



TOWN OF
SEDGEWICK

Agenda

Regular Meeting of Council

Thursday, October 18, 2018

Town of Sedgewick Council Chambers

6:00 pm

1. Call to Order

2. Acknowledgement of Treaty 6

3. Adoption of Agenda

4. Delegations None

5. Minutes [Regular Meeting \(September 20, 2018\)](#)

6. Financials None

7. New Business

- 7.1 [Flagstaff Regional SDAB & IARB](#) – Appointment of new member RFD
- 7.2 [Parkland Regional Library](#) – 2019 Budget RFD
- 7.3 [Recreation Funding Committee](#) – Phase II Funding RFD
- 7.4 [SMBapps](#) – Town of Sedgewick APP Proposal RFD
- 7.5 [GoEast](#) – 2019 Marketing Program RFD
- 7.6 [2018 Capital Budget](#) – MSI Capital Allocation RFD
- 7.7 [AMSC](#) – Employee & Family Assistance Program Proposal RFD
- 7.8 [Subdivision Authority Bylaw 546](#) & Appointment of Subdivision Authority
- 7.9 [Sidewalk Condition Assessment Proposal](#) – RFD
- 7.10 [Sanitary Sewer Rehabilitation Program](#) - RFD
- 7.11 [Main Street Concept](#) (ADDITION)
- 7.12 [Development Permit Application](#) - 2018-10 (ADDITION)
- 7.13 [Development Permit Application](#) - 2018-11 (ADDITION)

8. Reports

8.1 Committee Reports

Mayor P. Robinson

- Nothing to report

Councillor G. Imlah

- Nothing to report

[Councillor S. Levy](#)

- Sedgewick Public Library – Minutes of September 11, 2018

- FRSWMA – Minutes of September 24, 2018
Councillor T. Schmutz
- Nothing to report
[Councillor G. Sparrow](#)
- Flagstaff Regional Housing Group – Minutes of June 5 & 26, 2018
- Wild Rose Coop Rec Centre Executive - Minutes of Sept.24, 2018
- Sedgewick Golf Club Executive – Minutes of September 25, 2018
- Sedgewick Golf Club – Comparative Balance Sheet as of Sept.30, 2018

8.2 Staff Departmental Reports

[Public Works Report](#) – For the period ending October 18, 2018

8.3 Chief Administrative Officer Report

[CAO Report](#) – For the period ending October 18, 2018

9. Correspondence

- 9.1 [Sedgewick Rec Centre](#) – Profit/Loss Statement as of August 2018
- 9.2 [AUMA](#) – Press Release: “Provincial Cannabis cash is a bad deal for municipalities.”

10. In-Camera

11. Round Table/Question Period

12. Adjournment



TOWN OF SEDGEWICK

Minutes

Regular Meeting of Council

September 20, 2018

Town of Sedgewick Town Office

6:00 pm

Council Present

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

Also Present

Jim Fedyk CAO

1. Call to Order – 6:02 pm

2. Acknowledgement of Treaty 6

Council acknowledged that they are on Treaty 6 territory, a traditional meeting ground, gathering place and travelling route to the Cree, Saulteaux, Blackfoot, Metis, Dene and Nakota Sioux. Council acknowledged all the many First Nations, Metis and Inuit whose footsteps have marked these lands for centuries.

3. Agenda

2018-09-189	MOTION by Mayor Robinson		CARRIED
That the agenda be approved with the following addition: 10.2 Personnel (FOIP Section 17)			

4. Public Hearing – Bylaw 544 – Amendment #6 to Land Use Bylaw 461

Mayor Robinson declared the Public Hearing open at 6:03 pm.
Mayor Robinson provided an overview of the purpose of the Public Hearing.
CAO J. Fedyk 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 declared the Public Hearing closed at 6:04 pm.

5. Minutes

2018-09-190	MOTION by Mayor Robinson		CARRIED
That the Regular Meeting Minutes from August 23, 2018 be approved as presented.			

6. Old Business

6.1 Bylaw 544 – Amendment #6 to Land Use Bylaw 461			
2018-09-191	MOTION by Clr. Imlah		CARRIED
That Council give second reading to Bylaw 544.			
2018-09-192	MOTION by Clr. Schmutz		CARRIED
That Council give third reading to Bylaw 544.			

7. New Business

7.1 FortisAB Franchise Agreement – 2019 Franchise Fee			
2018-09-193	MOTION by Clr. Sparrow		CARRIED
That Council file the FortisAB Franchise Agreement as information.			
7.2 Town Parade Float			
2018-09-194	MOTION by Clr. Sparrow		CARRIED



TOWN OF SEDGEWICK

Minutes

Regular Meeting of Council

September 20, 2018

Town of Sedgewick Town Office

6:00 pm

That Council accept the parade float design as presented but postpone production until the item can be reviewed during preparations for the 2020 budget.

7.3 Main Street Design Open House

2018-09-195	MOTION by Clr. Imlah		CARRIED
-------------	-------------------------	--	---------

That Council direct Administration to have Main Street renderings produced that would omit a centre promenade and include wider sidewalks, bulbs at pedestrian crossings and ornamentation on the sidewalks.

7.4 Recreation Funding Committee Bylaw 545

2018-09-196	MOTION by Mayor Robinson		CARRIED
-------------	-----------------------------	--	---------

That Council give first reading to Recreation Funding Committee Bylaw 545.

7.5 Spray Park Sewer System

2018-09-197	MOTION by Clr. Schmutz		CARRIED
-------------	---------------------------	--	---------

That Council accept the provided analysis as information and direct Administration to research the possibility of chlorinating the water and disposing into the lake.

8. Reports

8.1 Committee Reports

2018-09-198	MOTION by Clr. Levy		CARRIED
-------------	------------------------	--	---------

That the Committee Reports be accepted as information.

8.2 Staff Departmental Reports

2018-09-199	MOTION by Clr. Schmutz		CARRIED
-------------	---------------------------	--	---------

That the Public Works Report be accepted as information.

2018-09-200	MOTION by Mayor Robinson		CARRIED
-------------	-----------------------------	--	---------

That the Parks and Facilities Report be accepted as information.

8.3 CAO Report

2018-09-201	MOTION by Clr. Imlah		CARRIED
-------------	-------------------------	--	---------

That the CAO Report be accepted as information.

9. Correspondence

9.1 Sedgewick Seniors Club – Main Street Revitalization – Handicapped Parking Request

9.2 Resident Complaint – Boulevard Maintenance

2018-09-202	MOTION by Clr. Schmutz		CARRIED
-------------	---------------------------	--	---------

That Council direct Administration to add three handicap parking spaces with signage in front of the Senior's Centre.

2018-09-203	MOTION by Clr. Sparrow		CARRIED
-------------	---------------------------	--	---------

That the Boulevard Bylaw be brought back to Council for review with Administration to recommend an amendment referencing boulevard maintenance responsibilities in extenuating circumstances.

2018-09-204	MOTION by Clr. Schmutz		CARRIED
-------------	---------------------------	--	---------

That the correspondence items be accepted as information.



TOWN OF SEDGEWICK

Minutes

Regular Meeting of Council

September 20, 2018

Town of Sedgewick Town Office

6:00 pm

10. In Camera

10.1 Recreation Plan – FOIP s. 24

10.2 Personnel – FOIP s. 17

2018-09-205

MOTION by
Mayor Robinson

CARRIED

That Council close the meeting at 8:07pm, pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2, Section 24 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss the Agenda Items “Recreation Plan” and “Personnel” with all persons except Town Council and the CAO excluded from the meeting.

2018-09-206

MOTION by
Mayor Robinson

CARRIED

That the meeting return to an open meeting at 8:52pm.

11. Round Table/Question Period

Clr. Imlah reported on the success of the Gathering of the Clans festival. The event saw 700 attendees.

12. Adjournment

2018-09-207

MOTION by
Mayor Robinson

CARRIED

That the meeting be adjourned at 9:10 pm.

Perry Robinson, Mayor

Jim Fedyk, CAO



TOWN OF SEDGEWICK

REQUEST FOR DECISION

OCTOBER 18TH, 2018

SDAB AND ARB MEMBER APPOINTMENT

SDAB AND ARB MEMBER APPOINTMENT

EXECUTIVE SUMMARY

The Town has been notified that a new member for both the Subdivision and Development Appeal Board and Intermunicipal Assessment Review Board is being recommended by the clerk.

BACKGROUND

Sylvia Wold of Alliance has applied to become a new member of the SDAB and ARB. Ms. Wold has experience serving as the CAO for Senior's Housing Castor and is being recommended by the clerk as a good addition. Ms. Wold plans to attend SDAB training in December and ARB training in the spring.

This appointment would bring membership of each board to four (4) with two (2) more members still to be recruited to both.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may approve the appointment of Sylvia Wold to the Flagstaff Regional Subdivision & Development Appeal Board for a three year term expiring October, 2021 and to the Intermunicipal Assessment Review Board for a three year term expiring October, 2021.
2. Council may choose not to appoint Sylvia Wold to the Boards.

RECOMMENDATION

1. That Council approve the appointment of Sylvia Wold to the Flagstaff Regional Subdivision & Development Appeal Board for a three year term expiring October, 2021 and to the Intermunicipal Assessment Review Board for a three year term expiring October, 2021.

ATTACHMENTS

1. Letter from the SDAB Clerk
2. Letter from the ARB Clerk

Flagstaff Regional Subdivision & Development Appeal Board

Box 210

Forestburg, AB T0B 1N0

(780)582-3668

September 27, 2018

Town of Sedgewick
PO Box 129
Sedgewick, AB T0B 4C0

Dear Sirs:

Re: Subdivision & Development Appeal Board Member Appointments

Recruitment for additional members for the Flagstaff Regional Subdivision & Development Appeal Board has continued and we are pleased to inform you that an additional individual has indicated that they would be willing to serve on this board. The term of the appointment is three (3) years.

The new member being recommended by the Clerk is:

Sylvia Wold (Alliance)

Ms. Wold has previously served as the CAO for Senior's Housing Castor. The Clerk believes that Ms. Wold will be good addition to our SDAB. Ms. Wold has indicated that she is willing to attend SDAB training to be held in December in Wetaskiwin.

Our current roster of SDAB Board Members includes: Dan Hochhausen (Strome), Leslie Cholowsky (Killam), and Diane D. Gordon (Killam). As per the FRSDAB Agreement each Council must appoint by resolution six (6) individuals and we are still seeking more members to serve on the Board. Names with contact information for potential new members can be submitted to the SDAB Clerk.

The SDAB Clerk is respectfully requesting that Council approve the appointment of Sylvia Wold to the Flagstaff Regional Subdivision & Development Appeal Board for a three year term expiring October, 2021.

Yours truly,



Debra Moffatt
Flagstaff Regional SDAB Clerk

Intermunicipal Assessment Review Board

Box 210

Forestburg, AB T0B 1N0

(780)582-3668

September 27, 2018

Town of Sedgewick
PO Box 129
Sedgewick, AB T0B 4C0

Dear Sirs:

Re: Intermunicipal Assessment Review Board Member Appointments

As per the ARB Agreement each Council must appoint by resolution six (6) individuals as recommended by the Clerk. The term of the appointment is three (3) years. One individual has indicated that they would like to serve on this board.

The individual recommended by the Secretary is:

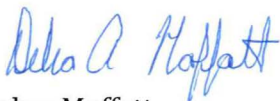
Sylvia Wold (Alliance)

Ms. Wold has previously served as the CAO of Senior's Housing Castor. The Clerk believes that Ms. Wold will serve our communities well on the ARB. Ms. Wold has agreed to attend ARB Board Member training which will be held sometime in the spring as per Municipal Affairs scheduling.

Current ARB members are: Kari Fox-Newby (Killam), Ken Bullock (Forestburg), and Diane D. Gordon (Killam). Our agreement indicates that we will have six (6) members on the Assessment Review Board and we are still seeking additional members. Names with contact information for potential new members can be submitted to the ARB Clerk.

The ARB Clerk is respectfully requesting that Council approve the appointment of Sylvia Wold to the Intermunicipal Assessment Review Board for a term of 3 years to expire in October, 2021.

Yours truly,



Debra Moffatt
Intermunicipal Assessment Review Board Clerk



TOWN OF SEDGEWICK

REQUEST FOR DECISION

OCTOBER 18TH, 2018

PRL 2019 BUDGET

PARKLAND REGIONAL LIBRARY 2019 BUDGET

EXECUTIVE SUMMARY

Parkland Regional Library has submitted their proposed 2019 budget.

BACKGROUND

Attached is the 2019 Parkland Regional Library proposed budget. Following are some key points:

- For 2019, the PRL is requesting an increase of 13 cents per capita.
- The Town of Sedgewick paid a \$6,890.28 requisition in 2017 and \$6,585 in 2018. The proposed requisition for 2019 would be \$6,690.75, a \$105 increase from 2018 but a \$200 decrease from 2017.
- This is an estimate only and is subject to change in accordance with the PRL's membership agreement.

BUDGET IMPLICATIONS

A requisition increase of \$105.43.

ALTERNATIVES

1. Council may approve the 2019 Parkland Regional Library requisition of \$8.25 per capita.
2. Council may reject the 2019 Parkland Regional Library requisition of \$8.25 per capita.

RECOMMENDATION

1. That Council approve the 2019 Parkland Regional Library requisition of \$0.13 per capita.

ATTACHMENTS

1. 2019 PRL proposed budget

Parkland Regional Library 2019 Proposed Budget Synopsis

PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2019, the increase to the municipal per capita requisition is thirteen cents.

PRL's budget projections for 2019 use the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For 2019, we project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2016 population statistics. Provincial grants amount to approximately 45.5% of PRL's total income.

Points within the budget to note include:

- The First Nations Grant is assumed to continue. Also using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- eContent platform subscription fees have been increased due to an upgrade we obtained for one of our licensed resources (Novelist), and the new TAL core, eContent subscription (line 2.5).
- In compliance with expectations from the Government of Alberta, a First Nations Provincial Grant expense line has been created as a separate pool of funds to spend on First Nations activities (line 2.6). This grant is calculated at \$5.55 per capita and corresponds to line 1.2 under "Income" from which line 2.6 derives its funding.
- The eContent line (line 2.17) has been reduced significantly since Parkland has drastically cut funds supporting the government sponsored streaming media resource hoopla. This provincially sponsored resource will be discontinued in 2019.
- Large Print, Reference, and Audio books collection allotments have been reduced slightly to reflect decreased demand (lines 2.16, 2.18, 2.20).
- Line 3.4 the Building – Repairs/Maintenance line, has been reduced substantially simply because staff have reassigned the cost of carpet cleaning, window cleaning, and other custodial type activities to line 3.9, the Janitorial/Outdoor maintenance expense line.
- Salaries will go up a step for most staff plus a consumer price index adjustment in compliance with Parkland's Compensation Policy (line 3.13).
- Of the 2019 budget expense lines, 17 lines remained the same compared to 2018, 10 went up, 11 went down, and 1 was new.

