chair Bob Coutts called the meeting to order at 5:04 p.m.

Agenda Moved by Member Leslie Ganshirt that the agenda be adopted as presented.

Mtn #18-05-018

CARRIED

Review of Regional Governance Master Document Some concerns were raised about the complexity of the document and lack of time to review it before the meeting.

Review of Summary of Project Feedback was positive. E. Kusalik questioned if the document could be provided to the general public. It was explained that the information coming from this meeting would provide further details for the public. A news release will be prepared for distribution.

Open Discussion – Regional Governance Initiatives Chair Coutts requested that each member to describe their feelings about the project and provide any information on feedback they have received from their council or general public in regard to the project as a whole:

P. Robinson reported that Sedgewick would not be participating in the amalgamation project. They are not recommending that other municipalities opt out but his council felt that this was the best decision for Sedgewick. The concerns that were raised a year ago have still not been addressed, particularly in regards to representation on council if amalgamation occurred. There were concerns regarding the infrastructure deficit that was first presented by Urban Systems, although some errors were discovered and the deficit amount was reduced significantly for Sedgewick, they were concerned that the summary documents did not include Sedgewick. He reported that the residents of Sedgewick wished to remain autonomous and they were tired of hearing that they were dying. They feel that their community is sustainable. Sedgewick would like to see a Sedgewick/Killam (capital region) for the area and wish to concentrate on bringing heavy value-added agriculture options to the area. Sedgewick will be aggressively promoting their future in the area; however,

they are ready to work collaboratively with their municipal neighbours.

D. Kroetch reported that Flagstaff County wants to grow every community equally and will work with communities to grow the region and communities individually. They view the region as one unit going forward helping each other. He sees a lot of value in regional amalgamation but respects individual community identity. He feels it is a good idea to move forward and that we could develop a hybrid solution if necessary. Some councilors are a little leery of the project but feel it is important to continue with the process. He stressed that it was important that we keep the public informed.

P. Robinson stated that the loss of the Flagstaff Lodge was still an issue with the town and that his council was concerned about the inability to opt-out once amalgamation has occurred.

E. Kusalik stated that his council will be discussing the project at their next meeting. He stated that he and the CAO were supportive of amalgamation.

J. Williams stated that Heisler fully supports any progress than can be made to make their situation better. He felt that amalgamation would allow them to mitigate risk within the community. Long term the bottom line is risk, any emergency could become unrecoverable. He feels that this project is the future for their community.

B. Kellert stated that Killam wants what is best for their citizens. They have worked hard to provide a good place for citizens to live and work. He is concerned that full amalgamation could be too big, too fast and that it may be easier if it was three groups of three municipalities and later to bring the three into one. He feels that Killam needs more information before they can make a decision.

Chair Coutts reiterated that we were not looking for communities to make a decision now, there is still a lot of work to be done and we need to undertake public engagement sessions.

L. Ganshirt stated that Alliance is in a go forward mode and are hoping to take information to the public sooner, rather than later.

B. Coutts stated that council is serious about continuing the process and developing a better understanding of the plan. Status quo is not an option, but if council feels that status quo is sustainable is there something that could serve us better. The six different forms of regionalization were reviewed and the FIP committee determined that most did not accomplish out goals so the single-tier option was chosen for further exploration.

P. Robinson felt that status quo could be changed by implementing different ways of doing things.

P. Robinson left the meeting at 5:35 p.m.

Break for dinner at 5:37 p.m.

Meeting resumed at 6:00 p.m.

Discussion was held regarding town hall meetings. Should they be joint? Should they be held within a short time frame, possibly two weeks? It was determined to delay this discussion pending development of information package for the public and councils.

Municipal Affairs Role

Kai So, Michael Scheidl and Linda Reynold reviewed the role of Municipal Affairs in regard to the Regional Governance project. They are advisory only and are hoping to step back from the project as their time is needed in other areas. They would like to assist us in developing an RFP for a public engagement consultant.

K. So reviewed what they have done and the next steps to be undertaken:

- has been part of the project for about 3 years
- his role has been to provide advice on amalgamation requirements
- our project has pre-empted the MGA review with our exploration of amalgamation
- provided a review of legal requirements for amalgamation, the legal requirement will most likely not meet the informational needs of councils
- * we have been looking at a comprehensive vision of what the future could look like, this can change as the dynamics of the group changes i.e. withdrawals, perhaps this is not the best way to do the project as it will require work to be redone every time there is a change in dynamics.
- Next steps are to determine recommendations for name, boundaries, status, location of municipal office, wards/divisions and proposed amalgamation date

L. Reynold stated that one formal step required is to advise the Minister of our intent to amalgamation and to develop and undertake a stakeholder engagement plan. If we want to proceed with amalgamation, the final report becomes our application for the minister. After the application has been submitted the role of Municipal Affairs will change and they will be working for the Minister, not our group.

Some discussion was held on the differences between a municipal district and a specialized municipality. A specialized municipality could have different grant structures from a municipal district, this will need to be investigated.

Doug Irving arrived at 7:00 p.m.

Service Levels

Discussion was held regarding service levels and the need to take the information to the public. It was recommended by Municipal Affairs that service levels information for the public should be very high level and the FIP committee should only be seeking approval for the basic rationale behind the options for levels of service and should not be delving into the actual operations to determine what makes up the levels of service.

The information for the public engagement sessions should be a concept-based report. The purpose of the public engagement sessions is to listen to stakeholders. We need to develop "stories" behind our reasons for the options being presented.

Governance – Name
Mtn #18-05-019

MOVED by Member B. Kellert to recommend that options for the name of an amalgamated municipality and the principles behind the options be taken to the general public and that the options taken will include:

Regional Municipal of Flagstaff; or,
Municipal District of Flagstaff; or,
Ability for stakeholders to provide another option for name

CARRIED

Governance – Municipal
Boundaries

It was determined to table Municipal Boundaries until it is determined which municipalities, if any, will be participating in amalgamation.

Governance – Municipal
Status

It was determined to table Municipal Status until it is determined which municipalities, if any, will be participating in amalgamation and if any special considerations need to be made which do not currently meet the requirements of the Municipal Government Act.

Governance – Electoral
Wards and Number of
Elected Officials
Mtn #18-05-020

Discussion was held regarding electoral wards/divisions and the number of elected officials required to properly represent the residents. Some issues to be taken into consideration which could affect municipal status would include: variances of more than 25% in population between wards, do we want wards fixed or do we want the ability to modify wards at a later date. It was determined that

we need to ensure that any Ministerial Orders indicate that wards and numbers of councillors are not fixed so that a census could be done after amalgamation and the wards could be realigned at a later date. It was recommended by Municipal Affairs to provide a sample ballot for each of the options being presented to the public so that they could get a clearer picture of what the options would look like.

MOVED by Member J. Williams to recommend that options for the number of electoral wards and number of elected officials for an amalgamated municipality and the principles for the options be taken to the general public and the options taken will include:

4 wards/divisions with 9 elected officials - 2 elected officials in each ward and the Mayor/Reeve elected at large

7 wards/divisions with 7 elected officials – 1 elected official from each ward and the Mayor/Reeve appointed by Council.

CARRIED

**Recess at 8:30 p.m.
Return at 8:40 p.m.**

Governance – Location
of Municipal Office
Mtn #18-05-021

Significant discussion was held regarding the location of the office and the location of any satellite offices within the region.

MOVED by Member J. Williams to recommend the option for the location of the municipal office to be taken to the general public would be the current Flagstaff County office located at 12435 TWP RD 442, Sedgewick, AB T0B 4C0.

CARRIED

Governance – Location
of Satellite Office
Mtn #18-05-022

MOVED by Member E. Kusalik to recommend the option for the location of any satellite municipal offices will be re-evaluated within a time frame of 6 months to 3 years.

CARRIED

Governance – Proposed
Incorporation Date
Mtn #18-05-023

Municipal Affairs informed the Committee that a proposed incorporation date does not need to be determined at this time, but we should be aware that if an application for amalgamation is submitted to the Minister that we must provide at least one year for provincial review and ratification of the application.

The group was reminded that the amalgamation date is only a proposal and could be changed. It was determined that a date following the 2021 elections would provide sufficient time to finalize the public engagement sessions and to obtain ratification from affected Councils and submit an application, if appropriate, to the Minister of Municipal Affairs.

MOVED by Member. E. Kusalik to recommend that the proposed amalgamation date be January 1, 2022.

CARRIED

Communications
Releases

Discussion was held regarding the need to develop a communications release which should include: progress to date and the intent to hold public engagement sessions in the fall. Chair Coutts and Coordinator Moffatt will work on a draft communications release to take to the next meeting.

Next Meeting

The next meeting will be held on Monday, June 18, 2018 at the Flagstaff County office at 7:00 p.m. Information to be discussed includes:

- Key messages
- Need to develop criteria for an RFP for a consultant to facilitate public engagement sessions. Municipal Affairs recommended that the criteria should include experience with project management, public input and writing of reports.

Adjournment

As all agenda items had been completed, Chair Bob Coutts declared the meeting adjourned 9:50 p.m.

Chairperson

Coordinator

Emergency Services Committee

Date : Tuesday, May 22, 2018

Location : County Office, Sedgewick

Minutes

ATTENDANCE

Debra Smith	Chairperson	Village of Loughheed
Grant Imlah	Deputy Mayor	Town of Sedgewick
Bob Coutts	Deputy Mayor	Village of Forestburg
Brenda Grove	Deputy Mayor	Town of Killam
Roger Gaetzman	Councillor	Town of Hardisty
Ed Kusalik	Mayor	Town of Daysland
Erik Skoberg	Councillor	Flagstaff County
Doug Irving	Mayor	Town of Hardisty
Don Kroetch	Reeve	Flagstaff County
Jolene Sinclair	CAO	Village of Alliance
Rod Krips	CAO	Town of Daysland
Kevin Lundy	Fire Chief	Village of Forestburg
Jim Fedyk	CAO	Town of Sedgewick
Amanda Howell	CAO	Village of Heisler
Kim Borgel	CAO	Town of Killam
Karen O'Connor	CAO	Village of Loughheed
Leslie Ganshirt	Mayor	Village of Alliance
Joe Knievel	Fire Chief	Town of Killam
Brandon Martz	Deputy Mayor	Village of Heisler
Sara Ahlstrom	Intermunicipal Relations	Municipal Affairs
Jennifer Paton	Intermunicipal Relations	Municipal Affairs
Don Rosland	Field Officer	Officer of the Fire Commissioner
Brent Hoyland	Assistant CAO	Flagstaff County
Cheryl Bergman	Executive Assistant to CAO	Flagstaff County
Kim Cannady	Regional Emergency Services Coordinator	Flagstaff County
Kelly Loder	Recording Secretary	Flagstaff County

CALL TO ORDER

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

AGENDA

Resolution

The proposed agenda was accepted on motion of Cllr. Imlah

Carried

MINUTES

Resolution

Clr. Grove moved to approve the minutes for the Emergency Services Committee of (2018/03/27) as presented with the revision as follows:
Under Attendance, amend as follows:

- Hobie Campbell - Deputy ~~Mayer~~ Fire Chief

Carried

Infrastructure Assessments

Resolution

Clr. Skoberg moved to have the remaining municipalities (Lougheed, Hardisty, Alliance, Strome, Galahad) provide the missing fire hall infrastructure information prior to the next meeting.

Carried

FIRE UNDERWRITERS

The Committee reviewed the information received from Fire Underwriters Survey. The latest information they have from each municipality that indicates their Dwelling Protection Grade is quite old (from 1986 up to 2011). It is the responsibility of each municipality to request an update to their Fire Protection Grade every five years. Chair Smith requested an updated report, which was not completed; however they did provide a quote to do the requested work.

CORRESPONDENCE

D. Kroetch reviewed the issues identified in the county letter with the Committee. A discussion ensued.

Resolution

Clr. Kusalik moved to prepare a Request for Proposal (RFP) for the Emergency Services Committee to retain the expertise of a subject matter consultant to assist in further development of Regional Fire Services in order to continue to build a plan with an affordable long-term solution for the Region, utilizing a portion of the Alberta Community Partnership grant received from Municipal Affairs.

Carried

Resolution

Clr. Imlah moved that Flagstaff County draft the Request for Proposal (RFP), to retain the expertise of a subject matter consultant, to be sent to all councils by May 25 for approval by June 15; then send the RFP out for tender with a requested closing date of July 6; on July 11 the review committee (Ed Kusalik, Erik Skoberg, Grant Imlah, Bob Coutts, Deb Smith, and Kim Cannady) will review the tenders received and bring a recommendation to the Emergency Services Committee meeting also on July 11th.

Carried

The request for proposal is to include the following:

- Four principles of effectiveness, efficiencies, economical, and equitable
- Liability
- Cost savings
- Clarification on Occupational Health and Safety requirements

- Board representation
- Implementation plan for Regional service
- Realistic budget options
- Service delivery options
- Improved recruitment and retention options
- Regional training strategy
- Regional Fire Administration
- Regional Fire Governance
- Level of service meets needs and capacity
- The consultant will need to meet with each CAO, Fire Chief, and Emergency Services Committee group and report to the Town of Killam as the managing partner of the grant.

The consultant is requested to have a presentation prepared by October 15, 2018.

**NEXT MEETING
DATE**

The next meeting will be held on July 11, 2018 at 7:00 p.m. at the County Office.

ADJOURNMENT

Resolution

Clr. Ganshirt moved to adjourn the meeting at 9:16 p.m.

Carried

.....
Chairman

.....
Recording Secretary

FRSWMA Regular Monthly Board Meeting

May 28, 2018

Sterling Room of the County Office, Sedgewick, AB

Minutes

1.0) Attendance

DIRECTORS:

Elaine Fossen	Village of Forestburg
Rick Kryz	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

REGRETS:

Jeanette Herle	Flagstaff County
----------------	------------------

STAFF:

Murray Hampshire	Manager
David Dahl	FRSWMA

2.0) Call to Order

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

Board member J. Robertson requested that the Board observe a moment of Silence to recognize Past County Reeve Gerald Kuefler who recently passed away.

3.0) Agenda

Agenda was reviewed.

Resolution # 372/2018. Director S. Levy moved to accept agenda as presented.
CARRIED

4.0) Adoption of Minutes

Minutes of the April 30, 2018 Regular Board Meeting were reviewed

Resolution # 373/2018. Board member E. Fossen moved to approve the minutes of the April 30, 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 # 374/2018. Board member J. Robertson 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 # 375/2018. Board member B. Martz moved that we accept financial reports as presented.

CARRIED

6.0) Business

6.1) Mission, Vision, Values, Objectives - 2018. The document, “*Mission, Core Values, Vision and Priority Objectives for Flagstaff Waste – 2018*” was reviewed in detail by all members of the Board. Considerable discussion ensued.

Resolution 376/2018. Board member S. Levy moved that Flagstaff Waste adopt the Mission, Core Values, Vision and Objectives as presented in the document prepared after the April 30, 2018 Strategic Planning meeting. This document includes the 5 priority objectives as follows:

1. Evaluate all recycle programs relative to changing world & local markets
2. Expand education programs to address changes to recycling programs and to improve growth and sales.
3. Grow Capital Reserves (reduce age of fleet and infrastructure)
4. Evaluate alternative solutions for residential waste collection
5. Increase Closure/Post Closure reserves to meet accrued liability

CARRIED

6.2) Review of Recycle programs – A document titled ‘Review of Flagstaff Waste Recycle Programs,’ attached to and forming part of these minutes, was reviewed in detail by staff and Board Members. Much discussion ensued. After consensus, it was decided that this proposal should be reviewed by member councils before Flagstaff Waste Board recommend implementing the proposal.

Resolution 377/2018. Board member E. Fossen made a motion that each board member review the Flagstaff Waste Recycle Programs recommendation with input (if any) to be reviewed by the Board at the June 25 Flagstaff Waste Board Meeting

CARRIED

8.0) Adjourn

Resolution # 378/2018. Board member J. McTavish moved the meeting adjourn at 8:50pm.

Chair

Manager

Next Meeting

June 25, 2018

5:00 p.m. – meet at Sedgewick Golf Course to arrange car pooling to landfill for annual tour of facilities
6:30 – Regular meeting at Flagstaff Waste Staff Room
7:00 – Steak BBQ and meet with staff at Sedgewick Golf Club house.

Flagstaff Waste Recycle Programs

Review of Current Program and Modifications proposed for 2018

May, 2018

Background:

Registration under the Environmental Protection and Enhancement Act allows FRSWMA to operate a Class II landfill with annual inflow limited to 10,000 tonnes. In 2017, Flagstaff Waste collected and processed 8,997.8 tonnes of waste materials from nine towns and villages, two hamlets and from residents and businesses operating with Flagstaff County. This material is separated at transfer sites and the main landfill such that only 3,972 (44%) was disposed of in the Class II landfill.

- 1,865 tonnes of construction/demolition material and 815 tonnes of asbestos containing materials were separated from the waste stream and landfilled in a designated Dry Waste site on the same property.
- 615 tonnes of burnable materials were separated in 2017 and incinerated
- 414 tonnes of compostable materials were collected and processed for future use as soil amendments to top soil when we place final cover on the landfill at end of life.
- An additional 1,906 tonnes of materials were separated and collected for recycling, accounting for over 21% of the total material handled by Flagstaff Waste.

Current Recycle Programs:

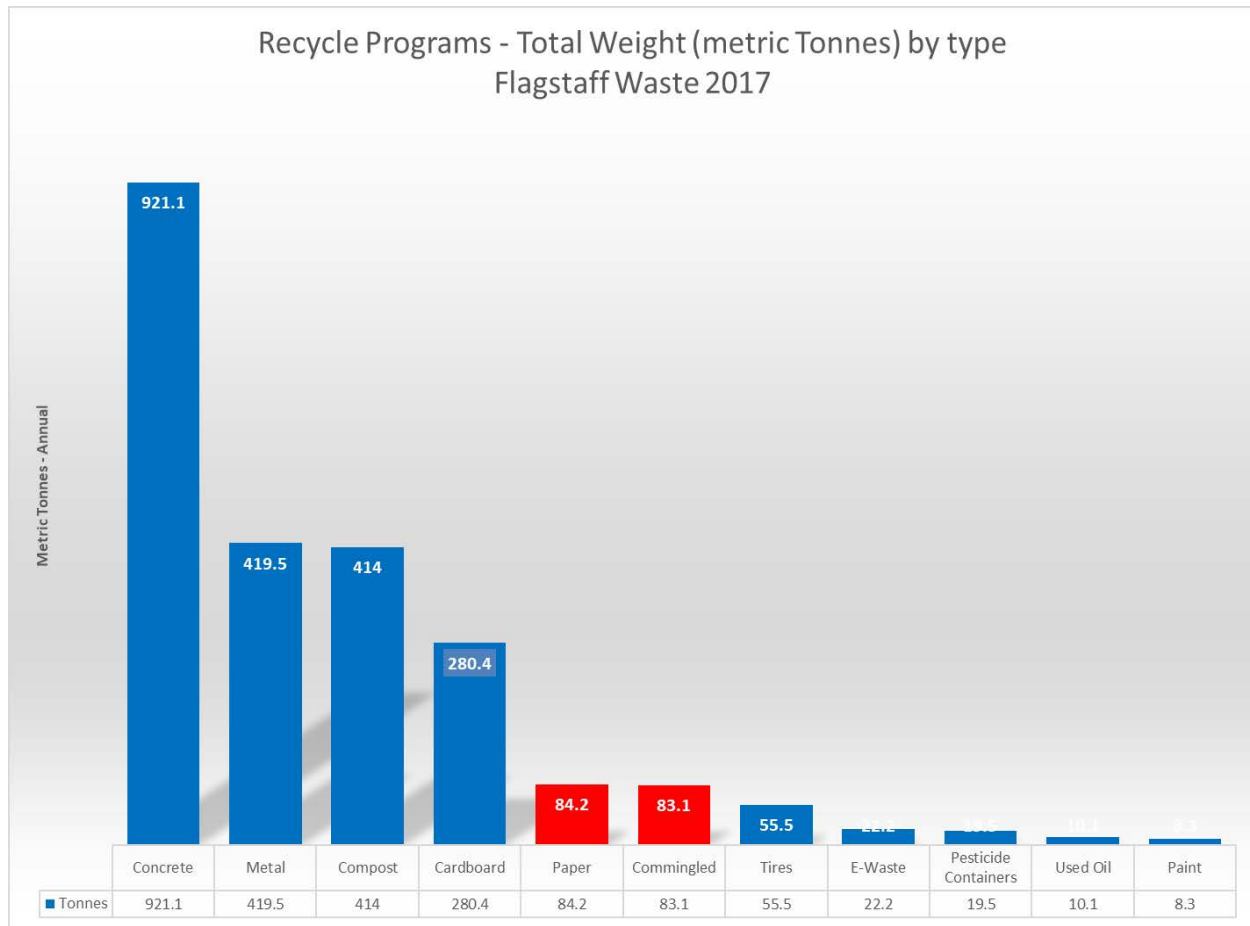


Figure 1) Scale of Recyclables processed by Flagstaff Waste. Note that 88% of the materials collected are in the top four categories which are easily marketed. New 'problem recyclables' (fiber and plastics shown in red, above) make up only 7.2% of the total recycle program by weight.

Of the current recycling programs employed at Flagstaff Waste, most are secure, and their markets are certain. The top four materials we recycle - concrete, metal, compost and cardboard - account for nearly 88% of all our recyclables (by weight). Other recycle streams including, tires, electronic waste, pesticide containers, used oil, and paint are supported by government programs and have little or no cost to Flagstaff Waste.

The remaining materials, mostly paper fiber and plastics have been historically commingled, sent to a Material Recovery Facility (MRF) and separated by mechanical means. On January 1, 2018, China closed its borders to any plastics or fiber imports with more than 0.5% contamination. This level of purity is not possible with MRF technology, and immediately created a backlog of recyclable materials that will not meet the contamination standard. In the industry they are referred to as 'unmarketable recyclables'.

With the new standards, MRF's have had to slow their sorting lines and hire more people which has resulted in material processing costs increasing from \$55/tonne to \$95/tonne. As well, the amount of contamination grade material produced by MRF's has increased from 25% to nearly 45%. This

means that nearly half of materials from current commingled programs find their way to landfills. All municipalities in Alberta with a fiber or plastic component in their recycle programs are now struggling with how to adapt to these new realities in the market.

Environmental Scan for Current Commingled Materials collected by Flagstaff Waste:

After consultation with our material processors, brokers, and buyers we have determined that in the foreseeable future, there will be limited markets for fiber and plastics materials. It is now clear that products that are 'separated at source' by the collector have a higher level of purity and are more marketable than commingled sources. Below are some of the details:

- Cardboard.
 - OCC. The familiar brown corrugated box is referred to as OCC in the industry. This common product has the most marketing options with processors in North America. Any OCC with food residue (Pizza boxes) is contaminated and needs to be removed. Flagstaff Waste currently has a good program for OCC with excellent quality. The market fluctuates from \$45 to \$200/tonne but is currently at \$60.
 - Box Board. Any cardboard without the middle-corrugated layer. One MRF has trouble finding markets for this product, however our current broker still has markets available for shipping to.
- Paper/Fiber
 - Newsprint. Pure newsprint has several end uses and therefore good markets. However, if mixed with any other paper products, its usefulness diminishes.
 - Office paper (bond). This is the highest quality paper and pays the most if pure.
 - Mixed paper - MRF's do not separate to required levels of contamination, and therefore this product has become the least desirable. Current cost to collectors is about \$20/tonne.
- Plastics
 - #1 and #2 plastics still have strong markets if the product is clean and not contaminated with food or other residues.
 - #3 to #7 plastics. With the China closure, this market is now completely overstocked, and most processors do not want to see it. They suggest collecting it (to reduce litter), bale with plastic film, and throw it in the landfill.
 - Plastic Film - bags, ag plastics, etc. No real market available for these products.
 - Styrofoam - there is a market for this material, but collection and transportation are major issues.
- Metal
 - Tin Cans are valuable and there are several markets if clean and not contaminated with food. Label removal is not a requirement.
- Deposit items
 - Still a remarkable amount of pop cans, beer bottles, milk jugs etc. are being included in the recycle programs. By weight, this is the most lucrative product in the stream.

Flagstaff Waste Commingled and Blue Bag Characterization Study

The Commingled program at Flagstaff Waste has been running nearly four years and the Blue Bag Pilot in Killam and Sedgewick has been operating almost a year. A characterization study was undertaken to determine the material makeup of our Commingled Bins and our Blue bag programs. A complete run of commingled (all bins collected within the collection area in one front end truck) and the contents of blue bags from a normal pick up day were selected. Staff meticulously sorted every item within the loads by pre-determined recycle categories. Results are as follows:

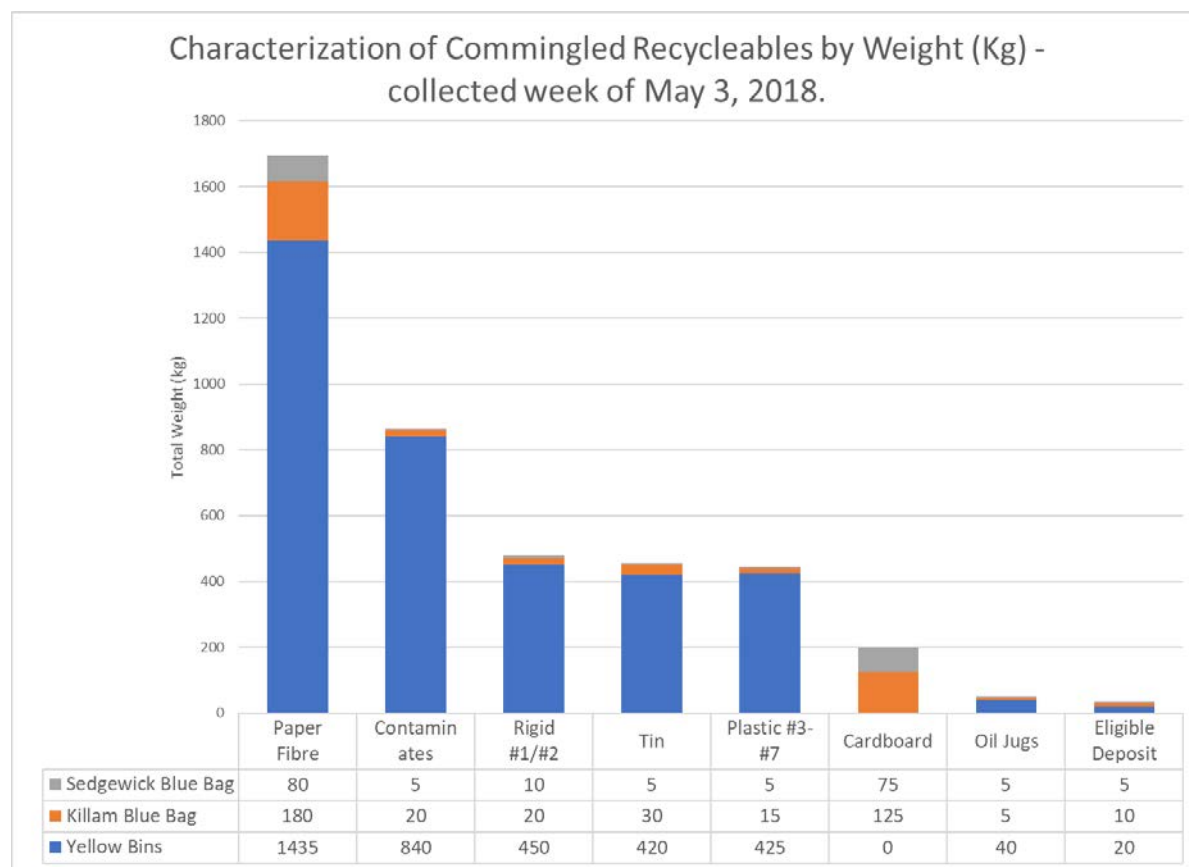


Figure 2) Characterization of Commingled and blue bag programs by type.

Marketable Recyclables: After careful sorting of our loads and weighing contents of each type, we have determined that 67.7% of the materials collected in our commingled programs is marketable.

- 40% of the material currently collected in the commingled programs is paper fiber. This is the only avenue for many of our residents to recycle paper products because we only have large paper recycle bins in larger centers (Daysland, Killam, Sedgewick, Forestburg & Hardisty). Surprisingly, 44% of the Killam Blue Bag program is made up of paper fiber, even though there is a designated paper bin available in that town.
- Rigid Plastics #1 & #2 (comprising 11.4% of load)
- Tin (10.8%)
- Cardboard (4.7%) and
- deposit containers (0.8%).