Proposed 2019 Budget **PARKLAND REGIONAL LIBRARY**

Present
Budget

	2018	2019
Income		
1.1 Provincial Grants	990,831	990,831
1.2 First Nations Grant	109,624	109,624
1.3 Membership Fees	1,711,794	1,801,371
1.4 Alberta Rural Library Services Grant	428,738	428,738
1.5 Interest Income	27,000	27,000
TOTAL Income	3,267,987	3,357,564
Support Materials & Services Directly to Libraries		
2.1 Alberta Rural Library Services Grant	428,738	428,738
2.2 Allotment Funds issued to Libraries	239,125	247,637
2.3 Cataloguing Tools	4,000	3,800
2.4 Computer Maint. Agree. Software licenses	164,081	168,049
2.5 eContent Platform fees, Subscriptions	18,250	44,400
2.6 FN Provincial Grant expenses		59,357
2.7 Freight	7,500	6,500
2.8 Internet Connection Fees	10,800	10,800
2.9 Member Library Computers Allotment	63,245	65,504
2.10 Outlets - Contribution to Operating	800	800
2.11 Periodicals	1,975	1,100
2.12 Postage Reimbursement	7,000	7,000
2.13 Supply purchased Cataloguing/Mylar	25,000	25,000
2.14 Vehicle expense	37,000	43,000
2.15 Workshop/Training expense	15,000	15,000
PRL Circulating Collections		
2.16 Audio Book	5,000	3,800
2.17 eContent	80,600	45,000
2.18 Large Print	13,000	10,000
2.19 Programming Box	750	1,000
2.20 Reference	6,000	4,500
TOTAL Support Materials & Services Directly to Libraries	1,127,864	1,190,985
Cost of Services		
3.1 Audit	16,200	16,200
3.2 Bank expenses	1,500	1,500
3.3 Bank Investment Fees	4,500	4,500
3.4 Building-Repairs/Maintenance	28,000	17,000
3.5 Communications/Marketing/Advocacy	5,000	5,000
3.6 Continuing Education	20,000	20,000
3.7 Dues/Fees/Memberships	11,500	11,500
3.8 Insurance	13,750	13,750
3.9 Janitorial/Outdoor maintenance expense	29,500	34,500
3.10 Photocopy/Printing	9,000	7,000
3.11 Postage	5,000	5,500
3.12 Promotion/Trade Shows/Publicity	6,500	6,500
3.13 Salaries	1,537,027	1,566,669
3.14 Salaries - Employee Benefits	338,146	346,960
3.15 Supplies/Stationery/Building	30,000	30,000
3.16 Telephone	12,500	11,000
3.17 Travel	15,000	12,000
3.18 Trustee expense	22,000	22,000
3.19 Utilities	35,000	35,000
TOTAL Cost of Services	2,140,123	2,166,579
TOTAL Expenses (library materials & cost of service)	3,267,987	3,357,564
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.12	8.25
		1.6%



Proposed BUDGET 2019

Full Notes

Notes for the Parkland Regional Library Budget 2019

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRL Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRL Board.*
- 8.5 The PRL Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2019, the increase to the municipal per capita requisition is thirteen cents or 1.6%.

PRL's budget projections for 2019 use the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For 2019, we project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2016 population statistics.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue. Also using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- eContent platform subscription fees have been increased due to an upgrade we obtained for one of our licensed resources (Novelist), and the new TAL core database subscriptions and now includes Audio Cine moved from periodicals.
- In compliance with expectations from the Government of Alberta, a First Nations Provincial Grant expense line has been created as a separate pool of funds to spend on First Nations activities (line 2.6). This grant is calculated at \$5.55 per capita and corresponds to line 1.2 under "Income" from which line 2.6 derives its funding.
- The eContent line (line 2.17) has been reduced significantly since Parkland has drastically cut funds supporting the government sponsored streaming media resource hoopla.
- Large Print, Reference, and Audio books collection allotments have been reduced slightly to reflect decreased demand (lines 2.16, 2.18, 2.20).
- Line 3.4 the Building – Repairs/Maintenance line, has been reduced substantially simply because staff have reassigned the cost of carpet cleaning, window cleaning, and other custodial type activities to line 3.9, the Janitorial/Outdoor maintenance expense line.
- Salaries will go up a step for most staff plus a consumer price index increase in compliance with Parkland's Compensation Policy (line 3.13).
- The Benefits line (line 3.14) has also increased proportionately to the salaries line (line 3.13) since benefits are calculated in relation to wages.
- Provincial grants amount to approximately 45.5% of PRL's total income.
- Of the 2019 budget expense lines, 17 lines remained the same compared to 2018, 10 went up, 11 went down, and 1 was new.

At the end of the budget documents you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$126,800. The only other anticipated reserve fund transfers for 2019 involve the amortization of PRL's capital assets. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Brief Notes – September 2019

INCOME

- 1.1 The Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget
- 1.4 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.5 Held to reflect the anticipated returns on investments

LIBRARY MATERIALS

- 2.1 Estimate, based on announcement from PLSB - see 1.4 above
 - 2.2 Reflects allotment rate of \$1.13 per capita
 - 2.3 Based on actual costs and reduced slightly from the 2018 amount
 - 2.4 Line increased slightly to allow for the purchase of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRL and member library computers, PRL's management of wireless networks
 - 2.5 Line to pay for platform fees/subscriptions for eContent - increased due to an upgrade for one of our licensed resources (Novelist), the new TAL core eResources subscriptions and includes Audio Cine fees moved from periodicals
 - 2.6 This line created due to PLSB expectations for direct First Nations services, the amount for 2019 is \$5.55 per capita to spearhead outreach activities and services to First Nations reserve residents
 - 2.7 Reduced slightly based on actual costs
 - 2.8 Held at 2018 amount
 - 2.9 Based on current population at \$0.30 per capita
 - 2.10 Held at \$800
 - 2.11 Decreased to \$1,100 - fees for the subscription to Audio Cine for public performance rights have been moved to line 2.5
 - 2.12 Held at 2018 amount
 - 2.13 Held at 2018 amount - used for purchasing library material processing items such as mylar book covers, cataloguing records, and multimedia cases
 - 2.14 Increased to \$43,000 due to the purchase of a third cargo van and a second consulting vehicle - anticipated maintenance costs for five vehicles and fuel, using a 5 year review of actual costs
 - 2.15 Held at 2018 level of \$15,000 used for projects for training library managers and staff, and library conference expenses
- PRL Circulating Collections
- 2.16 Reduced slightly in 2019

- 2.17 Line reflects materials allotment for the purchase of eContent, reduced in 2019 due to the need to limit the cost of the hoopla streaming media service
- 2.18 Reduced in 2019 due to the trend of reduced use of the large print collection
- 2.19 Increased slightly to \$1,000
- 2.20 Reduced slightly in 2019 to accommodate other budget priorities

COST OF SERVICES

- 3.1 The fee for 2019 is an estimate which also includes the annual legal letter required from PRL's lawyer for the auditor
- 3.2 Held at \$1,500 - to cover the cost of cheques and electronic banking services
- 3.3 Held at \$4,500
- 3.4 Reduced to \$17,000 - janitorial items such as window and carpet cleaning for the building have been moved to line 3.9 - based on five-year averages
- 3.5 Held at 2018 amount of \$5,000 - used to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards
- 3.6 Held at \$20,000
- 3.7 Held at \$11,500 - to cover PRL's cost to belong to membership organizations (e.g. Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), The Alberta Library (TAL), etc.)
- 3.8 Held at \$13,750 based on a 5 year review of actual costs
- 3.9 Increased to \$34,500 for additions from line 3.4 for janitorial building maintenance items - includes snow removal, yard maintenance, janitorial services and janitorial maintenance (carpet and window cleaning)
- 3.10 Reduced to \$7,000 based on usage over last three years
- 3.11 Increased slightly to \$5,500 - based on five year averages
- 3.12 Held at \$6,500
- 3.13 Increased to reflect predicted staff salary costs based on current staff levels and in compliance with the new compensation policy
- 3.14 Increased to reflect predicted staff benefits costs based on current staff levels
- 3.15 Held at \$30,000 used for - based on a five-year review
- 3.16 Reduced to \$11,000 - based on actual costs
- 3.17 Reduced to \$12,000 - based on a five-year review
- 3.18 Held at 2018 level of \$22,000 - to support trustee activities
- 3.19 Based on five-year averages - held at \$35,000

Complete Notes to the 2019 Budget

Proposed 2019 Budget PARKLAND REGIONAL LIBRARY

		Present Budget	
		2018	2019
Income			
1.1	Provincial Grants	990,831	990,831
1.2	First Nations Grant	109,624	109,624
1.3	Membership Fees	1,711,794	1,801,371
1.4	Alberta Rural Library Services Grant	428,738	428,738
1.5	Interest Income	27,000	27,000
TOTAL Income		3,267,987	3,357,564

Income – line details

1.1 Provincial Grants: for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually.

1.2 First Nations Grant: the First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve residents found within Parkland's regional borders. The grant is to provide system level services to FN reserve residents. The grant is composed of two grants. The \$4.70 system operating grant and the \$5.55 per capita rural library services grant. The \$4.70 is used to fund operations of the regional system. The \$5.55 per capita is to fund various First Nations initiatives. See line 2.6.

1.3 Membership Fees: \$8.25 per capita – requisition to municipalities to balance the budget. This is an increase of 1.6% or thirteen cents per capita.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRL of municipalities and municipal districts, which do not appoint a library board – the grant is passed entirely to libraries, as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Directly to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, the Servus Credit Union short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments.

		2018	2019
	Support Materials & Services Directly to Libraries		
2.1	Alberta Rural Library Services Grant	428,738	428,738
2.2	Allotment Funds issued to Libraries	239,125	247,637
2.3	Cataloguing Tools	4,000	3,800
2.4	Computer Maint. Agree. Software licenses	164,081	168,049
2.5	eContent Platform fees, Subscriptions	18,250	44,400
2.6	FN Provincial Grant expenses		59,357
2.7	Freight	7,500	6,500
2.8	Internet Connection Fees	10,800	10,800
2.9	Member Library Computers Allotment	63,245	65,504
2.10	Outlets - Contribution to Operating	800	800
2.11	Periodicals	1,975	1,100
2.12	Postage Reimbursement	7,000	7,000
2.13	Supply purchased Cataloguing/Mylar	25,000	25,000
2.14	Vehicle expense	37,000	43,000
2.15	Workshop/Training expense	15,000	15,000
	PRL Circulating Collections		
2.16	Audio Book	5,000	3,800
2.17	eContent	80,600	45,000
2.18	Large Print	13,000	10,000
2.19	Programming Box	750	1,000
2.20	Reference	6,000	4,500
	TOTAL Support Materials & Services Directly to Libraries	1,127,864	1,190,985

Support Materials & Services Directly to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as determined by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued

to Libraries:

reflects allotment rate of \$1.13 per capita – held at 2017 level.

<i>2.3 Cataloguing tools:</i>	based on actual costs – reduced slightly – includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; among other resources, all of which are used to prepare books and other materials for libraries.
<i>2.4 Computer Maint. Agree. Software Licenses:</i>	for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRL’s management of wireless networks, PRL’s computers, and licensed services for the Horizon integrated library system increased to reflect the US dollar exchange, increased quantity of licensing, and now includes small non-capital IT items as needed such as monitors and bar code scanners.
<i>2.5 eContent Platform fees and Subscription fees:</i>	to pay for platform fees for 3M ebooks, and Novelist, Novelist Select subscriptions, now includes Audio Cine fees moved from periodicals, and the TAL core of eResource subscriptions (includes 4 public library focused databases: Ancestry Library Edition, Consumer Reports, Solaro (homework help), and TumbleBook Library – Premium) or other eContent as needed – increased but see 2.17 as it has decreased).
<i>2.6 FN Provincial Grant Expense:</i>	line created due to expectations from the Public Library Services Branch that direct services to indigenous communities be provided and accounted for, the amount estimated is \$5.55 per capita to spearhead outreach activities and services.
<i>2.7 Freight:</i>	vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts – reduced slightly from 2018 level.
<i>2.8 Internet Connection Fees:</i>	for internet service provision to member libraries and HQ – held at 2018 level.

<i>2.9 Member Library Computers:</i>	income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.
<i>2.10 Outlet - Contribution to Operating:</i>	amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.
<i>2.11 Periodicals:</i>	decreased due to moving Audio Cine the public performance rights licensing fee to line 2.5; includes professional development publications and library journals.
<i>2.12 Postage Reimbursement:</i>	held at 2018 level, based the last 2-year estimates – reimbursement for items interlibrary loaned or mailed directly to patrons by member libraries.
<i>2.13 Supplies purchased Cataloguing/Mylar:</i>	held at 2018 level, line for purchasing library materials processing such as precut "mylar" book covers, cataloguing records, and multimedia cases.
<i>2.14 Vehicle Expense:</i>	includes fuel and accounts for fluctuation in fuel prices, repairs and tire replacements for three cargo vans and two vehicles for staff use – line increased due to the recent purchases of a third cargo van and a second staff consulting vehicle.
<i>2.15 Workshop/Training:</i>	includes costs for all workshops and training activities hosted or planned by PRL staff for member libraries regardless of whether they are held at PRL or other locations – held at \$15,000.

PRL Circulating Collections

<i>2.16. Audiobook Materials:</i>	reduced – used to support the physical audio collection.
<i>2.17 eContent:</i>	reduced due to drastically diminishing funding for the hoopla streaming media service – includes allotment for

3M eBooks, Zinio Magazines, One Click digital eAudiobooks, and potentially other eContent.

2.18. Large Print Books: reduced in 2018 due to the trend of reduced use of the large print collection.

2.19 Programming Boxes: increased slightly to \$1,000 - to refresh and build new programming kits for programming in member libraries.

2.20 Reference Materials: reduced due to other budget priorities – to purchase limited amounts of reference material for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services

	2018	2019
3.1 Audit	16,200	16,200
3.2 Bank expenses	1,500	1,500
3.3 Bank Investment Fees	4,500	4,500
3.4 Building-Repairs/Maintenance	28,000	17,000
3.5 Communications/Marketing/Advocacy	5,000	5,000
3.6 Continuing Education	20,000	20,000
3.7 Dues/Fees/Memberships	11,500	11,500
3.8 Insurance	13,750	13,750
3.9 Janitorial/Outdoor maintenance expense	29,500	34,500
3.10 Photocopy/Printing	9,000	7,000
3.11 Postage	5,000	5,500
3.12 Promotion/Trade Shows/Publicity	6,500	6,500
3.13 Salaries	1,537,027	1,566,669
3.14 Salaries - Employee Benefits	338,146	346,960
3.15 Supplies/Stationery/Building	30,000	30,000
3.16 Telephone	12,500	11,000
3.17 Travel	15,000	12,000
3.18 Trustee expense	22,000	22,000
3.19 Utilities	35,000	35,000
TOTAL Cost of Services	2,140,123	2,166,579

Cost of Services – line details

- 3.1 Audit:* 2018 is based on an estimate – now includes costs for an annual letter from PRL’s lawyer required for the audit process.
- 3.2 Bank Expenses:* held at 2018 level - to cover the cost of cheques and other banking services including enhanced electronic services.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on actual charges – held at 2018 level.
- 3.4 Building-Repair/Maintenance:* based on repairs expected in aging building – reduced to \$17,000 as janitorial items for the building have been moved to line 3.9 – costs are based on five-year averages.

- 3.5 Communications/Marketing/Advocacy:* this line is used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards, held at 2018 level.
- 3.6 Continuing Education:* funds PRL staff to attend the Alberta Library Conference, plus other conferences, workshops, seminars, technology courses, and other continuing education activities – held at \$20,000.
- 3.7 Dues/Fees/Memberships:* for Parkland's membership in professional organizations; may include, but not necessarily be limited to: Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), Alberta Public Library Administrators' Council (APLAC); and The Alberta Library (TAL).
- 3.8 Insurance:* includes the buildings, HQ's contents, PRL's outlet libraries contents, vehicle, general liability, bond and crime – held at the 2018 level, using an average of actual costs.
- 3.9 Janitorial Expense:* increased to \$34,500 to include additional activities previously allocated to line 3.4 for janitorial building maintenance such as carpet and window cleaning – also includes snow removal, yard maintenance, and small repairs.
- 3.10 Photocopy/Printing:* reduced – reflects actual costs reviewed over last three years and estimated usage – now includes printing costs if outside source is used for publications.
- 3.11 Postage:* slight increased - based on actual costs.
- 3.12 Promotion/Trade Shows/Publicity:* held at 2018 level, includes, but not limited to, printing systems' brochures and hospitality expenses for the Alberta Library Conference (ALC), Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) conventions, plus gifts/donations, flowers for libraries' anniversaries, and promotional items.

<i>3.13 Salaries:</i>	estimated at the maximum level and increased to support the new compensation policy and salary grid. The budget reflects the possibility of all eligible staff members moving up a step on the grid plus receiving a cost of living adjustment in 2019.
<i>3.14 Salaries-Employee Benefits:</i>	increased on the basis of all eligible staff members being provided full benefits including LAPP and Blue Cross.
<i>3.15 Supplies/Stationery/Building:</i>	held at 2018 level - based on a six-year review - includes, but not limited to, book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies.
<i>3.16 Telephone:</i>	includes line charges, toll free number, mobile telephones, and long distance costs – reduced slightly to \$11,000.
<i>3.17 Travel:</i>	includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRL staff vehicles) – based on actual and estimates, reduced to \$12,000.
<i>3.18 Trustee Expense:</i>	held to 2018 level - includes costs for a 10 member executive committee meeting 8 or 9 times a year, and 4 trustees attending the Alberta Library Conference; also includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board chair attends such as, Systems Directors and Board Chair meetings hosted by the Public Library Services Branch).
<i>3.19 Utilities:</i>	based on five-year averages – held at \$35,000.

Proposed 2019 Budget
PARKLAND REGIONAL LIBRARY

	Present Budget 2018	Proposed Budget 2019
TOTAL Income	3,267,987	3,357,564
TOTAL Support Materials & Services Directly to Libraries	1,127,864	1,190,985
TOTAL Cost of Services	2,140,123	2,166,579
TOTAL Expenses (library materials & cost of service)	3,267,987	3,357,564
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.12	8.25
		1.6%

Budget Supplement

Explanation points to the 2019 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRL has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRL's Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The expense for amortization will be allocated and the residual value set aside in the Amortization Reserve.

There are no planned vehicle purchases in 2019.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy. Capital assets are now purchased from reserves.

Parkland Regional Library

Budget Supplement - Movement of Funds

Explanation points to the 2019 Budget dealing with Capital Assets, Amortization and Reserves

In passing the budget you agree to the movement of funds between reserves and operating as defined below and Capital assets will now be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME		2019	
Amortization Reserve			
Anticipated funds required to cover current portion of amortization expense		\$48,603	A
from Jan 1, 2009 forward			
<i>(actual amount will be affected by asset disposals during the year)</i>			
Vehicle Reserve			
Anticipated funds required to purchase new vehicles		\$0	B
<i>(actual amount will be based on exact purchase price in the year)</i>			
Technology Reserve			
Anticipated funds required for Technology purchases		\$126,800	B
<i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i>			
<i>(Estimated capital PRL assets - 2019, \$35,100)</i>			
		\$175,403	
2 INCOME FROM THE SALE OF CAPITAL ASSETS			
Vehicle selling price		\$0	C
<i>(actual amounts will be based on exact selling price in the year)</i>			
		\$0	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES			
Amortization Reserve			
Residual Amortization anticipated - PRL assets		\$23,510	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>			
Vehicle Reserve			
Proceeds from the sale of vehicles		\$0	C
<i>(actual amounts will be based on exact selling price in the year)</i>			

Technology Reserve

Budgeted for member library computers

\$65,504

\$89,014

4 CAPITAL ASSET EXPENSE ALLOCATION

Current year Amortization estimated - PRL Assets

\$11,590

B*(actual amounts will be based on exact purchase amounts in the year)*

Amortization expense anticipated from years (Jan 2009 forward)

\$48,603

A*(actual amount will be affected by asset disposals during the year)*

\$60,193

5 Unrestricted Operating Fund - as needed to balance at year end

Current Amortization expense anticipated - from years previous to Dec 31, 2008

\$17,525

(actual amounts will be based on exact disposals amounts in the year)



TOWN OF SEDGEWICK

REQUEST FOR DECISION

OCTOBER 18TH, 2018
RFC PHASE II FUNDING

RFC PHASE II FUNDING

EXECUTIVE SUMMARY

The RFC held their Phase II funding meeting on October 4th. \$11,417.90 was available to be distributed to applicants.

BACKGROUND

The RFC received the following applications:

<u>Organization</u>	<u>Project Name</u>	<u>Amount Requested</u>
Sedgewick Minor Ball	Fencing	\$5,000
Flagstaff Pipers and Drum Band	FSCPD	\$7,500
Flagstaff Scottish Club	Robbie Burns Evening	\$4,000
Flagstaff Scottish Club	Tartan Day	\$3,000
Amount Requested		\$19,500
Amount Available		\$11,417.90

The committee has recommended the following funding distribution:

\$5000 to Sedgewick Minor Ball for Fencing.

\$5000 in additional funding to Sedgewick Golf Course for Shop Interior (Phase I application)

\$1,417.90 in additional funding to Sedgewick Community Hall for Entrance Reno (Phase I application)

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may approve the RFC 2018 Phase II funding recommendation as follows:
 - \$5000 to Sedgewick Minor Ball
 - \$5000 to the Sedgewick Golf Course
 - \$1,417.90 to the Sedgewick Community Hall
2. Council may choose not to approve the RFC 2018 Phase II funding recommendations.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

OCTOBER 18TH, 2018
RFC PHASE II FUNDING

RECOMMENDATION

1. That Council approve the RFC 2018 Phase II funding recommendation as follows:
 - \$5000 to Sedgewick Minor Ball
 - \$5000 to the Sedgewick Golf Course
 - \$1,417.90 to the Sedgewick Community Hall

ATTACHMENTS

1. None

TOWN OF SEDGEWICK APP

EXECUTIVE SUMMARY

At the AUMA convention, Councillors had discussions with a company that develops apps for municipalities.

BACKGROUND

SMBapps specializes in developing customized apps for municipalities.

The app can be used in the following ways:

- Send out instant notifications with updates and news
- Advertise community events
- One touch calling to business directory
- Digitized applications and permitting
- Maps, alerts, media, social media links



The Town developed a new website in 2017 for approximately \$15,000. Many of the services available on the app are also available on the website which can already be viewed on mobile devices. An app is easier to navigate and more convenient for customers. With that said, there has not been much use of the more modern features that the website offers including downloading forms, etc. A website does not send out push notifications. Council should decide if what the app offers will be useful to current residents.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

OCTOBER 18TH, 2018
TOWN OF SEDGEWICK APP

BUDGET IMPLICATIONS

Set up fee of \$3895+GST
Monthly fee in first year \$149+GST
Monthly fee in future years \$249+GST

Available funds- Office Equipment reserve \$51,750

ALTERNATIVES

1. Council may approve the purchase of a Town of Sedgewick app from SMBapps for \$3895 plus GST from reserve #49712900 with the monthly fee to be budgeted for in the operational budget.
2. Council may decide not to purchase a Town of Sedgewick app at this time.

RECOMMENDATION

1. That Council consider both the short and long term costs of the app and the usefulness to current residents.

ATTACHMENTS

1. SMBapps proposal



Proposal for Town of Sedgewick

SECTION 1

Cover



**Mobile Apps for Towns, Counties,
and Municipalities.**

Who We Are

Who We Are



Alberta Grown

SMBapps is small-town Alberta. Based out of Lethbridge Alberta, we know what Albertan communities need because we live here too..



Future Forward

SMBapps works on the cutting edge of communications and marketing technology. We lead the pack instead of following, and can help bring you along for the ride.



Marketing Pros

We don't just build apps. As a division of Jedwin Media Inc., we bring a wealth of digital marketing expertise to your project, making sure no opportunity is missed.

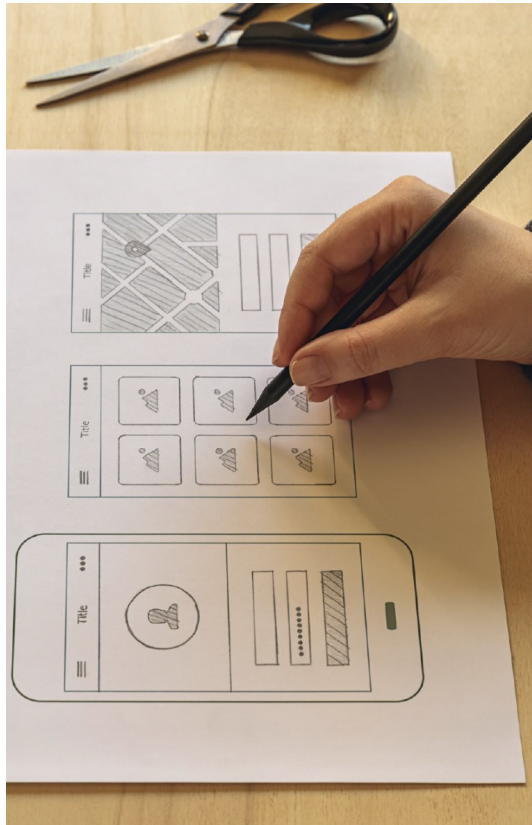


A Family

At SMBapps, we're a family. With Albertan work ethic and a strong sense of loyalty, we want to succeed alongside our clients, together as partners.



What We Do



What We Do

SMBapps.ca is dedicated to increasing communication between community administrators and the people who live and work in the area. Our belief is that an informed community is a happy community, and we're doing our part to make this happen.

We provide custom designed apps for your community to help you improve administrative efficiencies, reduce waste, and increase social engagement in civic life, in a world where mobile devices are the primary form of communication.



We build customized apps for your community



We train and coach you to use it like pros.



We provide long-term support to keep your app successful.

Why Mobile Apps?



Case Study: Public Participation Policy

Public Participation Policy

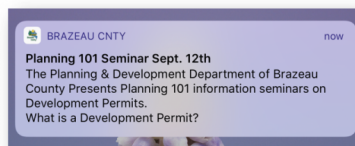
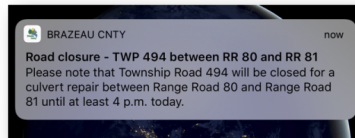
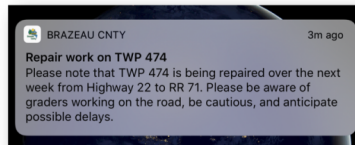
a Case Study

In 2017, the Federal Government legislated changes affecting municipalities.

The Public Participation Policy came into effect in October 2017 and requires municipalities to:

1. Identify how the municipality will engage their citizens
2. Identify the circumstances when they will be engaged
3. Policy must be accessible and available to the public

Municipalities are required to have a Public Participation Policy and Plan in effect by July 2018

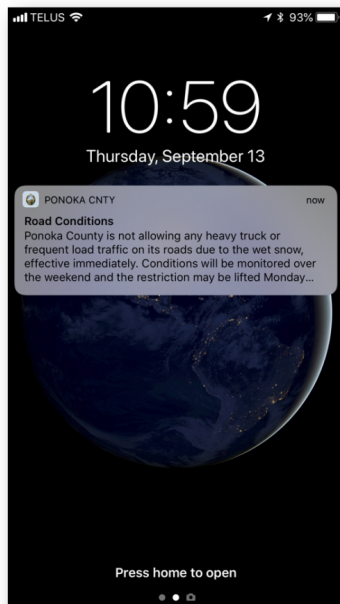


Solution:

Brazeau County adopted the SMBapp to ensure compliance with Federally mandated legislation.

They have the added benefit of knowing that their mobile app works with both Wi-Fi and data ensuring that they are following their Public Participation Policy by keeping their rural stakeholders up to date.

Case Study: Ponoka County



Building value in your Community *a Case Study*

Fact: over 2/3 of digital time is spent on mobile devices.

In the face of changing technology Ponoka County recognized that they needed to elevate their communication methods with their constituents.

Imagine the potential that a mobile app could bring to your communications team.

Imagine being able to communicate instantly and effectively during times of crisis

On Thursday, September 13, 2018 – Ponoka County did exactly that. Their mobile app allowed them to use the push notification feature communicating road closures immediately, ensuring that damages to the roads were kept minimal arguably saving the county thousands of dollars in damages.

About Push Notifications

Do you already have an app?

*Many communities don't realize that their existing app does not have the ability to send **Push Notifications**

What is a Push Notification?

A **push notification** is a message that pops up on a mobile device. SMBapps can send them at any time; users don't have to be in the app or using their devices to receive them.

Push notifications look like SMS text messages and mobile alerts, but they only reach users who have installed your app. Each SMBapp has support & capacity for push notifications.

Why do Push Notifications matter?

Push notifications are a way to speak directly to your constituents. They don't get caught in spam filters, or forgotten in an inbox — click-through rates can be twice as high as email. They can also remind users to use an app, whether the app is open or not. They can also be used to drive actions, for example, they can show the latest news about school closures, get a user to take an action, such as downloading a coupon, or let a user know about an event, such as a flash sale.

Our Product

Our Product

Beautifully Branded

Your community app will be branded with your unique community identity. A bold logo, and brilliant images that will make your users feel at home and proud of their new app.

Simple to Learn and Use

Simple to navigate, use, and master, our apps are intuitive and integrate seamlessly with a host of other tools. Grandma and Grandpa won't have a problem!

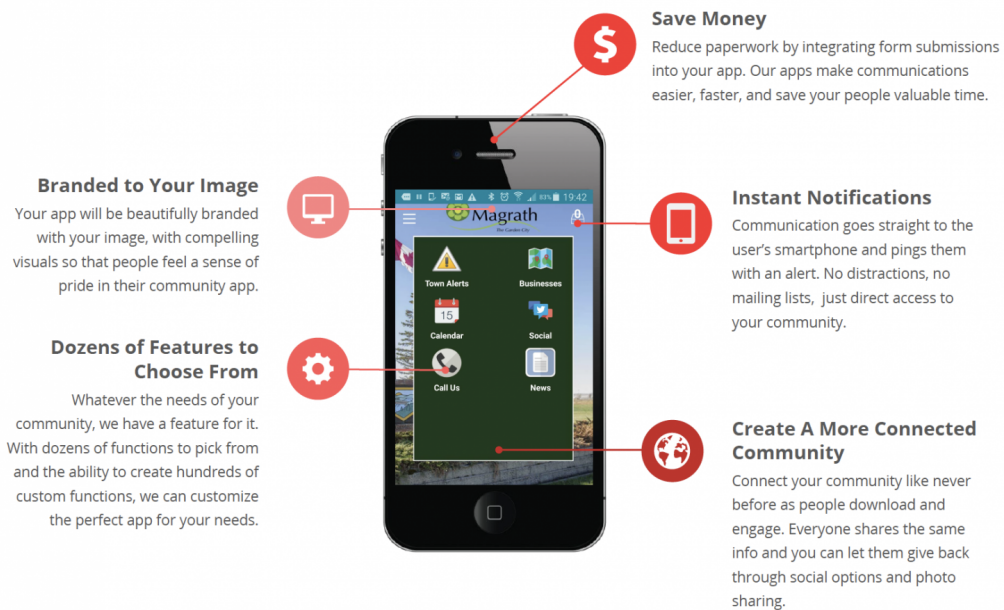
Powerful Beyond Belief

You'll be amazed at what our app can do. We'll help you discover what your community needs in your app, and then show you an elegant solution.



Our Community Apps

Our Community Apps



Examples

Some Examples

- ✓ Send out instant notifications with the latest updates, news, and announcements
- ✓ Put your community's events calendar front and center
- ✓ Provide a complete business directory with one-touch calling and detailed info
- ✓ Message out Police Bulletins and Amber Alerts
- ✓ Keep everyone updated on developing weather or important news stories
- ✓ Digitize permit applications, job applications, development applications, business licenses, and more.



Case Study: Lethbridge County

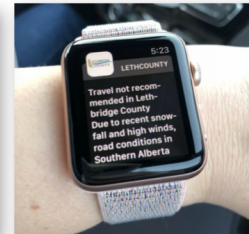
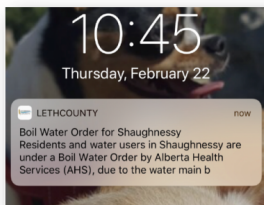
Instant and effective communication

a Case Study

Lethbridge County sought a better way to send simple bulletins across the county.