Non-marketable Recyclables: 32.3% of the materials collected in our yellow bins and blue bag programs is not marketable and is destined for disposal in a landfill. Unfortunately, this material is currently included in bales that we send to processors (MRF) and we are charged \$95/tonne to remove this material from our bales and landfill it. This portion, whimsically referred to as the 'wish-cycle' portion is comprised as follows:

- Contaminates (20.5%). This includes non-eligible plastics (Styrofoam, plastic film, toys, oil jugs, etc.), household garbage, cat litter, and food waste.
- Plastic #3 - #7 (10.5%)
- Oil Jugs (0.83%).

Note: in our characterization study, we were somewhat lenient on classifying contamination. In MRF's, if any material is contaminated by oil from oil jugs, cat litter, food waste, spillage from non-rinsed containers, it is deemed 'contaminated' and disposed of in the landfill.

Comparison of Weights to Volumes - Characterization study: Figure 3, below, compares the proportion of load weight and load volume by type. Note that marketable recyclables comprise 67.7% of weight and 59.5% of volume while non-marketable recyclables comprise 32.3% by weight and 40.5% by volume.

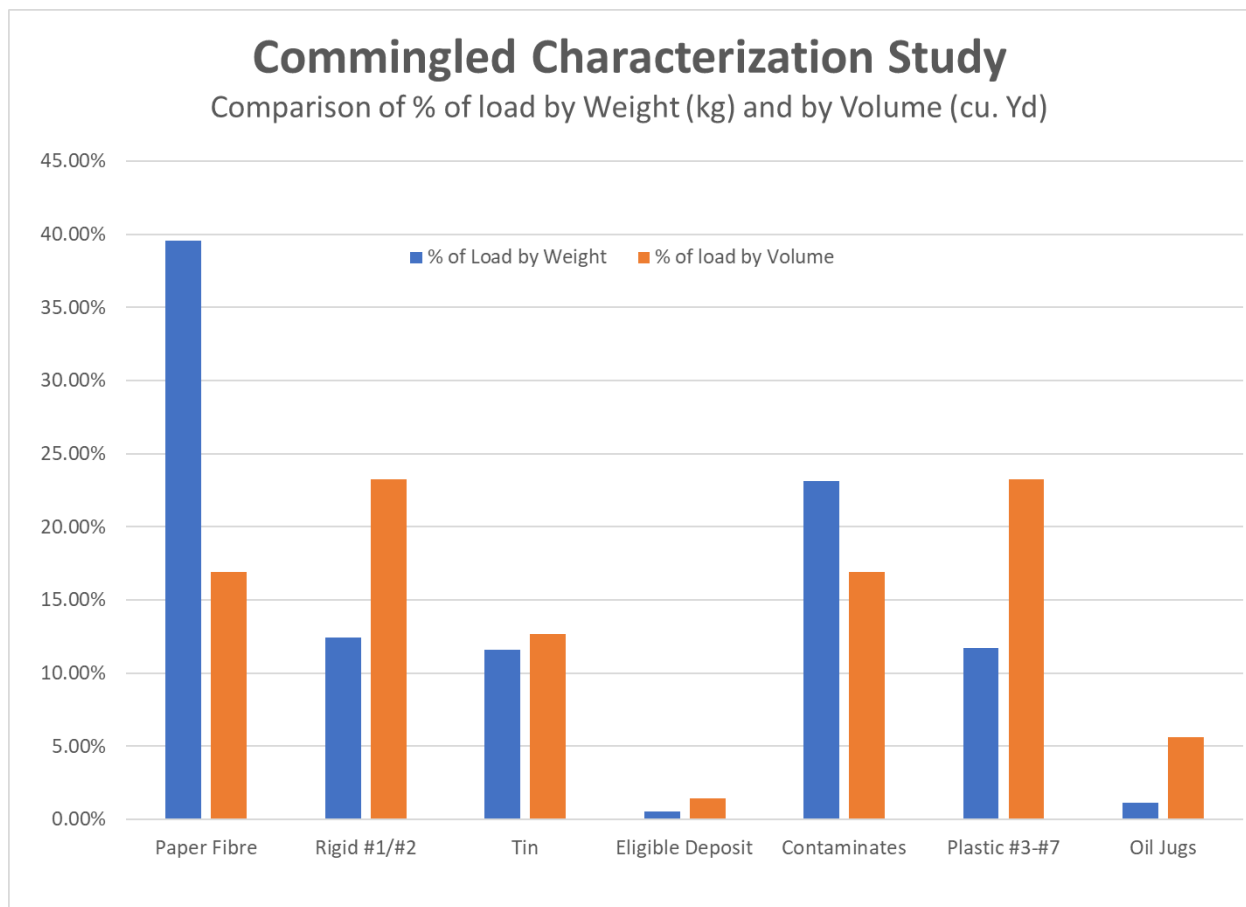


Fig. 3) Comparison of material types by weight and by volume, as a percentage of the total load. Note that while paper fiber makes up 40% of the load weight, it is only 16% of the volume of the load. Conversely, Plastics #3-#7 only comprise 11% of the load by weight, but 22% by volume.

Proposal:

This proposal has been developed contemplating all the following:

- Evolving trends in the recycling industry on global scale, and how it impacts the recycling industry in Alberta
- Inability of commingled and blue bag programs to meet contamination standards
- Success of current collection depots in Flagstaff Waste, especially cardboard and compost
- Recognition of logistical issues such as travel distance, collection volumes, etc.
- Strong desire by (some) residents to continue or expand recycling opportunities
- Financial responsibility to member municipalities

The new program will be comprised of the following elements:

- remove commingled bins from recycle depots in all 12 collection centers
- retain compost recycle bins in all 12 collection centers
- retain cardboard recycle bins in all 12 centers
- Removing 40 yd 'mixed paper bins from existing 5 locations
- Purchase of 57 new 6 yd bins for distribution at collection centers as follows:
 - Adding 'Newsprint Only' collection bins at all 12 centers
 - Adding 'Bond Paper Only' collection bins at all 12 centers
 - Re-labeling yellow commingled bins with signage for 'Rigid #1 & #2 Plastics Only'
 - Adding new 'Tin Cans Only' collection bins to all 12 centers
- Developing a strong marketing and education program with town hall meetings, newsletters, media articles, etc.

By modifying our program to separate various materials, we lower contamination levels which ensures we receive top value for recycled commodities. Options for marketing 'separated at source' commodities are more numerous than single stream programs (Blue bag and Commingled).

Surprisingly, our business modelling suggests a slight reduction in the actual number of truck routes with the 'separation at source' approach. Our objective is to 'right size' each depot to ensure there are sufficient bins for each material, so that each center is nearing capacity in synch with the scheduled collection run. Frequency of collection will decrease as it will take longer for bins to fill with this approach.

Monitoring by all member municipalities will be necessary to ensure that depot bins do not become wish-cycling centers or places to dump waste.

There will be a set up cost of approximately \$60,000 to purchase new bins for this program.

Time lines are proposed as follows:

- Board members/staff review proposal with Municipal councils and provide feedback - June
- Proposal modified for final board Approval - June 25, 2018
- End of June - discontinue Killam and Sedgewick Blue Bag programs. Last pick up June 21.
- June, July - Media stories - regarding changes in recycle industry and need to adapt programs in region
- Bins ordered - signage and labels on all bins prior to dispersal
- Newsletters to inform residents of upcoming changes - July - August

- Bins delivered to 12 depots, signage erected, media releases
- Launch date tentative - Sept 17, 2018

Financial Considerations:

- There is an initial set up cost of \$60,000 for acquisition of 62 new 6-yard slotted bins to accommodate the new single stream approach to collection at depots.
- There will be a slight decrease in number of routes (collection events) due to the removal of non-marketable recyclables from the process.
- While 'separated at source' recyclables are paid more, we have remained conservative on our estimate of revenue from these materials.
- Total cost of servicing the 148 bins in the new configuration does not increase because the number of collection events decreases from 179/year to 174/yr. in our modeling estimates.
- Tonnage will decrease slightly, resulting in an increase in cost/tonne from \$127.89 to \$135.25.

Flagstaff Waste - Current Recycle Programs Expense Compared to New Proposal										
Current	No. Centers	total bins	No Bins	Annual Amortiz.	No. Routes	Trucking Cost	Annual Tonnes	Cost/Tonne	Total Cost	Program Total
Mixed Paper	5	5	40 Yd with lid	\$ 3,350.00	30	\$ 10,800	85	\$ 20.00	\$ 1,700.00	
Compost	12	31	6 yard slotted	\$ 3,248.80	28	\$ 13,300	300	\$ -	\$ -	
cardboard mixed	12	35	6 yard slotted	\$ 3,668.00	104	\$ 49,400	280	-\$ 60.00	-\$16,800.00	
Commingled	12	20	6 yard slotted	\$ 2,096.00	17	\$ 8,075	60	\$ 95.00	\$ 5,700.00	
Subtotal		91		\$ 12,362.80	179	\$ 81,575	725	\$ -	-\$ 9,400.00	\$ 84,537.80
Signage										\$ 3,185.00
Education										\$ 5,000.00
Grand Total										\$ 92,722.80
Cost/tonne										\$ 127.89
Proposal	No. Centers	total bins	No Bins	Annual Amortiz.	No. Routes	Trucking Cost	Annual Tonnes	Cost/Tonne	Total Cost	Program Total
Newsprint only	12	18	6 yard slotted	\$ 1,886.40	16	\$ 7,600	65	\$ 35.00	\$ 2,275.00	
Bond paper only	12	18	6 yard slotted	\$ 1,886.40	6	\$ 2,850	20	\$ 40.00	\$ 800.00	
Compost	12	31	6 yard slotted	\$ 3,248.80	28	\$ 13,300	300	\$ -	\$ -	
Cardboard - mixed	12	35	6 yard slotted	\$ 3,668.00	104	\$ 49,400	280	-\$ 60.00	-\$16,800.00	
Rigid #1, #2	12	28	6 yard slotted	\$ 2,934.40	8	\$ 3,800	10	\$ 55.00	\$ 550.00	
Tin	12	18	6 yard slotted	\$ 1,886.40	12	\$ 5,700	18	-\$ 80.00	-\$ 1,440.00	
Subtotal		148		\$ 15,510.40	174	\$ 82,650	693		-\$14,615.00	\$ 83,545.40
Signage										\$ 5,180.00
Education										\$ 5,000.00
Grand Total										\$ 93,725.40
Cost/tonne										\$ 135.25
Cost to acquire new bins = \$60,000										

Recommendations: That Flagstaff Waste Board members review proposal with respective municipal councils prior to formally recommending adoption of the proposed recycling plan as presented.

Flagstaff Regional Housing Group
April 3, 2018 @ 5:00 pm
Big Knife Lodge, Forestburg

MINUTES

Attendees:	Dell Wickstrom	Village of Alliance
	Murray Candlish	Town of Daysland
	Rick Manning (regrets)	Flagstaff County
	Jeff Eckstrand	Flagstaff County
	Blaise Young	Village of Forestburg
	Doug Irving	Town of Hardisty
	Bonnie Wood	Village of Heisler
	Brenda McDermott	Town of Killam
	<i>Vacant</i>	Village of Lougheed
	Greg Sparrow (regrets)	Town of Sedgewick
	Mike Leathwood	The Bethany Group
	Dave Buist	The Bethany Group
	Brian Leibel	The Bethany Group
	Carla Beck	The Bethany Group
	Melodie Stol	The Bethany Group
	Michelle Wideman (recorder)	The Bethany Group

1.	<p>CALL TO ORDER</p> <p>The meeting was called to order at 5:05pm and introductions were made.</p>
2.	<p>PRESENTATION OF AUDITED FINANCIAL STATEMENTS</p> <p>By Avail LLP</p> <ul style="list-style-type: none"> – Auditor's Report indicates that the financial statements present fairly, in all material aspects, the financial position of Flagstaff Regional Housing Group as at December 31, 2017. – Two recommendations were identified: that the organization budget for all non-cash items such as amortization of capital assets, and that the Board ensure the meeting minutes fully document all motions, discussions and review of financial information. – Approved statements will be sent to the Province, posted on the website and provided to the Municipalities. <p>FRHG 18-04-01 MOVED by Murray Candlish and SECONDED by Blaise Young to accept the 2017 Audited Financial Statements as presented. CARRIED</p>

Flagstaff Regional Housing Group
April 3, 2018 @ 5:00 pm
Big Knife Lodge, Forestburg

3.	<p>APPROVAL OF AGENDA</p> <p>FRHG 18-04-02 MOVED by Bonnie Wood and SECONDED by Doug Irving to accept the Agenda as circulated. <i>CARRIED</i></p>
4.	<p>MINUTES OF PREVIOUS MEETING</p> <p>FRHG 18-04-03 MOVED by Brenda McDermott and SECONDED by Jeff Eckstrand to approve the Minutes of December 5, 2017 as presented. <i>CARRIED</i></p>
5.	<p>CORRESPONDENCE</p>
	<p>a. Update from the Housing Division</p> <p>For information. Increases to asset and income limits does affect the seniors housing portfolio.</p>
	<p>b. Alberta Seniors Housing - Business Plan Submission</p> <p>The deadline for submission to government has moved up from September to June 30th. Will be discussed in length at the Strategic Planning session on June 5th, to take into consideration options and needs for housing within the various municipalities.</p> <p>FRHG 18-04-04 MOVED by Jeff Eckstrand and SECONDED by Bonnie Wood to request administration connect with the Councils prior to the June 5 Strategic Planning Session to consolidate feedback to the Board. <i>CARRIED</i></p>
	<p>c. National Housing Strategy</p> <p>Circulated for inclusion in the Board Member Handbook.</p>
	<p>d. Resident & Family Councils Act</p> <p>News Release from government regarding the new legislation.</p>
6.	<p>FINANCIAL STATEMENTS</p> <p>Unaudited for the 2 months ended February 28, 2018; currently trending right on budget.</p> <p>Review of LAP Grant comparison and senior's income benefit amounts.</p> <p>FRHG 18-04-05 MOVED by Brenda McDermott and SECONDED by Doug Irving to accept the Unaudited Financial Statements for the two months ended February 28, 2018 as information. <i>CARRIED</i></p>

Flagstaff Regional Housing Group
April 3, 2018 @ 5:00 pm
Big Knife Lodge, Forestburg

7.	<p>OPERATIONAL REPORT & OCCUPANCY STATS</p> <p>Review of Occupancy Stats for the Region.</p> <p>Resident surveys will be circulated in the late spring, and the employee survey is currently open for staff feedback.</p> <p>A full debrief was provided regarding the water incident at the Lodge over the weekend and several follow-up recommendations were identified, in particular surrounding communication and staff response.</p> <p>FRHG 18-04-06 MOVED by Jeff Eckstrand and SECONDED by Murray Candlish to accept the Operational Report as information. <i>CARRIED</i></p>
8.	<p>NEW BUSINESS</p>
	<p>a. Report to the Community</p> <p>Review and approval of draft Report to Community.</p> <p>FRHG 18-04-07 MOVED by Doug Irving and SECONDED by Blaise Young to approve the Report to Community as presented. <i>CARRIED</i></p>
	<p>b. ASCHA Update</p> <p>Three members will be attending the upcoming Convention and Tradeshow April 11-13 in Red Deer. Dell Wickstrom was nominated as the voting member for the AGM.</p>
	<p>c. Day of Learning - Confirm Attendance</p> <p>To be held Tuesday May 1st in Camrose, with Doug Griffiths as the keynote speaker. Will also include tours of several facilities and a highlight on The Bethany Group Education department.</p>
9.	<p>2018 MEETING DATES</p> <p>The next meeting will be a Strategic Planning Session held Tuesday June 5 from 10am - 2pm at Big Knife Lodge.</p>
10.	<p>ADJOURNMENT</p> <p>The meeting was adjourned at 6:55pm.</p>

Flagstaff Regional Housing Group
April 3, 2018 @ 5:00 pm
Big Knife Lodge, Forestburg

Summary of Action Items:

Action	By Whom	Timeline (if any)
Complete Reserve Fund Analysis	Finance	2018



Bell Wickstrom
Board Chair

Date: JUN 05 2018



John Davis
Director, Client Services

Date: JUN 05 2018

Sedgewick Rec Centre Executive Meeting-May 28/2018

Call to Order-Cory called the meeting to order at 7:20. In attendance: Cory, Connie, Pam, Kari. (Robynn Bartusek).

Additions and Approval of Agenda-Kari moved to approve the agenda. Carried.

Treasurer's Report-Connie gave the treasurer's report. Chequing-\$72,370.00

Savings-\$102,913.00

Discussion regarding charging GST. (See attached) We will continue to charge all user groups including hockey GST until the CRA advises us minor hockey can be exempt. Connie moved to adopt her report as presented. Carried.

Minutes of Previous Meeting-Kari read the minutes from the April 23 meeting. Connie moved to approve the minutes. Carried.

Business Arising-VAR-see if Michael will build a shed around.

-Curling proposal is not finished.

User Group issues/Concerns-

Ball-There was a tournament held last weekend with 6 U12 teams.

New Business-Rec Center naming rights-The Sedgewick rec centre will be changing its name to Wildrose Coop Recreation Centre. This was decided by town council who have entered into a 15 year agreement with the Wildrose Co-op.

Trooper Concert-Sedgewick rec centre is the venue for a Trooper concert on July 15 put on by the town of Sedgewick.

Grad Letter-discussed at previous meeting.

Gathering of the Clans-Booked August 25.

Adjournment-Cory adjourned the meeting at 8:30. Next meeting June 25 at 6:30.

Sedgewick Rec Centre

Profit & Loss

April 2018

	Apr 18
Income	
4100 · Bowling	
4115 · YBC	323.81
Total 4100 · Bowling	323.81
4200 · Arena	
4203 · Lacrosse Arena Rental	1,000.00
Total 4200 · Arena	1,000.00
4350 · Curling Utility Repay	
4352 · CC Natural Gas Recovery 15%	334.96
4353 · CC Lighting Recovery 20%	646.11
4354 · CC Plant Power Recovery 50%	2,149.45
Total 4350 · Curling Utility Repay	3,130.52
4400 · Concession	
4401 · Concession Sales	1,679.76
4410 · Liquor Sales	675.72
Total 4400 · Concession	2,355.48
4500 · Facility	
4501 · Facility Misc Rental	50.00
4600 · Interest Income	3.96
4715 · Minor ball rental	1,000.00
Total 4500 · Facility	1,053.96
4901 · Rec Board Fundraising	
4902 · Wildrose Gift Card Sales	5,000.00
Total 4901 · Rec Board Fundraising	5,000.00
Total Income	12,863.77
Expense	
6000 · Bowling Expense	
6002 · Bowling Janitorial	300.00
Total 6000 · Bowling Expense	300.00
6200 · Concession Expense	
6205 · Concession Merchandise	284.66
6215 · Liquor Expenses	249.71
6220 · Concession Repair & Maint	650.00
Total 6200 · Concession Expense	1,184.37
6300 · Facility Expenses	
6301 · Bookkeeping	1,200.00
6302 · Elevator Expenses	114.76
6305 · Bank charges	11.05
6315 · Facility Repair & Maint	561.46
6325 · Custodial Supplies	29.85
6331 · Facility Liquor Licence	33.00
6350 · Waste Management Fees	104.00
6365 · Telephone Costs	191.48
Total 6300 · Facility Expenses	2,245.60