By using SMBapps, Lethbridge county is able to issue bulletins across the county without managing cumbersome email lists.

SMBapps was able to provide Lethbridge county with a viable and affordable solution to their challenges.



SMBapps' push notification feature is activated on the Apple Watch and ensures that your message is being seen, read and acknowledged regardless of Wi-Fi challenges.

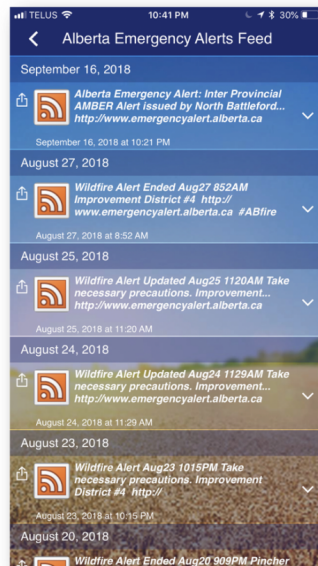
Metrics within the app allow you to review the analytics related to your messages giving you instant feedback.

Alberta Emergency Alerts

Alberta Emergency Alerts Feed

Safety is the condition of being protected from or unlikely to cause danger, risk, or injury.

In any community, safety is top of mind. SMB mobile apps will ensure that the Alberta Emergency Alerts Feed is integrated into your community app.



SMB mobile apps can help ensure that your community stays on top of crime and safety alerts as they happen.

FAQ

FAQ's



How do I justify the price?

Not only is the SMBapps price very reasonable, but it can actually help you reduce overall costs. Integrate forms to save on print costs, and save employee time and energy.



How do I get people to download my app?

As part of your purchase, SMBapps will give you a marketing package with both digital files for online advertising, and print materials to get you started. Our team will show you how to use your app to snowball downloads.



Can't we just use social media to communicate?

Social media has limitations. Your posts have to compete with an entire world of information in order to get noticed, and it's almost impossible to stay front and center. Our app is a dedicated channel.



Will people actually use it?

If you use it, your people will use it. Your app is a tool, and if you use it regularly, and use it right, it will quickly become a gathering place and a point of pride for your community.



Why can't I just send out mass texts or emails to a mailing list?

Of course you can do this, but as you probably know, building and maintaining an email and phone list is a huge task with more and more privacy laws to contend with. With an app, there's no more databases to manage. Just push out a notification, and your people get the message..



Are there any security risks?

Our apps are more secure than a website and are far less likely to be targeted by malware. Furthermore, any information you gather through the app is passed through third-party programs that are hosted by large, trusted names with a track-record of dependable security. .

Support

Support



Secure Hosting

As long as your app is live and in use, we will host it on our secure server, keeping it protected, updated, and fully functional as the world changes around it.



Tech Support

Sometimes you drop a wrench in the gears, or you're not sure why things aren't working the way they're supposed to. We've got you covered.



Product Training

Whether your staff need a refresher, or you have new people who you want to manage your app, we can provide the training you need.

Deliverables & Objectives

Project Overview and Objectives

SMBapps can help your community to customize a dedicated communications app, branding it with your unique image, and making it available across iPhone, Android, iPad and HTML5 platforms. Our content management system allows for stunning design, customization and functionality across a broad range of mobile devices.

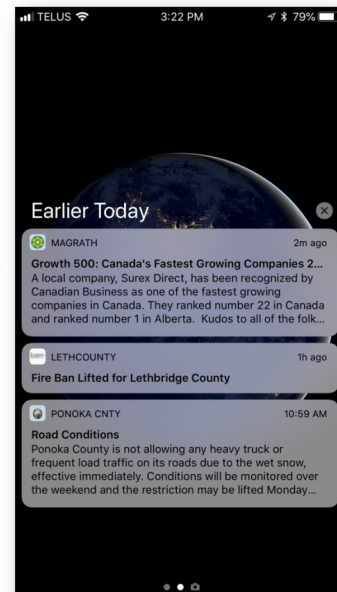
Key Deliverables

- Discovery process with client to determine community needs, desired features, and core branding.
- Customize communications app to client specifications and QA.
- Deliver customized app to market on approved platforms.
- Provide customer with app management training.
- Deliver branded materials for client to use in app marketing efforts.

Objectives

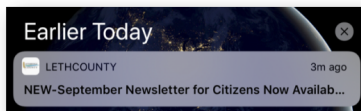
SMBapps mobile strategy for your jurisdiction has the following objectives:

- Increase brand awareness for your community.
- Increase community engagement with constituents.
- Improve brand reputation for your community as a cutting-edge locale.



Project Features

Mobile App Project Specifics



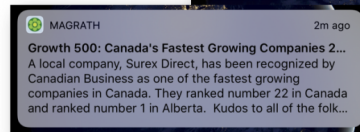
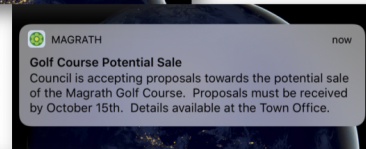
- Push Notifications
- Community Information
- One Touch Calling
- Places of Interest
- Event Listings
- Newsletter/ Mailing List
- Signup
- Contact Information
- GPS Directions
- Custom Forms
- Help Centre
- Word of Mouth Sharing
- Email Photo Sharing
- Image Gallery
- Fire Permit Forms
- Road Permit Forms
- Crime Watch
- Reporting Form
- Public Safety Reporting Form
- Community Event Calendar
- Ag Services Request Form
- Public Works Request Form
- Blog Integration
- Social Media Integration
- Youtube Integration
- Jotform Integration
- Mailchimp
- Podcasts
- SoundCloud

Our Delivery Includes:

- **Discovery process**
- **Customization and build out**
- **Thorough quality assurance process**
- **App Management System training**

SMBapps will customize a mobile app for your community for approved platforms (iPhone, Android, iPad, HTML5). Project will include complete design, customization, quality assurance, training, and delivery of app to customer and market.




Your mobile app can include any combination of the following features, and more features will become available over time as we roll out new modules. The base app build includes the integration and setup of 10 features. Additional features can be added for as low as \$8 per month, per feature.



Sample Marketing Materials

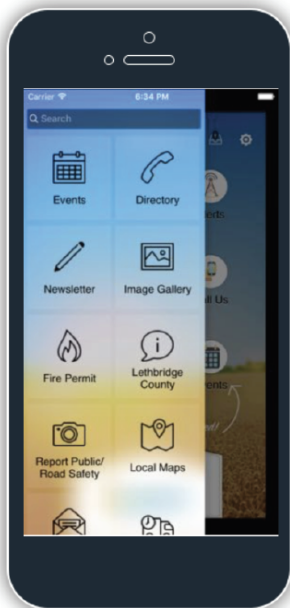


Who is this Mobile App for?

Residents	Local Businesses	Town Office
		
Download this app to stay informed on road closures, weather alerts and other emergency alerts from the Town.	The Mobile App makes it easy to submit applications for fire permits, road permits and more directly from your phone.	The mobile app makes it easier than ever before to reach citizens in a way that is quick, efficient and saves time for all.

Other Communities Using SMBapps Mobile Apps





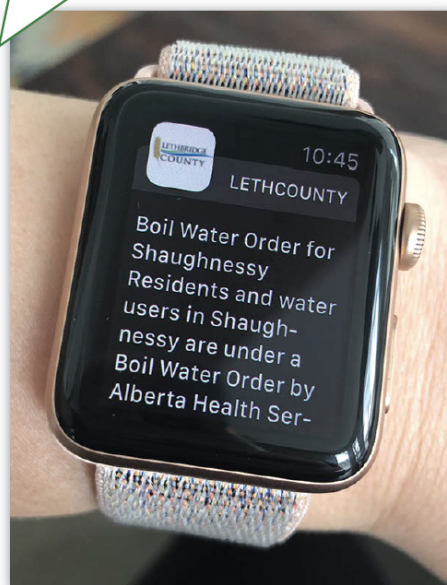
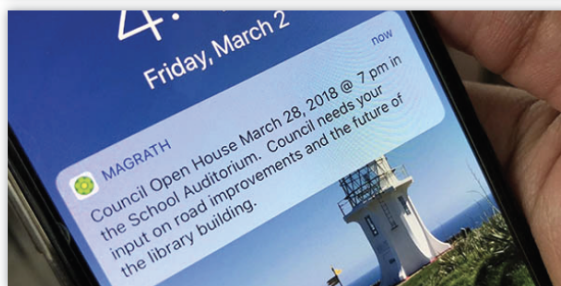
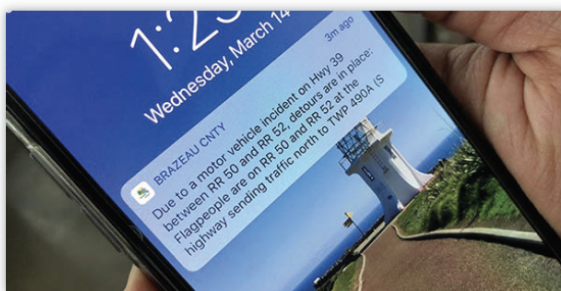
A Mobile App that will actually make life easier.

Get important notifications and access relevant information right from your phone.

A small sample of some of the features include:

- ✓ Submit Fire and Road Permits through the app.
- ✓ Receive push notifications for important alerts and notices direct from the administration office.
- ✓ Report public safety or community crime issues
- ✓ Access agenda meeting minutes and public hearing audio recordings.

Check out these recent notifications sent out by Towns and Counties!

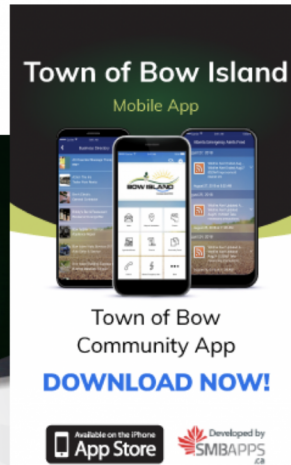
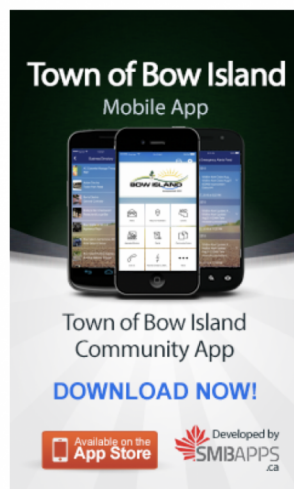


Visit bowisland.communityapps.ca for more information.

Marketing Materials

SMBapps will provide your community with full spectrum marketing materials.

We will help inform your citizens, encourage adoption and integration.



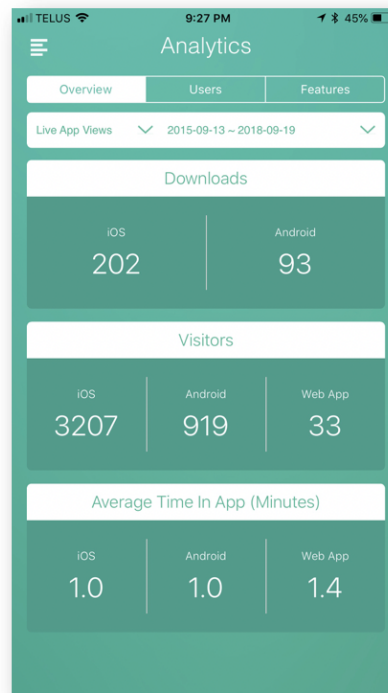
We are available as your support team to ensure a smooth transition.

We also provide training to your community administrators to kickstart app use.

Analytics

Analytics

SMBapps will be able to see actionable app insights and track the following data from mobile app, and/or QR codes activity



Understand how many users download your app

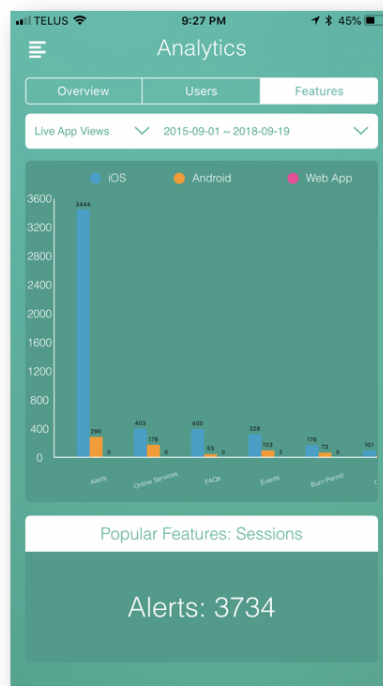
Understand which platform is most popular

Average time spent on app by users

App Management

App Management

SMBapps will maintain and update all functionality of your new mobile app, ensuring that all features remain updated across all hosted platforms, and that the app requirements and guidelines are adhered to in both Apple App Store and Google Play.



Understand which features are most popular among your app's users

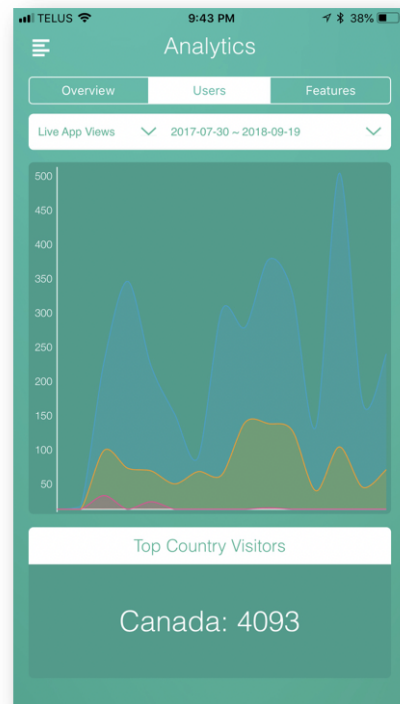
All mobile marketing objectives for your app can be tracked and analyzed for actionable decisions

Secure Hosting

Secure Hosting

SMBapps will offer complete secured mobile hosting as part of this proposal:

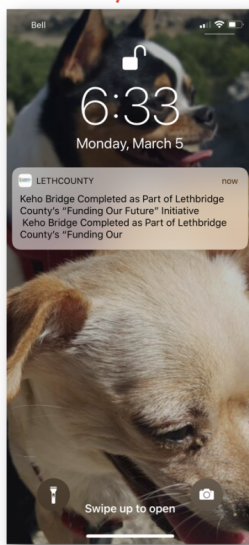
- Our servers are hosted in the cloud using the latest in data hosting technology
- 99.9% uptime for your mobile apps



Collaborative Relationships: Leth County

Collaborative Relationships

A case study

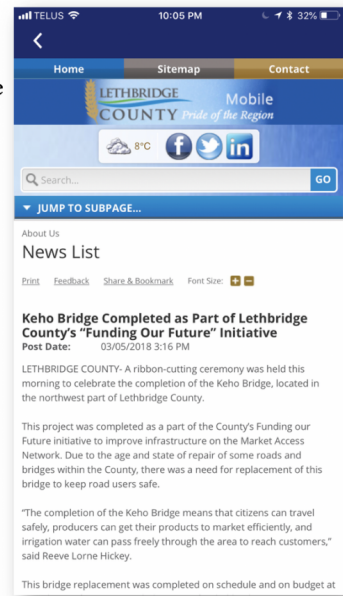


In an age where technology is pervasive to our everyday – how does a municipality stay up to date without having to shell thousands of dollars for a technology infrastructure overhaul?

SMB mobile apps can be used for inclusive and multi-disciplinary collaboration when setting objectives. Sustainable trust is a significant relationship between community members and your administration.

An integrative and experiential approach will help your administration team provide real value to your community while reducing bureaucratic overload.

Lethbridge County's Keho Bridge Initiative was completed as a part of their "Funding Our Future" initiative. As you can see, their success here is has been shared



Investment

Investment

One-Time Setup \$5895+GST

- o Strategic Consultation
- o Creative Consultation
- o Wire Frame Development
- o Image and Graphic Creation
- o Content Copywriting
- o Form Creation and Integration
- o Full App Build
- o App Management System Setup
- o Product Testing and QA
- o Client QA Consultation
- o Client Training
- o Product Launch
- o Customized Marketing Package

Support \$349+GST/mo.

- o Monthly Secure Hosting
- o Ongoing Email and Phone Support
- o New Product and Feature Rollouts
- o Ongoing Training Support
- o Marketing and Product Use Consulting

Benefits & Outcomes

Outcomes



A More Connected Community

An SMBapp can bring a community together like never before. With community information and shared experiences at your fingertips, people can participate in community. No more missing out.



A More Efficient Community

Communicate easier, faster, and reach more people in your community than you've ever been able to. Eliminate databases, eliminate paperwork, eliminate wasted time.



More Value for the Community

Your community can give back more value to your people by helping them feel involved in every part of the civic process. Send instant updates on new developments or issues and your people will feel like they are truly part of the civic process.



Whats Next?

What's Next?



Start the Process: All it takes to get started is an email or call to SMBapps. We can host a demo so you and your staff can see exactly how SMB mobile app performs. We'll provide you with a checklist of features so you can pick and choose what you want. Upon acceptance of proposal, create and issue a PO for the mobile app (details in proposal)



Create the App: Upon receipt of invoice from us, payment of the app build is due upon receipt. Upon receipt of payment, we will contact you to determine which features and content to include. Using information provided above, we'll create your custom app with all the bells and whistles you desire. Because we start with a proven platform, development is timely. We also work with your administration to collect and upload your data to the app. Expected delivery date is approximately 12-16 weeks from payment receipt.



Maintain the App: SMBapps will provide you with training and show you how to keep your content fresh and up to date.



Launch the App: SMB mobile apps are free and available to the public on iTunes and Google Play. Your community will be able to find it and download it. To accelerate the pace of adoption, we will happily provide you with marketing materials.

[DOWNLOAD MOBILE APP PROPOSAL](#)

Contact



Contact

Have questions? Ready to get started?
Contact us by phone or email.

(403) 380-6386

info@smbapps.ca

smbapps.ca

DOWNLOAD MOBILE APP PROPOSAL



TOWN OF SEDGEWICK

REQUEST FOR DECISION

OCTOBER 18TH, 2018
GO EAST ADVERTISING

GO EAST ADVERTISING

EXECUTIVE SUMMARY

Go East of Edmonton produces a travel guide and marketing program each year in print and online. The Town of Sedgewick had a ½ page full-color ad in the travel guide in 2017. Cost of renewal in 2018 is \$1100+gst.

BACKGROUND

Some of Go East's accolades include:

- #1 Regional Tourism Travel Guide – over 73,000 printed, 250,000+ readers
- #1 Regional Online Guide with over 100,000 page views annually.
- #1 Regional Tourism Website with over 1000 pages of information.
- #1 Regional Tourism Social Media with over 1 Million reach in 2018

The Town of Sedgewick would receive:

- Full color display ad that runs in print magazine and the online guide.
- A Feature editorial with photo(s), and listings on many pages of events, campgrounds, attractions, etc.
- Member rate for your Ad, Ad design included.

Deadline for commitment is November 30th, 2018.

BUDGET IMPLICATIONS

\$1100+GST

ALTERNATIVES

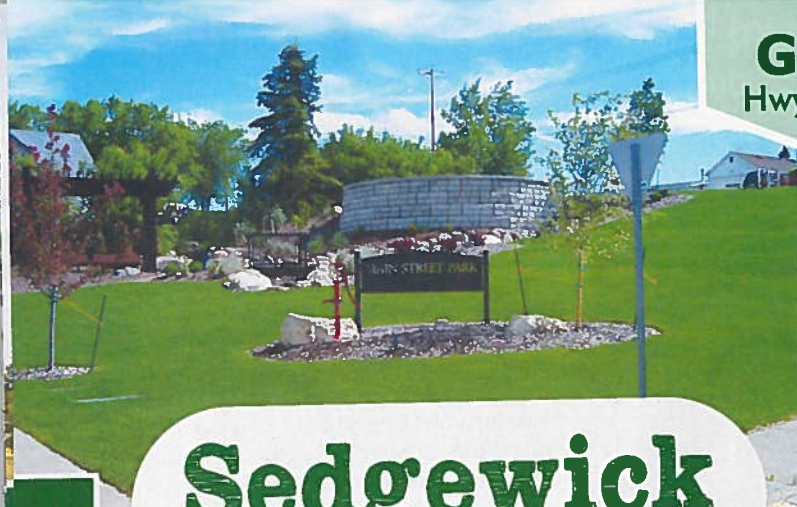
1. Council may approve renewing the Town of Sedgewick's ½ page full-color ad in the 2019 Go East travel guide for \$1100+GST.
2. Council may decide to not renew their Go East advertisement for 2019.
3. Council may decide to advertise in the 2019 Go East travel guide at a different ad size.

RECOMMENDATION

1. That Council approve renewing the Town of Sedgewick's ½ page full-color ad in the 2019 Go East travel guide for \$1100+GST.

ATTACHMENTS

1. Town of Sedgewick advertisement
2. Power of Go East
3. Go East Rate Sheet

GO
Hwy 13

Sedgewick

The Town of Sedgewick is an engaging, dynamic community welcoming families and businesses. Located just east of Killam along Highway 13, the town offers many services and activities.



780-384-3554
thewoodenspooncafeandcakeshop@gmail.com
4819 - 48 Ave, Sedgewick, AB



Sedgewick Archives & Museum

ATTRACTIONS & EVENTS A popular stop on the town's mainstreet is the **Sedgewick Archives and Museum** – a provincial historic site, built in 1906 as a former merchant bank (see also page 21). Sedgewick Community Hall hosts monthly community events including **Flagstaff Players** performances, and hosts the July 1st Canada Day breakfast.

The Sedgewick Seniors Centre is conveniently located on Main Street with continuous event planning such as cards, floor curling, and regular meet-ups. Sedgewick Public Library is within the **Sedgewick Recreation Centre** which facilitates bowling, curling, hockey, lacrosse, public skating, shinny, baseball, football and private events.

The Sedgewick Ag Society hosts an array of sporting events including a Cutter Rally, Snowmobile/Quad rally in February, **Chuckwagon Races** from June 28-July 1 and the annual **Rough Stock Rodeo** in August. Meanwhile, the Sedgewick Golf Course holds tournaments in July, August and September.

OUTDOORS **Sedgewick Lake Park** is a popular camping, picnicking, and bird watching destination. The Park has 59 well-manicured sites and an outdoor wading pool and – new this year – a spray park! You can also enjoy a weekly Lakeside Market throughout the summer on Saturdays. It's great for family gatherings and reunions and is within walking distance of the **Sedgewick Golf Course**. Enjoy a licensed clubhouse after a round golf. The Flagstaff Regional Airport is ideal for flying enthusiasts with a courtesy vehicle available.

EAT Don't leave town without treating yourself to something sweet at **The Wooden Spoon Café and Cakeshop**, you won't be disappointed!



VISIT SEDGEWICK

Live, Work, Play. Grow with us!

Join us...

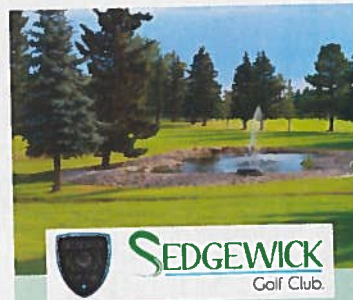
Chuckwagon & Chariot Races –
June 28-July 1, 2018 (Sedgewick Ag Society)

Canada Day – July 1, 2018

Rough Stock Rodeo – August 26, 2018



Main Street Park

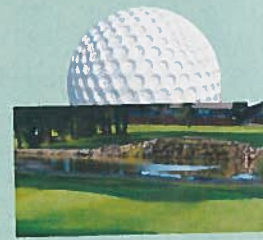


SEDGEWICK
Golf Club

Sedgewick Golf Course 2018 Tournaments

- Men's Open - June 23 & 24
- Seniors Open - July 1
- Men's Cash Scramble - July 28
- Junior Open - August 7
- Ladies Open - August 25
- Mixed Cash Scramble - Sept (tba)
- Men's Night Tuesdays
- Seniors Morning Wednesday
- Ladies Night Wednesday

Visit www.sedgewickgolf.ca



Sedgewick Lake Park



Wading Pool at Sedgewick Lake Park



Spray Park at Sedgewick Lake Park

Spray
Park
Opening
in 2018

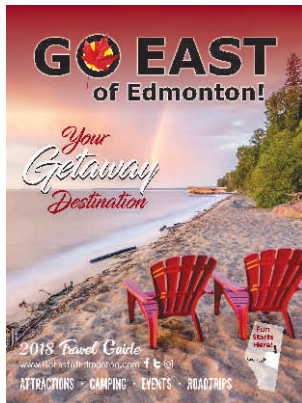
2 hours east of Edmonton

Ph. 780-384-3504

Visit www.sedgewick.ca

Put the Power of **GO EAST** of Edmonton! to Work for YOU!

it begins with advertising in the Travel Guide in Print



70,000+ copies annually with **over 130 pages**

250,000 readership

Over **2 Million** pageviews

It's the **#1 most popular** travel guide in the region and at Visitor Centres.

RESULTS:

Amazing testimonials!

"Best travel guide I ever seen!"

"Love your magazine and look forward to it every year!"

"We changed our trip from going to the mountains all because we seen the printed copy of the Go East Guide!"

be promoted on our

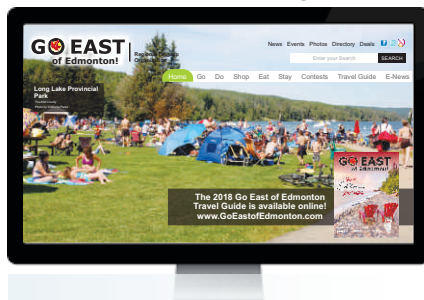
Regional Tourism Website

Over **300,000+** pageviews for 2019.

Over **1000+** events promoted annually

The **#1 most comprehensive** tourism website in the region.

Awesome NEW content launching in 2019!



Updated weekly!

www.GoEastofEdmonton.com

RESULTS:

Traffic increased by over 100,000 pageviews with over 100,000 visitors!

Over 20,000 click thrus to advertiser's websites!

your ad also appears in the Travel Guide Online

100,000+ pageviews annually

Includes live links and searchable content.

The **only online** regional tourism magazine in the region.



RESULTS:

Traffic doubled over last year!

be promoted on our

Regional Tourism Social Media



20,000+ Social Media Followers

We have the region's **BEST** Tourism Audience **Engagement!**

Reaching over **2 Million** Annually!



We like, share and post daily!

RESULTS:

Reaching over 100,000 per week during peak periods!

Our endorsement can yield you a 7X ROI!



Digital Campaigns



Summer TV



The #1

Tourism Brand for Northeast & East Central Alberta!



Summer Parades & Events



Tradeshows



Your #1 Team for Tourism!

We are the **#1 Most Experienced
Tourism Marketing Professionals
East of Edmonton!**

Monthly E-News



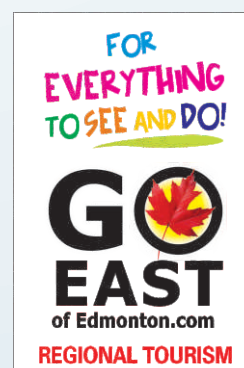
Weekly Radio



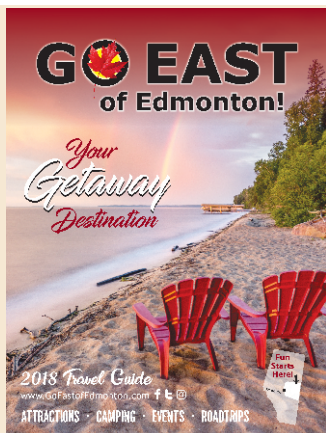
Print Ads



Window Decals



Contesting



For over 20 years we are
East Central Alberta's #1 most
comprehensive guide for
everything to see and do
East, Northeast & Southeast
of Edmonton.

Features:

Roadtripping, Events & Attractions,
Camping, Fishing, Golfing,
Shopping, and Dining

70,000 printed copies:
released March 2019
250,000+ readership
Over 2 Million pageviews

Distributed Strategically

- Over 1000 locations in Northeast, East Central Alberta, Edmonton Region
- Exclusive Magazine Rack Program in the Edmonton Capital Region
- Consumer Tradeshows and Events
- Visitor Centres across Alberta & AMA Travel
- RV Dealers, Major Retailers and Tourism Related Businesses
- Military Base Centres in Alberta
- Edmonton & Area Welcome Wagon Program

Social Media Followers
20,000+ reaching **100,000** per week
during peak periods.
Over **2 Million** reach annually.

Website Traffic
300,000+ pageviews
1000+ events promoted annually
www.GoEastofEdmonton.com

2019 Travel Guide Rates

Includes Print & Digital Publication + Online Promotion

Ad Type	Ad Size	Member Rate
1/24 page	1.625"w x 1.625"h	\$ 200.00
1/12 page	3.5"w x 1.5"h	\$ 350.00
1/8 (Bus Card)	3.5"w x 2.25"h	\$ 450.00
1/6 page	3.5"w x 3.25"h	\$ 550.00
1/4 page	3.5"w x 4.75"h	\$ 650.00
1/3 page	7.25"w x 3.25"h	\$ 850.00
1/2 page	7.25"w x 4.75"h	\$ 1100.00
2/3 page	7.25"w x 6.4"h	\$ 1500.00
Full page	7.25"w x 9.75"h <small>*Call for bleed size.</small>	\$ 1900.00
Inside Front Cover(s)	Contact us.	\$ 2200.00
Outside Back Cover	Contact us.	\$ 2300.00
Regular 2 page	Contact us.	\$ 3600.00

*Ad design for consortia ads with multiple partners \$150/page

*Non-member community additional \$100

Basic ad design is included. Based on all ad info supplied, including digital logo and photos. If supplying the ad - Advertising must be submitted in high res digital PDF format. All images and elements must be placed in CMYK with a minimum resolution of 300 dpi.

**GST applicable on all rates (GST #80335 3259)*

FREE with all ads:

- Special Event listings & promotions
- Directory listings and/or editorial mentions
- FREE editorial for Communities, NPO's and unique businesses

Your Ad appears...

1. In the **#1 Regional Tourism Travel Guide in Print**
2. On the **#1 Regional Tourism Travel Guide Online**
3. Plus your editorial is on the **#1 Regional Tourism Website**
4. Send us your photos, events, special promotions to post or share on the **#1 Regional Tourism Social Media**

**Deadline for booking ad space is
November 30, 2018**

Published by The Marketer in partnership with Go East RTO.

Phone: 780-632-6191 Toll Free: 1-888-632-8755

Email: kevin.goeast@gmail.com

Fax: 780-632-3504

**The Marketer reserves the right at anytime to make changes necessary for improving these marketing products & services.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

OCTOBER 18TH, 2018
2018 CAPITAL BUDGET - MSI

2018 CAPITAL BUDGET – MSI

EXECUTIVE SUMMARY

Due to having to re-camera sections of pipe that were not accessible in the spring because of blockage and the subsequent delayed analyzing of this data, the replacement is expected to be completed in 2019. Through the Capital Budget, the project was to be funded solely through MSI, BMTG and FGT funding.

As the town has not used sufficient MSI capital funding in recent years, there is some urgency in allocating an adequate amount in 2018 so as not to lose the funding and also to release more current funding.

Administration is recommending that two water projects that were approved to be funded by reserves, now be funded through MSI in 2018.