Sedgewick Rec Centre

Profit & Loss

April 2018

	Apr 18
6400 · Utilities	
6410 · Natural Gas	
6411 · Bowling Nat. Gas 10% in season	223.31
6412 · Arena Nat. Gas - 20% in season	446.62
6413 · Curling Nat. Gas -15% in season	334.96
6414 · Facility Nat Gas - 55% or rest	2,520.42
Total 6410 · Natural Gas	3,525.31
6430 · Lighting	
6431 · Bowling Lighting - 10% in use	323.05
6432 · Arena Lighting - 30% - in use	969.16
6433 · Curling Lighting - 20% - in use	646.11
Total 6430 · Lighting	1,938.32
6440 · Power Plant	
6441 · Arena Power Plant - 50%	2,149.46
6442 · Curling Power Plant - 50%	2,149.45
Total 6440 · Power Plant	4,298.91
Total 6400 · Utilities	9,762.54
6700 · Payroll Expenses	
6701 · Casual labour	724.50
6703 · CPP Deficiency 2017	212.56
6710 · Facility Manager Hours	
6712 · Facility Manager OT Hours	0.00
6710 · Facility Manager Hours - Other	966.00
Total 6710 · Facility Manager Hours	966.00
6715 · Arena hours	
6717 · Arena overtime hours	0.00
6715 · Arena hours - Other	468.00
Total 6715 · Arena hours	468.00
6720 · Concession hours	
6722 · Concession overtime hours	102.00
6720 · Concession hours - Other	1,796.40
Total 6720 · Concession hours	1,898.40
6725 · Janitorial hours	160.00
6700 · Payroll Expenses - Other	324.10
Total 6700 · Payroll Expenses	4,753.56
Total Expense	18,246.07
Net Income	-5,382.30

Sedgewick Recreation Facility 2018 Approved Budget

			% of Budget
Revenues:	2018 Budget	2018 Actual	April 2018 (33%)
Ag Society - Annual	\$ 14,500.00	\$ -	0%
Facility Room Rentals	\$ 11,000.00	\$ 1,150.00	10%
July 1st Revenues	\$ 5,000.00	\$ -	0%
Fundraisers/Raffles/Signage	\$ 10,000.00	\$ 360.00	4%
Arena Revenue (winter)	\$ 80,000.00	\$ 42,483.32	53%
Arena Revenue (spring/summer)	\$ 10,000.00	\$ 1,000.00	10%
Bowling Revenues	\$ 32,000.00	\$ 785.72	2%
Curling Revenues	\$ 30,000.00	\$ 13,629.37	45%
Library Lease/UT	\$ 4,800.00	\$ 2,400.00	50%
Concession	\$ 109,934.00	\$ 51,367.36	47%
Co-op Gift Cards	\$ 100,000.00	\$ 20,100.00	20%
Co-op Gift Card - Dividend	\$ 6,000.00	\$ 1,320.00	22%
Bank Interest	\$ 50.00	\$ 7.70	15%
Capital Grants	\$ 15,000.00	\$ -	0%
County Recreation Funding	\$ 27,500.00	\$ -	0%
Other	\$ 500.00	\$ 70.00	14%
Donations	\$ 10,000.00	\$ 14,120.00	141%
ATM Fee Income	\$ 2,200.00	\$ 992.50	45%
Total Revenues:	\$ 468,484.00	\$ 149,785.97	32%
Expenditures:			% of Budget
Salaries (Full Time)	\$ 84,240.00	\$ 17,800.50	21%
Salaries (Part-Time)	\$ 62,700.00	\$ 38,604.48	62%
Salaries - Employer Contr.	\$ 14,694.00	\$ 5,356.52	36%
Education/Training	\$ 1,000.00	\$ 551.50	55%
Office Supplies	\$ 2,000.00	\$ 899.98	45%
Advertising/Promotional	\$ 1,000.00	\$ -	0%
Service Charges	\$ 400.00	\$ 49.00	12%
General Goods & Services	\$ 100,000.00	\$ 25,904.46	26%
Janitorial Supplies	\$ 5,000.00	\$ 818.24	16%
WCB	\$ 750.00	\$ 488.33	65%
Freight	\$ 100.00	\$ -	0%
Telephones/Alarms	\$ 3,000.00	\$ 917.34	31%
Audit Fees	\$ 2,000.00	\$ -	0%
Waste Management Fees	\$ 1,400.00	\$ 416.00	30%
Insurance	\$ 200.00	\$ -	0%
Building R&M	\$ 20,000.00	\$ 3,654.32	18%
Equipment R&M	\$ 25,000.00	\$ 3,494.61	14%
Electricity	\$ 70,000.00	\$ 29,865.06	43%
Gas	\$ 25,000.00	\$ 14,882.12	60%
Concession Exp.	\$ 50,000.00	\$ 19,827.77	40%
Capital Contribution	\$ -	\$ -	
Total Expenditures:	\$ 468,484.00	\$ 163,530.23	35%
Net Surplus/(Deficit)	\$ -	-\$ 13,744.26	

Carbon Levy Charge

Town of Sedgewick Utilities Bills

MONTH	AMOUNT
Jan-18	\$917.18
Feb-18	\$1,094.52
Mar-18	\$692.51
Apr-18	\$562.35
May-18	
Jun-18	
Jul-18	
Aug-18	
Sep-18	
Oct-18	
Nov-18	
Dec-18	

YTD Total	\$3,266.56
------------------	-------------------



TOWN OF SEDGEWICK

DEPARTMENTAL REPORT

MEETING DATE: JUNE 8 \2018 8

DEPARTMENT: PUBLIC WORKS

SUMMARY

With cleaning well #7, pigging the wells, cleaning the potassium mixer and repairing the leaky fire hydrant, we have quite an improvement in our well performance and our water usage.

We should be busy for a while with line painting ,crack filling, valve actuating, hydrant flushing and replacement.

ACCOMPLISHMENTS

- Well #7 has been pulled and cleaned.
- The potassium mixer has been taken out of the water plant, brought to the shop and cleaned.
- The lines coming from Well's #5, 6, 7 have been pigged (cleaned)
- We have found the water leak we were looking for; fire hydrant across the street from the school, it has been repaired.
- Flowers have arrived and have been put out and are being watered daily.
- The south wall of the rec center has been painted and is ready for the new sign.
- Well draw downs (recording pumping and static levels)
- We are trying our best to keep 47th St. and Spruce Dr. graded on a regular basis.
- Vector has started work at the water plant for the generator and we have been helping out when needed.
- The new stage has arrived and is in our cold storage shed.

PRESENT AND FUTURE ACTIVITIES

- Fire hydrants have arrived and we are in the process of putting the nozzles on the upper bodies before we install the hydrants.
- We have been working with TNT when needed on the walking trail lights and with any luck everything should be done by June 11.
- The pad has been poured for the new electronic sign at the highway, the next thing will be to trench the power from the panel behind the town sign.
- Crosswalk painting is still on our list and our crackfill barrels have arrived, so we should be able to start crackfilling in about 3 to 4 weeks.
- Within a week we should have all the hydrants flushed.
- Within the next couple of weeks we should have all of the main water valves actuated (opened -and closed)
- When they trenched the water lines in for the ball diamonds they cut through our storm drain for the rec parking lot, it should be repaired within the next few work days.

APPENDIX:

NONE

PREPARED BY:

DARYL JOHNSON, FOREMAN



TOWN OF SEDGEWICK

CAO REPORT TO COUNCIL

MEETING DATE: JUNE 14, 2018

SUMMARY

Many of the planned projects are coming together as the subdivision and Spruce Drive Sanitary are out for tender, pylon sign is currently being installed, walking trail lights are installed, Rec Centre signage is installed, Dust suppressant is planned to be applied in the coming days and the Water Treatment Plant genset replacement project is underway.

A Parks and Facilities Foreman has been hired and starts July 3rd.

MEETINGS

- Attended CAO meeting on June 4th
- Attended Emergency Services Committee meeting on June 11th

ACCOMPLISHMENTS

- Attended SLGM refresher from May 15th to 18th
- Foundation for Hwy 13 pylon sign was poured on June 7th
- Wild Rose Coop sign was installed at rec centre on June 7th
- Walking trail lighting has been installed
- Subdivision and Spruce Drive Sewer tender is out. Deadline for bids is June 21st.
- Have hired Korey Pinkerton as Parks and Facilities Foreman. Korey is currently the Parks Manager for the Town of Maple Creek where he has been for the last 18 years.
- Attended Blanket Ceremony on May 30th
- Staging arrived on June 4th and is being stored.
- Security and surveillance system and new server have been installed in Town Office.
- Tax notices have been sent out and advertised

PRESENT AND FUTURE ACTIVITIES

- Will be away from the office between June 27th and July 6th
- Plan to attend ICF Workshop in Hardisty on June 21st
- Have schedule an Emergency Management meeting with our DEM and Deputy DEM on June 19th
- Supper meeting with Flagstaff County on June 21st.
- Pre-tender subdivision meeting on June 14th

APPENDIX:

NONE

PREPARED BY:

JIM FEDYK, CAO

May 22, 2018

Mayor Robinson and Councillors
Town of Sedgewick
PO Box 129
Sedgewick Alberta, T0B 4C0



Dear Mayor Robinson and all Members of Council;

**Subject: Alberta Recreation and Parks Association and the Government of Alberta
Honour Outstanding Work in your Community**

The Alberta Recreation and Parks Association (ARPA), alongside the Government of Alberta, are pleased to present a variety of awards that celebrate leadership and excellence in the province's recreation and parks sector.

Award recipients will be honoured in front of 500 delegates at the President's Awards Banquet on Saturday, October 27th, 2018, as the concluding event of our annual Conference and Energize Workshop, held at the Fairmont Jasper Park Lodge. We believe this formal recognition inspires Albertans to further outstanding work, and we ask that you consider nominating deserving members of your community for one of the following prestigious awards.

Lieutenant Governor's Leadership for Active Communities Award program

These awards honour the achievements of groups and individuals who are leading their communities to increase citizen participation in active living, recreation, and sport, resulting in healthier people and communities. This year, the program is presenting the Group Spirit of Community Leadership, Professional Leadership and Elected Community Leader. The Lieutenant Governor will be in attendance at the President's Awards Banquet to present these three awards.

Alberta Recreation and Parks Association's Award

The A.V. Pettigrew Award honours communities or organizations that have made a significant impact on improving the quality of life of their citizens through recreation and parks.

Government of Alberta's Recreation Volunteer Recognition Awards

The Government of Alberta Volunteer Recognition Awards honour volunteers who have made significant contributions to recreation development at the community level.

Please visit the ARPA website at www.arpaonline.ca/awards/main to view more details on any of the above awards and to submit a digital nomination form.

We look forward to hearing about and recognizing the devoted individuals and groups working to improve your community, our province and the lives of Albertans.

Yours sincerely,

Susan Laurin
President

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6

ph: 780-415-1745 • fax: 780-451-7915 • arpa@arpaonline.ca • www.arpaonline.ca

RECEIVED
MAY 24 2018

May 22, 2018

Mayor Robinson and Councillors
Town of Sedgewick
PO Box 129
Sedgewick Alberta, T0B 4C0



Dear Mayor Robinson and all Members of Council;

Subject: 2018 Alberta Recreation & Parks Association (ARPA) Annual Conference & Energize Workshop "Partners in Progress"

I am writing to you on behalf of the Alberta Recreation & Parks Association (ARPA) to invite you to our Annual Conference and Energize Workshop, held at the Fairmont Jasper Park Lodge from Thursday, October 25, 2018 to Saturday, October 27, 2018.

In 2016, our conference was also held in Jasper and it was attended by 525 delegates, of which more than 100 were mayors, reeves and councillors from across Alberta. Our conference program includes the Energize Workshop, which is a series of sessions on topical issues designed to provide you, as an elected official, with innovative ideas, solutions and opportunities in recreation, parks and community development. This will be the Energize Workshop's twenty-third year.

It is broadly recognized that recreation and parks are essential public services that create enhanced quality of life for your citizens and strongly aid in your community's economic growth and sustainability. Your presence at our conference makes a significant contribution to the dialogue and your ongoing support of our organization is much appreciated.

Our 2018 conference program has been informed and influenced by comments and suggestions from the 2017 attendees, and our continual scan of the issues and trends in Alberta and across Canada. The event also provides a great networking opportunity in a welcoming, spirited and healthy environment, as attendees connect with friends and colleagues from across the province in a beautiful, natural setting. The detailed conference program will be available on our website later this spring at www.arpaonline.ca/events/energize-conference.

The program in will reflect the goals of the **Framework for Recreation in Canada - Pathway to Wellbeing** that has been endorsed by every province and FCM and supported by the Government of Canada as well as active Alberta and the **Parks for All** framework document that was released in January 2018.

Our experience is that municipalities typically book their rooms well in advance of the conference, so we would encourage you to book your rooms soon. We look forward to seeing you there.

Yours sincerely,

Susan Laurin
President



Giving Back

with the Battle River Community Foundation

Volume 20, No. 1

Camrose, Alberta

Spring 2018

Join our annual open house



Dr. Michael Benusic

Each spring the Battle River Community Foundation Board welcomes stakeholders and members of the community to join them at a public meeting, in order to share all the good news of the past twelve months.

The Annual Open House features speakers with a variety of perspectives, along with an opportunity to meet the current Board members, celebrate those recently retired and hear reports about how the Foundation's investments have performed.

This year's event will take place on Tuesday, June 19 at 7:00 p.m. at the Norsemen Inn, Camrose. Everyone is invited to attend.

Representatives of donor and grant recipient organizations will speak at the event. In addition, the Foundation is pleased to welcome Dr. Michael Benusic as the featured guest speaker at this special evening. Dr. Benusic is a "home town boy" who was born and raised in the County of Camrose. He attended Sifton School, Camrose Composite High School and both the Camrose and Edmonton campuses of the University of Alberta before attending medical school in Vancouver.

Dr. Benusic completed his family medicine training in Toronto's inner city, has completed his Master of Public Health from Johns Hopkins University in Baltimore and is now enrolled in a Public Health and Preventive Medicine residency at the University of Toronto. At different intervals in his medical journey, Dr. Benusic has returned home to provide clinical care physician coverage to the Smith Clinic and St. Mary's Hospital in Camrose. Dr. Benusic's long-term goal is to become a Medical Officer of Health, in order to influence the wellbeing of an entire region.

Dr. Benusic will share his personal story and his goals, as well as touch on how a small grant from the Battle River Community Foundation helped him stay motivated to succeed.

We look forward to having you with us on June 19!

RECEIVED
MAY 28 2018

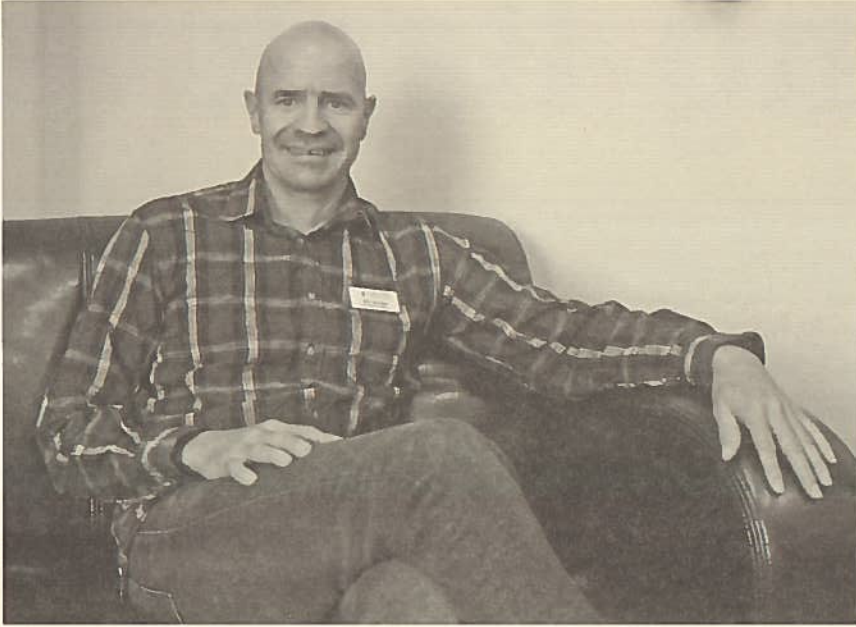
In accordance with the Alberta Charitable Fund-raising Act, we are pleased to provide the following information:

"With this newsletter, the BRCF hopes to raise \$5,000 with costs of \$2,000."

Inside This Issue

Helping people thrive, even with a life-limiting illness . . . Page 2
Big or small, ongoing donations make a difference Page 3
Is your organization eligible to apply for a grant? Page 4

Helping people thrive, even with a life-limiting



Bill Harder, Program Coordinator for the Hospice Society of Camrose and District

We all want to live life to the fullest – even when we have a life-limiting illness, and the Hospice Society exists to help people do exactly that.

Often when we consider the word “hospice” we think of a place for people who are actively dying. While the Hospice Society Program Coordinator, Bill Harder, does agree that “hospice” can mean that, in our local area, it also means helping people to make the most of every single day.

The local Hospice Society offers a variety of programs to support people dealing with grief and life-limiting illnesses. More than eight hundred people took advantage of the available support last year, by participating in one or more of the nine different programs available.

Those programs range from Grief and Bereavement workshops, to a “Death Café” discussion group, a Grief Support Walking Group, a Grief Companion Program and school-based grief support programs, a Men’s Cooking Circle, a special program that assists older rural residents to access appropriate resources and support, Palliative Care and End of Life Care.

That’s a lot for a small, not-for-profit organization with an eleven-member Board to provide. The organization’s first fifteen support volunteers were trained in 2012, through the Canadian Hospice Palliative Care Association. There are now about

sixty people who regularly give of their time to support those who are in the palliative or end stages of life. Their joint contribution usually totals between two and three hundred hours each and every month.

Volunteers integrate with individuals and families and stay involved with them at every stage of the process. The Hospice Society has no political or religious affiliations, so it is able to support people from all backgrounds. They can offer solace and support, as well as helping families access other resources or services they may need.

Bill acts as the coordinator, to ensure volunteers are properly trained, programs get off the ground and everything continues to run smoothly. He is also the one who prepares grant applications and looks toward the future, in support of the

Board’s vision to make a hospice building available to local residents at some point in the future.

According to research, while 90% of Canadians say they would like to die at home, the reality is that about 70% die in hospital. One of the goals of the local Hospice Society is to interact with other agencies and provide support to families, in order to increase the number of people who are able to die at home.

In addition, the Hospice Society has a longer-term plan to create a home-like hospice building, as a “second-best” option so that if people can’t remain at home they have another choice.

Being able to receive support from the Battle River Community Foundation has allowed the Hospice Society to provide support, while also considering new and different ideas for the future. “We continue to consider ways we can become more self-sustaining and secure a steady source of operational funding,” Bill explains. “But thanks to the Foundation we are also able to provide programs and support those in need right now.”