BACKGROUND

The following projects are expected to be completed in 2018:

Water Treatment Plant SCADA upgrades - \$120,000

Water Treatment Plant HVAC upgrades - \$90,000

Funding for these projects was approved to come from the Water Infrastructure reserve, #49741991.

Administration is recommending that these projects be applied for and fully funded with MSI capital funding.

These projects, in combination with the Spruce Drive Area 1 Sewer Servicing and WTP Genset projects that have already been approved to be funded by MSI will be a sufficient amount to meet the Town's MSI obligations.

In 2019, Council may redirect the funds in the Water Infrastructure reserve to the sewer replacement project to complete this adjustment.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may approve applying for MSI capital funding for the Water Treatment Plant SCADA and HVAC upgrades for a total of \$210,000.
2. Council may request an extension of the MSI capital funding for another year.

RECOMMENDATION



TOWN OF
SEDGEWICK

REQUEST FOR DECISION

OCTOBER 18TH, 2018
2018 CAPITAL BUDGET - MSI

1. That Council approve applying for MSI capital funding for the Water Treatment Plant SCADA and HVAC upgrades for a total of \$210,000.

ATTACHMENTS

None



EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

EXECUTIVE SUMMARY

With the development of a new safety program by a consultant, it has brought to light the Town's responsibility in assisting employees with addictions or other well-being issues.

BACKGROUND

The AMSC offers the Employee and Family Assistance Program (EFAP) which is a confidential and voluntary support service that can be accessed by employees to suit their own preferences. The EFAP program provides employees with:

- Personalized counselling by industry experts on a wide array of issues for employees and their families.
- Professionals who are dedicated to supporting and guiding employees and families through issues that may be affecting work, health or life.

EFAP counselling is short-term, change-oriented, and goal-focused therapy. There is no pre-determined number of sessions that an employee is bound to, but there is a 'short-term' scope to the program. Counselling may cover personal, family, relationship, work-related and addiction-related issues.

Cost to the employer for the addition of EFAP as a benefit is \$5.23/employee per month. Participating in the program qualifies the employer for a 5% reduction on Long Term Disability rates. LTD is paid 100% by the employee.

BUDGET IMPLICATIONS

Approximately \$30/month for current employees with benefits.

ALTERNATIVES

1. Council may approve subscribing to the Employee and Family Assistance Program for eligible employees.
2. Council may decide to decline subscribing to the Employee and Family Assistance Program.

RECOMMENDATION

1. That Council approve subscribing to the Employee and Family Assistance Program for eligible employees.

ATTACHMENTS

1. EFAP Brochure
2. Shepell EFAP Services



Let us help

Your Employee and Family Assistance Program (EFAP) provides you with **immediate and confidential help** for any work, health or life concern. We're available anytime and anywhere. Let us help.

workhealthlife.com

Understanding your Employee and Family Assistance Program (EFAP)

Your EFAP is a confidential and voluntary support service that can help you take the first step toward change. Let us help you find solutions to the challenges you face at any age and stage of life. You and your immediate family members (as defined in your employee benefit plan) can access immediate and confidential support in a way that is most suited to your preferences, comfort level and lifestyle.

No cost

There is no cost to you or your family to use your EFAP. This benefit is provided to you by your employer. Your EFAP can provide a series of sessions with a professional and if you need more specialized or longer-term support, our team of experts can suggest an appropriate specialist or service that is best suited to your needs. While fees for these additional services are your responsibility, they may be covered by your provincial or organizational health plan.

Confidentiality

Your EFAP is completely confidential within the limits of the law. No one, including your employer, will ever know that you have used the program unless you choose to tell them.

LifeSpeak is a health, wellness and professional development platform which gives you and your family members instant access to expert advice on all kinds of topics. Sleep issues, fitness and health, resilience and stress... it's all here. You can watch videos, download action plans, and interact with world-class experts in real time. LifeSpeak is available anywhere and anytime, and is 100% confidential. You'll find what you need to know so you can do what you want to do

Let us help



Access your Employee and Family Assistance Program (EFAP) 24/7 by phone, web or mobile app.

1.800.387.4765 TTY: 1.877.338.0275
workhealthlife.com

Download My EAP app now at your device app store or scan the QR code.



Solutions for your work, health and life

Achieve well-being

- Stress • Mental health concerns • Grief and loss
- Crisis situations

Manage relationships and family

- Communication • Separation/divorce • Parenting

Deal with workplace challenges

- Stress • Performance • Work-life balance

Tackle addictions

- Alcohol • Drugs • Tobacco • Gambling

Find child and elder care resources

- Child care • Schooling • Nursing/retirement homes

Get legal advice

- Family law • Separation/divorce • Custody

Receive financial guidance

- Debt management • Bankruptcy • Retirement

Improve nutrition

- Weight management • High cholesterol and blood pressure • Diabetes

Focus on your physical health

- Understand symptoms • Identify conditions
- Improve sleep

Access your EFAP 24/7 by phone, web or mobile app.

1.800.387.4765 TTY: 1.877.338.0275
workhealthlife.com

Download My EAP app now at your device app store or scan the QR code.





Laissez-nous vous aider

Votre programme d'aide aux employés et à la famille (PAEF) vous apporte un soutien **immédiat et confidentiel pour vous aider** à résoudre vos préoccupations en matière de travail, de santé ou de vie. Nous sommes là, partout et en tout temps. Laissez-nous vous aider.

travaillsantevie.com

Comprendre votre programme d'aide aux employés et à la famille (PAEF)

Votre PAEF est un service confidentiel et facultatif de soutien pouvant vous aider à entreprendre une démarche pour effectuer un changement. Laissez-nous vous aider à trouver des solutions aux problèmes que vous pourriez éprouver, quels que soient votre âge et l'étape de votre vie. Les membres de votre famille immédiate (au sens de votre programme d'avantages sociaux) et vous pouvez obtenir un soutien immédiat et confidentiel correspondant à vos préférences, à votre mode de vie et au mode de services avec lequel vous êtes à l'aise.

Gratuité

L'utilisation du PAEF est gratuite pour vous et les membres de votre famille. Le PAEF fait partie du programme d'avantages sociaux offert par votre employeur. Vous pouvez obtenir une série de séances de counseling. Si vous avez besoin d'une aide plus spécialisée ou de longue durée, notre équipe d'experts vous suggérera le spécialiste approprié ou le service correspondant le mieux à vos besoins. Bien que vous deviez assumer les frais de ces services supplémentaires, certains d'entre eux pourraient être couverts par votre régime provincial d'assurance-maladie ou par votre programme d'avantages sociaux.

Confidentialité

Votre PAEF est entièrement confidentiel, dans le cadre défini par la loi. Personne, y compris votre employeur, ne saura que vous avez utilisé le service, à moins que vous en parliez vous-même.

LifeSpeak est une plateforme de promotion de la santé, du mieux-être et du perfectionnement professionnel qui vous offre, ainsi qu'aux membres de votre famille, l'accès instantané aux conseils d'experts sur toutes sortes de sujets. Problèmes de sommeil, gestion du poids, conversations difficiles... tout est ici. Vous pouvez regarder des vidéos, télécharger des plans d'action et interagir avec des experts de renommée mondiale en temps réel. LifeSpeak est à votre disposition n'importe où, n'importe quand et est 100 % confidentiel. Vous trouverez ici ce que vous avez besoin de savoir pour faire ce que vous voulez.

Laissez-nous
vous aider



Accédez à votre programme d'aide aux employés et à la famille (PAEF) en tout temps, par téléphone, sur le Web ou à l'aide de votre appareil mobile.

1.800.361.5676 ATS-ATME : 1.877.338.0275
travaillsantevie.com

Téléchargez l'application Mon PAE à partir de la boutique d'applications de votre appareil ou saisissez le code QR ci-contre.



Solutions travail, santé et vie

Optimiser votre bien-être

- Stress • Problèmes de santé mentale • Deuil et perte
- Situations de crise

Gérer vos relations familiales

- Communication • Séparation et divorce • Rôle parental

Gérer un problème professionnel

- Stress • Rendement • Équilibre travail-vie personnelle

Résoudre un problème de dépendance

- Alcool • Drogues • Tabagisme • Jeu

Trouver des ressources en soins aux enfants et aux aînés

- Garderies • Écoles • Résidences et foyers pour aînés

Obtenir des conseils juridiques

- Droit de la famille • Séparation et divorce
- Garde d'un enfant

Obtenir des conseils financiers

- Gestion de la dette • Faillite • Retraite

Améliorer votre nutrition

- Gestion du poids • Hypercholestérolémie et hypertension artérielle • Diabète

Prendre soin de votre santé

- Comprendre les symptômes • Identifier un problème de santé • Améliorer le sommeil

Accédez à votre PAEF en tout temps, par téléphone, sur le Web ou à l'aide de votre appareil mobile.

1.800.361.5676 ATS-ATME : 1.877.338.0275
travaillsantevie.com

Téléchargez l'application Mon PAE à partir de la boutique d'applications de votre appareil ou saisissez le code QR ci-contre.





Shepell EFAP Services

In our increasingly fast-paced world, you may find it challenging to take care of yourself while balancing your responsibilities at work with your obligations at home. Your Employee and Family Assistance Program (EFAP) is here to help. We offer confidential, professional assistance and support to help you manage all of life's complexities—be it issues with your Work, Health or Life.

24-Hour, 7-days-a-week access to your EFAP

- Call **1.800.387.4765** toll-free number to access the EFAP services via the Care Access Centre. Our dedicated Intake Specialists are fully bilingual in English and French, and can help match you with appropriate service(s) and support. This call centre also acts as a crisis line and will triage calls appropriately.
- Visit website.workhealthlife.com for access to a range of EFAP support services as well as 700+ health/wellness articles, E-newsletters and mental health microsites.
- Download the free **My EAP** mobile device application (for Blackberry, Apple, and Android-based devices). Visit the website for more information.
- Employee and Family Assistance Program (EFAP) counselling is short-term, change-oriented, goal-focused therapy. This means that the counsellor helps the client work toward achieving a very specific, measurable goal that can be accomplished in a few sessions
 - **Under the AMSC program there is no pre-determined number of sessions an employee accessing support is bound to. As long as the support provided falls within the short term scope of the program the number of sessions could be two or it could be eight but there is not a set limit on sessions.**

Professional EFAP Counselling Services

Personal/Emotional	Family	Couple/Relationship	Work-related	Addiction-related
<ul style="list-style-type: none">▪ Stress/anxiety▪ Depression▪ Suicidal risk▪ Self esteem▪ Anger issues▪ Life stages▪ Post-trauma support▪ Abuse	<ul style="list-style-type: none">▪ Parenting▪ Child behaviour▪ Adolescent behaviour▪ Blended family▪ Communication▪ Elder-related▪ Extended family relations	<ul style="list-style-type: none">▪ General relationship▪ Relationship breakdown▪ Separation/divorce▪ Intimacy issues▪ Communication▪ Conflict resolution▪ Family planning	<ul style="list-style-type: none">▪ Workplace stress▪ Work relationships/ conflict▪ Career planning▪ Career resiliency▪ Retirement planning▪ Workplace violence/ harassment▪ Work performance	<ul style="list-style-type: none">▪ Alcohol▪ Drugs▪ Other's addictions▪ Smoking▪ Gambling



Counselling Modalities

- Face-to-face
- Telephonic
- e-Counselling
- Online Group Counselling
- Video-counselling
- Text-based Resource Package
- First Chat
- My Migo

Professional EFAP Work/Life Services

Legal Support Services	Family Support Service	Financial Support Services
<ul style="list-style-type: none"> ▪ Civil litigation ▪ Criminal law ▪ Landlord-Tenant ▪ Property law ▪ Real estate ▪ Will/estate ▪ Child custody ▪ Separation/divorce 	<ul style="list-style-type: none"> ▪ Planning a family/ Adoption ▪ Daycare ▪ Expectant/New parents: New Parent Package ▪ Home support services ▪ Parenting resources & information ▪ Special needs ▪ Compassionate care & bereavement ▪ Elder care resources & information ▪ Community programs & Residential care options 	<ul style="list-style-type: none"> ▪ Bankruptcy ▪ Debt/credit ▪ Divorce ▪ Estate ▪ Insurance ▪ Investment planning ▪ Real estate/mortgage ▪ Retirement ▪ Taxes ▪ Employment transition
Health Coaching	Nutrition Support Services	Naturopathic Services
<ul style="list-style-type: none"> ▪ Condition management ▪ Risk reduction ▪ Weight management ▪ Healthy eating ▪ Responsible alcohol use ▪ Stress management 	<ul style="list-style-type: none"> ▪ Disease state management ▪ General healthy eating ▪ Weight gain/loss ▪ Healthy eating on the go ▪ Accommodating shift work ▪ Regulating diabetes ▪ Preventing heart disease 	<ul style="list-style-type: none"> ▪ Physiology ▪ Diet ▪ Lifestyle ▪ Mental/emotional well-being

Work/Life Modalities

- Telephonic consultation
- Text-based Resource Packages
- Expertly developed online programs



Additional Self-help Resources

Online Program Suite

- Stress management
- Enhancing your relationship
- Smoking cessation
- Financial planning service
- Separation/divorce

Health and Wellness Resource Packages

- Parenting school-age children (6–12)
- Managing workplace stress
- Enhancing your relationship
- Separation/divorce
- Parenting teens
- Enriching your career
- Job loss/transition
- Eating for health

Additional fee for service Programs

Service	Pricing
LifeSpeak on Demand <ul style="list-style-type: none"> Pricing for the EFAP includes 50 volumes of LifeSpeak on Demand Services. The video clip library is accessible online and available to your employees and immediate family members via LifeSpeak on Demand's website. The Employer acknowledges that the content of the Services are not to be substituted for medical, legal or other professional advice and it is the obligation of The Employer to advise its employees and their immediate families. 	Included
Workplace Learning Solutions <ul style="list-style-type: none"> These seminars are available upon request to increase awareness about topics that have implications for an individual's personal, emotional and physical well-being. Additional fees may be applicable for sessions that are delivered outside regular business hours or with more than thirty (30) participants. 	AMSC is committed to working with municipalities on promoting health and wellness and has partnered with Shepell to offer one hour lunch and learn sessions available on a variety of topics. Please connect with your Benefit Services Consultant to find what sessions are available.
Workplace Referral Program <ul style="list-style-type: none"> Professional assessment and counselling to assist individuals with performance issues at work that may be related to an underlying emotional, psychological or substance abuse problem. The referral program may be used as a mandatory program for employees at or returning to work. 	\$150.00 per hour
Substance Abuse Program (SAP) <ul style="list-style-type: none"> The Substance Abuse Program (SAP) provides support to individuals with significant substance abuse/addiction issues including those working in safety-sensitive positions. 	\$150.00 per hour



<p>Structured Relapse Prevention</p> <ul style="list-style-type: none"> The Structured Relapse Prevention Program provides support to individuals who have completed a treatment program for addiction-related issues and are looking to reintegrate into the workplace and prevent relapse. 	<p>\$150.00 per hour</p>
<p>WorkAssist</p> <ul style="list-style-type: none"> WorkAssist provides support to individuals who are off of work or at high risk to go off of work for a psychological or emotionally related illness, trauma or stress. 	<p>\$150.00 per hour</p>
<p>Trauma Response Services</p> <ul style="list-style-type: none"> Shepell's trauma response service supports both management and employees affected by traumatic events. The Trauma Services department is available on a twenty-four (24) hour basis and uses a network of specially trained counsellors who are able to respond immediately. 	<p>\$995.00 per four-hour block</p>
<p>Echo</p> <ul style="list-style-type: none"> A proactive support benefit. Echo Information Kits are delivered Just-In-Time, are proactive and are targeted to key life events. 	<p>Contact Shepell for a quote</p>
<p>Fitness Coach Connects</p> <ul style="list-style-type: none"> An interactive program that incorporates best practices to help improve health through education, behavior change and fitness. 	<p>Contact Shepell for a quote</p>
<p>Team Fitness Works</p> <ul style="list-style-type: none"> A physical fitness program designed for organizations. This new program will help organizations to engage individuals through physical activity to improve their overall health, performance and productivity. 	<p>Contact Shepell for a quote</p>
<p>Wellness Challenges</p> <ul style="list-style-type: none"> Individual or team based online Wellness Challenges across physical and mental health topics. 	<p>Contact Shepell for a quote</p>





BYLAW 546/18 – SUBDIVISION AUTHORITY BYLAW

EXECUTIVE SUMMARY

As per Section 623 of the Municipal Government Act,

A council must by bylaw provide for a subdivision authority to exercise subdivision powers and duties on behalf of the municipality.