The Hospice Society considers the Foundation to be a collaborator in the wellness of our community and, as Bill says, “we appreciate that it will fund our organization without putting strings on what their grants will cover. They are flexible in letting

us identify what we need and that's very crucial."

"We know the Foundation has many choices of organizations it could support. With the help of the Foundation, we've been able to offer programs and services that have amazing impact on hundreds of local people and we're grateful for that."



The Grief Support Walking Group gets exercise and encourages each other

Big or small, ongoing donations make a difference

Lorna Holmes Bailey admits she isn't the biggest donor the Battle River Community Foundation has ever seen, but she maybe one of the most dedicated.

"I've been a supporter since the very beginning," Lorna says. "I like the Foundation because it's local and serves such a lovely, big community. I think donations to the Foundation are a very nice way to remember people and also a way to support really good, local causes."

Lorna doesn't usually designate her gifts to a specific fund within the Foundation, unless that request has been made by the family of someone whose memory she is honouring. She'd rather let the BRCF Board decide what causes are most pressing at any given time.



Lorna Holmes-Bailey

Lorna and her

late husband Bill Holmes arrived in Camrose about 65 years ago, coming from Red Deer so Bill could take on the role of parts manager at the new GM dealership. Bill later started his own vending machine business, which he operated for about 30 years. The couple raised four children in Camrose – Dave, Lori, Julie and Mike – while also being active community volunteers with the Scouts, the Golf Club, the Curling Club, the United Church, the Winter Games, the Bailey Theatre and more.

Some years after Bill died in 2002, Lorna remarried another active local citizen, Stu Bailey, and together they continued being enthusiastic community supporters until Stu passed away in 2013.

Now, at the age of 86, Lorna is still happy to regularly attend Battle River Community Foundation events and support their fundraising. As an older person, she says she is "at the stage of life where many people I know are dying" and she is pleased to be able to remember them through contributions to the BRCF.

"It's a well-managed organization run by good people whom I trust," she explains. "It's grown so much since the beginning and I am pleased to have played even a little part in that."

Is your organization eligible to apply for a grant?



Battle River Community Foundation

TELEPHONE and FAX:
780-679-0449

Box 1122, Camrose, AB T4V 4E7

EMAIL: info@brcf.ca

WEBSITE: www.brcf.ca

BOARD CHAIR

Vivianne Grue, 780-672-9624

VICE CHAIR

David Ofrim, 780-672-3534

SECRETARY

Kevin Gurr, 780-672-7701

TREASURER

Imogene Walsh, 780-672-6131

DIRECTORS

Tom Chelmick, 780-679-9173

Jim Hampshire, 780-384-2237

Leon Lohner, 780-672-5760

Darryl Schultz, 780-672-7957

Wally Wrubleski, 780-781-7323

PAST CHAIR

Blain Fowler, 780-672-3142

CHAIRMAN EMERITUS

Ken Drever, 780-672-4651

EXECUTIVE DIRECTOR

Dana Andreassen, 780-679-0449

EXECUTIVE ASSISTANTS

Tom and Melanie Kuntz,
780-672-7096

The Battle River Community Foundation exists in order to match willing donors with organizations in need of support. None of the fundraising would mean a thing if it wasn't passed along to those groups hard at work to keep our local communities strong.

Since its inception in 1995 the Foundation has been able to grant over five million dollars to support worthwhile projects and initiatives in communities throughout east central Alberta.

Is your organization eligible to be one of those who benefits?

As a locally organized funder, the Battle River Community Foundation has the ability to support projects and organizations in ways that other more traditional funding sources may not. They can, for example, support operating costs and salaries, or small organizations that may not qualify for other forms of financial support.

But what really appeals to the Foundation are those projects which impact large numbers of people, have a definite purpose and that respond to changing community needs. The Foundation Board is drawn to organizations with strong, committed volunteer boards who demonstrate fiscal responsibility and effective management.

If you think your organization fits the criteria and you've got a special project in mind, please visit the Battle River Community Foundation website www.brcf.ca for more details of what your application should include.

The 2018 deadline for grant applications is August 15. Recipients usually receive their funds in late November or December.

The finished application can be mailed to the Battle River Community Foundation, Box 1122, Camrose, AB T4V 4E7.

Proud sponsor of this issue of Giving Back...



Wild Rose

COMMUNITY-MINDED

We are part of your hometown. We care about
and support the causes that matter to you.

Camrose • Killam • Sedgewick • Galahad
Alliance • Hardisty • Viking



Find us on
Facebook



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR94114

June 6, 2018

Dear Municipal Elected Official,

I am pleased to invite you to provide input on the upcoming changes to Alberta's emergency management legislative framework.

Bill 8, the *Emergency Management Amendment Act*, was introduced in the Legislature on April 3, 2018. Debate on Bill 8 was held over until the fall sitting of the Legislature to allow the Government of Alberta to engage with stakeholders. The changes in Bill 8 will help Alberta better address the risks posed by the increasing frequency and severity of disasters. These changes were identified through post-incident assessment reports, cross-jurisdictional scans of legislation and regulations, and through working with Alberta's communities.

Your input on the proposed changes to the *Emergency Management Act* and on the development of the new Local Authority Emergency Management Regulation is being sought so the resulting legislation and regulation work for both the province and communities.

You can provide your input in two ways, either in person by attending one of the upcoming engagement sessions, or online by completing the discussion guide and submitting your input by email. The discussion guide is available at: www.aema.alberta.ca and can be submitted to ma.aemabill8input@gov.ab.ca.

The engagement sessions will start with a brief overview of the amendments in Bill 8 and the proposed requirements for the new Local Authority Emergency Management Regulation. Following this presentation, there will be an opportunity for session attendees to circulate between stations where they will learn more about proposed changes by topic and have an opportunity to provide their input.

To help prepare for these engagement sessions, I encourage you to review the discussion guide prior to your session. This preparation will allow us to effectively capture your input at the session.

.../2

Each engagement session is structured so the morning (8:15 a.m. to 12 p.m.) is available for elected officials and the afternoon (1 to 4:30 p.m.) is for municipal administration representatives. The engagement sessions will be held at:

- Fort McMurray: June 18, 2018 at the Radisson Hotel & Suites (435 Gregoire Drive)
- Grande Prairie: June 20, 2018 at the Podollan Inn & Spa (10612 99 Avenue)
- Lethbridge: June 25, 2018 at the Coast Lethbridge Hotel (526 Mayor Magrath Drive S)
- Calgary: June 26, 2018 at the Executive Royal Hotel Calgary (2828 23 Street NE)
- Edmonton: June 28, 2018 at the Chateau Nova Yellowhead (13920 Yellowhead Trail)

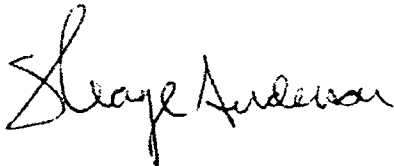
To register for an engagement session, please visit:

www.municipalaffairs.alberta.ca/online-event-registration, select "Emergency Management Amendment Act Engagement" and complete the online registration form.

If you have any questions about the upcoming engagement sessions, please contact ma.aemabill8input@gov.ab.ca.

Thank you for your continued dedication to keeping Albertans safe.

Sincerely,

A handwritten signature in black ink, appearing to read "Shaye Anderson". The signature is fluid and cursive, with the first name "Shaye" being more prominent than the last name "Anderson".

Hon. Shaye Anderson
Minister of Municipal Affairs



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

RECEIVED
JUN 04 2018

AR93652

May 29, 2018

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

Dear Mayor Robinson,

Our government remains committed to supporting municipalities in providing quality infrastructure and services to Albertans. In keeping with that commitment, I am pleased to confirm that Budget 2018 includes \$668 million in Municipal Sustainability Initiative (MSI) funding. This funding, when combined with the \$800 million in MSI funding made available through a 2017-18 Supplementary Estimate, will provide close to \$1.5 billion in the 2018 calendar year to help Alberta's municipalities address local infrastructure priorities. In addition, \$229 million is being provided under the federal Gas Tax Fund (GTF).

Your municipality's 2018 MSI and GTF allocations are listed in Appendix A (attached). Funding amounts for all municipalities are also posted on the Municipal Affairs grant program website at: municipalaffairs.alberta.ca/municipal-grants.

I look forward to working with you and our federal partners to ensure Albertans continue to have access to the essential infrastructure they need.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

Attachment

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

Appendix A

Town of Sedgewick

Program	Components	2018 Funding
Municipal Sustainability Initiative (MSI)	Capital Funding	\$208,202
	MSI Capital Component	\$159,542
	BMTG Component	\$48,660
	Operating Funding	\$41,816
	Non-SI Component	\$22,957
	SI Component	\$18,859
	Total MSI	\$250,018
Gas Tax Fund (GTF)		\$50,000

Notes:

- The allocations for the MSI capital component and operating funding are based primarily the 2017 Municipal Affairs Population List, 2017 education tax requisitions, and 2016 kilometres of local road.
- The allocations for the Basic Municipal Transportation Grant (BMTG) component are based on municipal status:
 - Calgary and Edmonton receive funding based on litres of road-use gas and diesel fuel sold;
 - other cities and urban service areas receive funding based on a combination of population and length of primary highways;
 - towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receive funding based on population; and
 - rural municipalities and Métis Settlements receive funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.
- Sustainable Investment (SI) funding is provided to municipalities with a population under 10,000 and a limited local assessment base. This funding is over and above the MSI funding provided under the general allocation formula set out in the program guidelines. Individual municipalities' SI funding is subject to annual fluctuations resulting from changes in their equalized assessment per capita for urban municipalities, or per kilometre of local road for rural municipalities, in relation to the provincial average.
- The GTF allocations are based on the 2017 Municipal Affairs Population List.

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 8th, 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.