Administration has prepared proposed Bylaw 546 to provide for a subdivision authority and update Bylaw 453, The Subdivision and Development Appeal Board Bylaw.

BACKGROUND

Bylaw 453, given third reading in 2008, established the Subdivision Authority, Development Authority and Subdivision and Development Appeal Board.

Since the approval of this bylaw, the Development Authority was re-established in Bylaw 461, The Land Use Bylaw and the Subdivision & Development Appeal Board was re-established under Bylaw 489, The Flagstaff Regional Subdivision and Development Appeal Board Bylaw.

Bylaw 453 delegated the subdivision authority to West Central Planning Agency, whom the Town no longer has an agreement with.

The proposed Bylaw 546 addresses only the subdivision authority and delegates it to the CAO, who in turn may delegate the responsibilities to an outside agency. The Town currently has an agreement with Municipal Planning Services. The proposed bylaw removes references to the development authority and SDAB board.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may give first, second and third reading of Bylaw 546/18, The Subdivision Authority Bylaw.
2. Council may direct Administration to a different course of action.

RECOMMENDATION

1. That Council give first, second and third reading to Bylaw 546/18, The Subdivision Authority Bylaw and further that Council approve the appointment of the CAO as the Subdivision Authority for the Town of Sedgewick.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

OCTOBER 18TH, 2018

BYLAW 546/18 – SUBDIVISION AUTHORITY BYLAW

ATTACHMENTS

1. Bylaw 546/18, The Subdivision Authority Bylaw
2. Bylaw 453, The Subdivision and Development Appeal Board Bylaw

TOWN OF SEDGEWICK
BYLAW NO. 546/18
TOWN OF SEDGEWICK SUBDIVISION AUTHORITY BYLAW

**A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, TO
ESTABLISH THE SUBDIVISION AUTHORITY TO EXERCISE SUBDIVISION POWERS
AND DUTIES ON BEHALF OF THE TOWN OF SEDGEWICK.**

WHEREAS pursuant to the *Municipal Government Act*, the purpose of a municipality is to develop and maintain safe and viable communities;

AND WHEREAS pursuant to the *Municipal Government Act*, Part 17 provides a means whereby plans and related matters may be prepared and adopted to achieve the orderly, economical and beneficial development, use of land and patterns of human development;

AND WHEREAS pursuant to the *Municipal Government Act*, a Council must by bylaw, provide for a subdivision authority to exercise subdivision powers and duties on behalf of the municipality;

AND WHEREAS pursuant to the *Municipal Government Act*, a subdivision authority may include one or more of all members of Council, a designated officer, a planning commission and/or any other person or organization;

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

1. Citation:

1.1. This Bylaw shall be known as the “Subdivision Authority Bylaw.”

2. Definitions:

2.1. *Authority* – means the Subdivision Authority established pursuant to this bylaw;

2.2. *Chief Administrative Officer* means the Town of Sedgewick’s Chief Administrative Officer or any designate;

2.3. *Council* means the Council of the Town of Sedgewick;

2.4. *Land Use Bylaw* means the Town of Sedgewick Land use Bylaw 461, as amended or repealed and replaced from time to time;

2.5. *Municipal Government Act* means the *Municipal Government Act*, RS.A. 2000, c.M-26, as amended; and,

2.6. *Town* means the Town of Sedgewick, a municipal corporation, in the Province of Alberta

3. Subdivision Authority

3.1. The Subdivision Authority of the Town of Sedgewick is hereby established.

3.2. Council shall appoint the Chief Administrative Officer as the Subdivision Authority at the Annual Organizational Meeting.

3.3. The Chief Administrative Officer may delegate the Subdivision Authority to an outside Agency on the basis of a contract between the Agency and the Town.

4. Powers and Duties

4.1. The Subdivision Authority is authorized to exercise subdivision powers and duties on behalf of the Town in accordance with the *Municipal Government Act* and the Land Use Bylaw.

- 4.2.** The Subdivision Authority may make rules as are necessary for the conduct of its business that are consistent with the Bylaw, other Town Bylaws and the *Municipal Government Act*.
- 4.3.** The power to extend the time for endorsement of subdivision plans and for registration of subdivision plans in accordance with the *Municipal Government Act* is delegated to the Subdivision Authority, provided the extension does not exceed one year.
- 4.4.** Prior to endorsement of a subdivision plan, the Subdivision Authority is authorized to accept minor modifications as an amendment to the approved design provided:
- 4.4.1.** No more than one (1) additional lot is created;
 - 4.4.2.** The size, amount or location of municipal reserve, school reserve or environmental reserve does not change.
 - 4.4.3.** Roadway and infrastructure standards of the Town are not compromised;
 - 4.4.4.** Staging amendments within the subdivision are appropriate; and
 - 4.4.5.** Such adjustments comply with the Town bylaws and adopted statutory plans with the exception that minor changes to the Land Use bylaw standards may be included as provided for in the *Municipal Government Act*.

5. Recordkeeping and Decision Letters

- 5.1.** A file of the records of all applications and decisions thereon shall be maintained.
- 5.2.** Signing authority for transmittals of decisions for subdivisions shall be delegated to the Subdivision Authority.

6. Severability

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

7. Enactment

- 7.1.** This Bylaw hereby repeals Bylaw No.453.
- 7.2.** This Bylaw shall take effect at the date of final passing thereof.

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

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

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

TOWN OF SEDGEWICK

MAYOR PERRY ROBINSON

CHIEF ADMINISTRATIVE OFFICER J. FEDYK

BY-LAW #453

Administration of Subdivision and Development Approvals and Appeals

This Bylaw shall be known as the "Subdivision and Development Appeal Board Bylaw."

Pursuant to the Municipal Government Act ("the Act"), the Council of the Municipality of the Town of Sedgewick hereby enacts as follows:

1) Establishment of a Subdivision Authority

Pursuant to section 623(2)(a) of the Municipal Government Act, Council of the Town of Sedgewick is hereby authorized to exercise subdivision powers and duties on behalf of the Town of Sedgewick. Administration of the subdivision process is hereby delegated to West Central Planning Agency on the basis of a contract between the Agency and the Town.

2) Establishment of a Development Authority

Pursuant to section 624 of the Act, the authority to exercise development powers and duties under the Land Use Bylaw (326) is vested in the Development Officer appointed under Section 3 of the Land Use Bylaw (326)

3) Establishment of a Subdivision and Development Appeal Board

Pursuant to Section 627 of the Act, the Subdivision and Development Appeal Board (the Board) is established.

4) Purpose of the Board

The purpose of the board is:

- (a) To hear appeals against decision of the subdivision authority that do not fall under the criteria of Section 678(2)(a) of the Act, and
- (b) To hear and decide upon appeals from decision of the Development Officer in respect to development permits and stop orders, and in this respect perform the duties assigned to the Development Appeal Board under the Land Use By-law 326.

5) Composition of the Board

- (a) The Board shall consist of
 - (i) One member of Council and;
 - (ii) Two members of the general public
 - (iii) One member of the general public to serve as an alternate in the absence of one of the appointed members of the general public.

And shall be appointed by resolution of Council at the annual organizational meeting

- b) A vacancy on the Board may be filled by resolution of Council at any time.

6) Method of Decision Making of the Board

The Board shall reserve the right to discuss matters presented at the appeal and make a decision in committee within 15 days of the completion of the hearing.

7) Filing and Processing of Appeals

The procedure for filing and processing appeals is set out in Section 678 to 687 of the Act.

8) Establishment of Fee Schedules

Council may, by resolution, establish fees for subdivision and development appeals, which shall be sufficient to cover the cost of advertising, administration, and other expenses.

9) Remuneration of Board Members

Council may, by resolution, establish the remuneration to be paid to the Board members hearing an appeal.

10) Severability Provision

Should any provision of this bylaw be invalid, then such provision shall be severed and the remaining bylaw shall be maintained.

11) Repeal

The Town of Sedgewick Bylaw 381/95 is hereby repealed.

12) Effective Date

This Bylaw comes into effect on the final date of passing thereof.

READ a FIRST time this 17th day of January, 2008

READ a SECOND time this 17th day of January, 2008

READ a THIRD time by unanimous consent and finally passed this 17th day of January, 2008


MAYOR HELEN M. WHITTEN


THELMA ROGERS, C.A.O.



SIDEWALK CONDITION ASSESSMENT PROPOSAL

EXECUTIVE SUMMARY

At the recent AUMA convention, attending councillors spoke with a representative from SafeSidewalks Canada and requested a proposal for their services.

BACKGROUND

A proposal was received from SafeSidewalks Canada to conduct a sidewalk condition assessment of the Town's concrete sidewalks. The purpose is to identify and inspect all potential defect conditions within the existing sidewalk system and outline the requirements for addressing the issues. The assessor is looking for tripping hazards, water ponding, cracking and curb defects.

The data received can be imported into a GIS system. The assessment would not include asphalt, brick or stairways.

The fees for the scope of the assessment are \$1500 plus taxes.

Feedback from the public works department is that the number of sidewalk hazards in town is minimal and would not justify the cost of the assessment.

BUDGET IMPLICATIONS

\$1500 from reserves

ALTERNATIVES

1. Council may approve having a sidewalk condition assessment performed on all Town sidewalks for \$1500+gst.
2. Council may defer the issue of a sidewalk condition assessment to the 2019 budget deliberations.

RECOMMENDATION

1. That Council defer the issue of a sidewalk condition assessment to the 2019 budget deliberations.

ATTACHMENTS

1. None







SANITARY SEWER REHABILITATION PROGRAM

EXECUTIVE SUMMARY

At the July 12th, 2018 regular meeting, Council directed Administration to bring back an action plan for Council's review for the rehabilitation of the sewer system.

BACKGROUND

CCTV inspection of the Town's remaining clay tile sewer has been completed with Cam-Trac re-inspecting plugged lines in September, 2018.

From the information gathered through the initial camera-ing, 625 meters of sanitary sewer has been included in the first phase of rehabilitation. This includes 2.5 blocks on 50th Street and one block on 48th which have been shown as the highest priority to replace. The estimated cost of rehabilitation is \$1800/linear meter for a total of \$1,237,500 including a 10% contingency with construction occurring in 2019. The goal would be to slot-trench as this would be most cost effective and if not possible, could increase costs (dependant on a geo-technical report). Engineering services are estimated at \$180,000 and would be incurred mostly in 2018.

\$1.6 million was allocated to the project in 2018.

The newest camera-ing (Main Street) has not yet been analyzed and depending on result could alter the priorities or add to the budget implications if Council were to choose to do the work in 2019.

BUDGET IMPLICATIONS

No change to budget at this time.

ALTERNATIVES

1. Council may approve the rehabilitation of 625 meters of clay tile sanitary sewer on 50th and 48th Streets in 2019 at a cost of \$1.25 million.
2. Council may direct Administration in another manner.

RECOMMENDATION

1. That Council approve the rehabilitation of 625 meters of clay tile sanitary sewer on 50th and 48th Streets in 2019 at a cost of \$1.25 million.

ATTACHMENTS

1. Sanitary Rehabilitation Proposal
2. CCTV results_July 6th, 2018

September 28, 2018
File: 2018-3149.000.P.01.00

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

Re: SANITARY REHABILITATION PROPOSAL

Dear Mr. Fedyk:

Further to our CCTV Inspection – Preliminary Review letter dated July 6, 2018, please find below our scope of work and engineering fees to further assess the CCTV inspection results and design the first phase of sanitary sewer rehabilitation in the Town of Sedgewick (the Town).

1 BACKGROUND INFO

Cam-Trac Inspection Services Ltd. (Cam-Trac) was retained to undertake CCTV inspections in the downtown area in Spring 2018. The inspections of 20% of the mainlines were unable to be completed due to ice and/or debris build-up. In our letter dated July 6, 2018, we recommended that Cam-Trac be retained by the Town to re-inspect the incomplete sewers so they can be assessed. Cam-Trac re-inspected plugged lines in September 2018; we received the reports for the re-inspections on September 26, 2018.

The Town of Sedgewick has requested further analysis of the CCTV inspection results and design of the first phase of sanitary sewer rehabilitation.

Based on the results presented in our CCTV Inspection – Preliminary Review letter dated July 6, 2018, 625 m of sanitary sewer is expected to be included in the first phase of rehabilitation; however, this estimate does not take into consideration the pipe segments Cam-Trac re-inspected. Using the bid unit prices received for Sedgewick Subdivision – Phase 1, a preliminary construction cost of \$1,800.00 per metre can be used to approximate the cost of the sanitary sewer rehabilitation.

2 SCOPE OF WORK

Our engineering services will include the following engineering tasks:

Project Management;
Assessment of CCTV Inspection Results;
Data Gathering;
Detailed Design Services;

September 28, 2018
Jim Fedyk
Town of Sedgewick
- 2 -

Tendering Services; and
Construction Administration Services.

The following sections provide a description of our services which will be provided for each task.

2.1 PROJECT MANAGEMENT

- Coordination of internal technical staff and maintaining active communication amongst all members of the project team.
- Implementation of our in-house quality management program (QMP).
- Ensuring deliverables are provided in the appropriate form and in a timely fashion.

2.2 ASSESSMENT OF CCTV INSPECTION RESULTS

- Review of the inspection reports, photos, and videos submitted by Cam-Trac.
- Identification of pipe segments to be rehabilitated and the method of rehabilitation (including a brief letter memo).

2.3 DATA GATHERING

- Coordination of geotechnical sub-consultant to obtain a geotechnical investigation for the streets identified for sanitary sewer rehabilitation.
- Completion of a topographic survey for the streets identified for sanitary sewer rehabilitation.
- Discussion with Provincial Officials as required.

2.4 DETAILED DESIGN SERVICES

- Review of topographic survey and creation of a CAD base plan.
- Review of geotechnical investigation.
- Coordination with Alberta Transportation to obtain approval to work within provincial roadways, if applicable.
- Detailed design of sanitary sewer rehabilitation of public mains.
- Submission of the detailed design drawings to the Town for review and comment.
- Revise engineering drawings based on comments received, and submission of a final set of Issued for Tender engineering drawings to the Town for approval.
- We have made an allowance for two (2) submissions to the Town.
- Preparation of detailed pre-tender construction cost estimate.

September 28, 2018
Jim Fedyk
Town of Sedgewick
- 3 -

2.5 TENDERING SERVICES

- Preparation of contract documents for the sanitary sewer rehabilitation.
- Administration of project tendering.
- Response to inquiries during the bid period and issuance of clarifications and/or addenda as required.
- Evaluation of bids and providing recommendation for contract award.

2.6 CONSTRUCTION ADMINISTRATION SERVICES

- Providing interpretation of the contract documents during construction.
- Review of and providing comment on contractor's proposed construction schedule; monitoring of progress during construction.
- Issuance of site instructions / construction memos as required to maintain progress.
- Tracking and review of all shop drawings, requests for information, clarification submission, and all other documents submitted by the contractor.
- Preparation and processing of contract change price requests and/or contract change orders, if required.
- Receiving application for payment from contractor and preparation of monthly progress payments certificates.
- Coordination of geotechnical sub-consultant for materials testing.
- Full-time on-site inspection services to confirm that the work is in conformity with the contract documents; including taking photographs to document progress, and preparation of daily inspection reports.
- Periodic inspection by the Project Engineer (at progress meetings).
- Preparation of a substantial completion certificate for execution by the Town once construction is complete, in accordance with the Alberta Builders Lien Act.
- Coordination of and attendance at construction completion inspection with the contractor and the Town, documentation of deficiencies, and coordination with the contractor to rectify deficiencies.
- Development of record drawings for the sanitary sewer rehabilitation and submission of record drawings to Town.
- Coordination of final acceptance inspection at the end of the warranty period.

3 PROJECT SCHEDULE

Upon authorization to proceed, we can commence with our engineering services immediately.

September 28, 2018
 Jim Fedyk
 Town of Sedgewick
 - 4 -

4 DELIVERABLES

Our deliverables for this project will include:

- Brief letter memo outlining proposed areas of sanitary sewer rehabilitation and methodology;
- Tender package (Issued for Tender drawings and contract documents);
- Pre-tender cost estimate; and
- Bid evaluation and recommendation-for-award letter.

5 ENGINEERING FEE ESTIMATE

We propose the following estimated fees (including 8% disbursements) for our engineering services for the scope of work presented above.

The following is our fee breakdown to undertake the work:

Project Management	\$ 13,000
Assessment of CCTV Inspection Results	\$ 5,000
Data Gathering:	\$ 11,000
• Geotechnical Investigation*	\$ 13,000
Detailed Design Services	\$ 32,000
Tendering Services	\$ 7,000
Construction Administration Services	<u>\$ 99,000</u>
Engineering Services (excluding GST)	\$ 180,000
Sanitary Sewer to be rehabilitated: 625 m @ \$1,800.00 per m	\$1,125,000
Contingency (10%):	<u>\$ 112,500</u>
Estimated Construction Cost (excluding GST):	\$1,237,500
 Project Total (excluding GST)	 \$1,536,500

* To be confirmed. We have requested a proposal from Thurber to undertake the geotechnical investigation. Thurber's proposal will be forwarded to you as soon as we receive it. Until then, we have carried a cash allowance for budgetary purposes.



Associated
Engineering

GLOBAL PERSPECTIVE.
LOCAL FOCUS.

September 28, 2018
Jim Fedyk
Town of Sedgewick
- 5 -

We thank you for the opportunity to further assist you and look forward to continuing working with you.
Please contact us should you have any questions or require further information.

Yours truly,

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

ND/km

Kaitlin Munroe, P.Eng.
Project Engineer



Platinum
member

Legend

Recommended Action - Mainlines:

- Full Length Remove & Replace
- Partial Length Remove & Replace / Spot Repair(s)
- Remove Obstructions, Re-inspect, & Re-assess

Laterals:

- Inspection Complete
- Inspection Incomplete
- ★ Lateral with 100% Blockage



FIGURE 1: CCTV Results Based on Preliminary Review



MAIN STREET CONCEPT

EXECUTIVE SUMMARY

Updated renderings have been received of Main Street based on Council's input.

BACKGROUND

Attached is the latest Main Street Concept for Council's review. Once a concept is approved, Council would be able to provide additional input on the details.

Following are a list of trees that would be favourable in Sedgewick:

- | | |
|-------------------|----------------------------|
| -Brandon Elm | -Burr Oak |
| -Northwest Poplar | -Schubert Chokecherry |
| -Tower Poplar | -Amur Maple |
| -Green Ash | -Silver Cloud Silver Maple |
| -White Ash | -Amur Cherry |
| | -Snowbird Hawthorn |

Further explanation from the engineers is as follows:

Please note that although some of the trees in this list may not have worked in your Town, there are many reasons why that may be the case, of which installation and maintenance play a bit factor. For streetscape projects, we highly recommend soil cells, which provide adequate soil volumes underneath the sidewalks, which ensure long-term sustainability of the trees. The type of tree proposed at detailed design may vary depending on form, function, and microclimate, so please consider this list as a preliminary suggestion only.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may approve the Main Street Concept, as presented.
2. Council may make further modifications to the design.

RECOMMENDATION

1. That Council approve the Main Street Concept, as presented.

ATTACHMENTS

1. Main Street Concept



MAINSTREET CONCEPT, SEDGEWICK, AB



GLOBAL PERSPECTIVE.
LOCAL FOCUS.



MAINSTREET CONCEPT, SEDGEWICK, AB
NORTH PERSPECTIVE



GLOBAL PERSPECTIVE.
LOCAL FOCUS.



MAINSTREET CONCEPT, SEDGEWICK, AB
SOUTH PERSPECTIVE



GLOBAL PERSPECTIVE.
LOCAL FOCUS.



MAINSTREET CONCEPT, SEDGEWICK, AB
MAINSTREET PARK INTERSECTION



GLOBAL PERSPECTIVE.
LOCAL FOCUS.



MAINSTREET CONCEPT, SEDGEWICK, AB
MID-BLOCK CROSSING



GLOBAL PERSPECTIVE.
LOCAL FOCUS.



MAINSTREET CONCEPT, SEDGEWICK, AB
SIDEWALK TREATMENT OPTION "A"



GLOBAL PERSPECTIVE.
LOCAL FOCUS.



MAINSTREET CONCEPT, SEDGEWICK, AB
SIDEWALK TREATMENT OPTION "B"



GLOBAL PERSPECTIVE.
LOCAL FOCUS.



MAINSTREET CONCEPT, SEDGEWICK, AB
SIDEWALK TREATMENT OPTION "C"



GLOBAL PERSPECTIVE.
LOCAL FOCUS.



DEVELOPMENT PERMIT APPLICATION – 2018-10

EXECUTIVE SUMMARY

An application for a development permit has been received for installing a fence. As per the Land Use Bylaw, normally a fence does not require a permit. In this instance, a variance is being requested of the Municipal Planning Commission.

BACKGROUND

Acting as the Municipal Planning Commission, Council may allow a variance of any standard prescribed in the LUB provided it complies with the requirements of the Alberta Building code and the variance does not unduly affect the neighbourhood.

In considering the variance, regard should be given to the purpose and intent of the district and the nature of developments on adjacent properties. This area is zoned as R1.

The request is to build a 6' high fence with a 6' setback from 51st Avenue. The LUB allows for a 5.9' fence at no less than 24.6 feet to the curb where adjacent permitted developments would be adversely affected.

As there is a back alley at the rear of the lot and the proposed fence would only run half of the depth of the property, the fence is unlikely to have an impact on or unduly affect the neighbourhood or traffic.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may approve Development Permit 2018-10 with a variance of a 6' high fence and setback 6' from the north end of the lot.
2. Council may decide to not approve Development Permit 2018-10.

RECOMMENDATION

1. That Council approve Development Permit 2018-10 with a variance of a 6' high fence and setback 6' from the north end of the lot.

ATTACHMENTS

1. Application for Development Permit 2018-10



TOWN OF SEDGEWICK

4818-47 Street
Sedgewick, AB
T0B 4C0
Phone: 780-384-3504
Fax: 780-384-3545

Application for Development Permit

Application # 2018-10

Date: Oct. 15/18

I/We hereby make application under the provisions of the Land Use Bylaw for a development permit to construct the following building in accordance with the plans and supporting information submitted herewith this application.

Applicant(s):

Name: Marge Hogg Phone: 780-888-1424

Mailing Address: Box 679, Sedgewick

Civic Address of
Property to be demolished: 5033-41st St.

Legal Description: Plan _____ Block _____ Lot(s) _____ OR _____

Registered Owner of Land:

Name: Marge Hogg Phone: 780-888-1424

Mailing Address: _____

Existing Use: R1 Land Use District: _____

Type of Building/Development: fence Contractor: self

Size: _____ Percentage of lot occupied: _____ Basement: _____

Heating Type: _____ Roofing: _____ Exterior Finish: _____

Setbacks: From front lot line: _____ From side lot line (indicate N, S, E, W): 6' (variance requested)

From side lot line (indicate N, S, E, W): _____ From rear lot line: 6' Height: 6'

Start Date: Oct. 19 Completion Date: Oct. 31

Estimated cost of project or contract price: \$ 4000

Notes:

Installation of water and sewer services must be completed at basement excavation time. It is the sole responsibility of the applicant to make an Alberta One Call at 1-800-242-3447.

*Site plan must be included with a development permit application.

Fees: Residential \$30.00-\$55.00

Commercial \$55.00

Appointed Official



Signature of Applicant

Signature of Applicant

existing fence

Gate

Garage

Porch

House

Driveway

Back Alley

410 Street

E

curb

N

3

2



Section 39: Environmental Conservation

- 39.1 Within developing areas, existing trees and shrubs should be conserved to the maximum extent possible.
- 39.2 The following areas, to the maximum extent possible, shall be retained in their natural state;
- 39.2.1 Swamps, gullies and natural drainage courses;
 - 39.2.2 Unstable land;
 - 39.2.3 Land subject to flooding by a 1:100 year flood;
 - 39.2.4 Land with a natural gradient of 15% or greater; and
 - 39.2.5 Any lands designated as Environmental Reserve.

Section 40: Fencing and Screening

- 40.1 Fences shall complement the character and quality of the principal building.
- 40.2 The height of a fence must be no higher than:
- 40.2.1 1.0 m (3.3 ft.) in the front yard, except in the case of double fronting or corner sites, in which case a fence shall be permitted no higher than:
 - (a) 1.0 m (3.3 ft.) at no less than 3.0 m (9.8 ft.) from the curb, or
 - (b) 1.2 m (3.9 ft.) at no less than 4.5 m (14.8 ft.) from the curb, or
 - (c) 1.5 m (4.9 ft.) at no less than 6.0 m (19.7 ft.) from the curb, or
 - (d) 1.8 m (5.9 ft.) at no less than 7.5 m (24.6 ft.) from the curb of one front boundary where, in the opinion of the Development Officer, adjacent permitted developments would not be adversely affect; and
 - 40.2 2.0 m (6.6 ft.) in the side or rear yard.
- 40.3 Commercial/industrial buildings adjacent to residential areas must be screened by a fence of not less than 2.0 m (6.6 ft.) in height on those sides of the commercial lot abutting the residential area.
- 40.4 In the case of drive-in businesses, car washing establishments, service stations and gas bars, landscaping shall be provided and maintained to the satisfaction of the Development Officer. Solid fences shall be provided at least 2.0 m (6.6 ft.) in height adjacent to residential areas.
- 40.5 Notwithstanding 40.2, a higher fence or a fence with barbed or other security features may be approved for public safety, security, privacy or buffering purposes.
- 40.6 No barbed wire fences shall be permitted in residential areas.



DEVELOPMENT PERMIT APPLICATION – 2018-11

EXECUTIVE SUMMARY

An application for a development permit has been received for building a detached garage. A variance is being requested of the Municipal Planning Commission, as the garage will be placed only 25 feet from the front yard lot line, leaving the garage protruding 9 feet in front of the house and into the front yard.

BACKGROUND

Acting as the Municipal Planning Commission, Council may allow a variance of any standard prescribed in the LUB provided it complies with the requirements of the Alberta Building code and the variance does not unduly affect the neighbourhood.

In considering the variance, regard should be given to the purpose and intent of the district and the nature of developments on adjacent properties. This area is zoned as R1.

The request is to build a 22'x30' garage with a 25' (7.71m) setback from 53rd Street. The LUB does not allow for garages in the front yard, however this garage would protrude into the front yard by 9 feet.

The property owner's adjacent neighbour to the north also has a detached garage which protrudes into the front yard. The front of the applicant's garage would be setback an equal distance from the street as this neighbour.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may approve Development Permit 2018-11 with a variance of a front yard setback of 7.71 metres.
2. Council may decide to not approve Development Permit 2018-11.

RECOMMENDATION

1. That Council approve Development Permit 2018-11 with a variance of a front yard setback of 7.71 metres.

ATTACHMENTS

1. Application for Development Permit 2018-11



TOWN OF SEDGEWICK

4818-47 Street
Sedgewick, AB
T0B 4C0
Phone: 780-384-3504
Fax: 780-384-3545

Application for Development Permit

Application # 2018-11

Date: Oct 17 2018

I/We hereby make application under the provisions of the Land Use Bylaw for a development permit to construct the following building in accordance with the plans and supporting information submitted herewith this application.

Applicant(s):

Name: Dave Graft Phone: 780-974-1802

Mailing Address: Box 546 Killam ab T0B 2C0

Civic Address of
Property to be demolished: 4917-53 Street

Legal Description: Plan 4227MC Block 21 Lot(s) P.4, P.5 OR

Registered Owner of Land:

Name: Ian MacEachern Phone: 780-384-2413

Mailing Address: Box 005 Sedgewick, AB T0B-4C0

Existing Use: Residential Land Use District: R1

Type of Building/Development: Garage Contractor: Daborn Homes

Size: 22x30' Percentage of lot occupied: 18% Basement: N/A

Heating Type: N/A Roofing: Shingles Exterior Finish: siding vinyl

Setbacks: From front lot line: 7.71m From side lot line (indicate N, S, E, W): N - 1.39m

From side lot line (indicate N, S, E, W): 16.46m S From rear lot line: 19.68m Height: 13'

Start Date: Nov 1 ^{groundwork} Oct 18 Completion Date: Nov 31

Estimated cost of project or contract price: \$ 20000

ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT

CLIENT'S FILE: _____

LEGAL DESCRIPTION OF PROPERTY:

Lot 4 (EXCEPTING OUT THE NORTHERLY 20 FEET) AND
Lot 5 (EXCEPTING OUT THE SOUTHERLY 20 FEET), BLOCK 21
ADDRESS: 4917 - 53 STREET 22/04/94
SEDGEWICK, ALBERTA

CERTIFICATE OF TITLE NO: 187P258 DATE SEARCHED: 22/04/94
REGISTERED ENCUMBRANCES RELATING TO EXTENT OF TITLE:
CLEAR TITLE

SURVEYOR

I, V. BRIAN DOYLE, ALBERTA LAND SURVEYOR DO HEREBY CERTIFY THAT:
THE SURVEY REPRESENTED BY THIS PLAN IS TRUE AND CORRECT
AND WAS MADE UNDER MY PERSONAL SUPERVISION.
THE SURVEY WAS MADE IN ACCORDANCE WITH THE
MANUAL OF GOOD PRACTICE.
THE SURVEY WAS COMPLETED ON THE 26 DAY OF APRIL A.D. 1994
THE IMPROVEMENTS AS SHOWN ON THIS PLAN ARE ENTIRELY WITHIN THE
BOUNDARIES OF THE SUBJECT PROPERTY.

NO VISIBLE ENCROACHMENTS EXIST ONTO THE SUBJECT PROPERTY FROM
ANY IMPROVEMENT SITUATED ON AN ADJACENT PROPERTY.

DATED THIS 18 DAY OF JUNE A.D. 1994.

W. Brian Doyle
ALBERTA LAND SURVEYOR
© BRIAN DOYLE, A.L.S.

NOTES

UNDERGROUND FACILITIES NOT LOCATED.

MEASUREMENTS TO FENCES ARE TO CENTER LINE.

ANY EXISTING FENCES (OF SIGNIFICANT VALUE) LOCATED WITHIN 0.2m
OF A PROPERTY LINE IS DEEMED TO BE A REASONABLE
INTERPRETATION OF THE SAID BOUNDARY AND IS SHOWN ON THIS
REPORT TO BE ALONG THE PROPERTY LINE.

UNLESS INDICATED OTHERWISE THE YARD DIMENSIONS SHOWN RELATE TO
PERPENDICULAR OR RADIAL DISTANCES FROM PROPERTY BOUNDARIES.
DISTANCES ARE EXPRESSED IN METRES AND DECIMALS THEREOF.

LEGEND

STATUTORY IRON SURVEY POST FOUND SHOWN THUS: ●

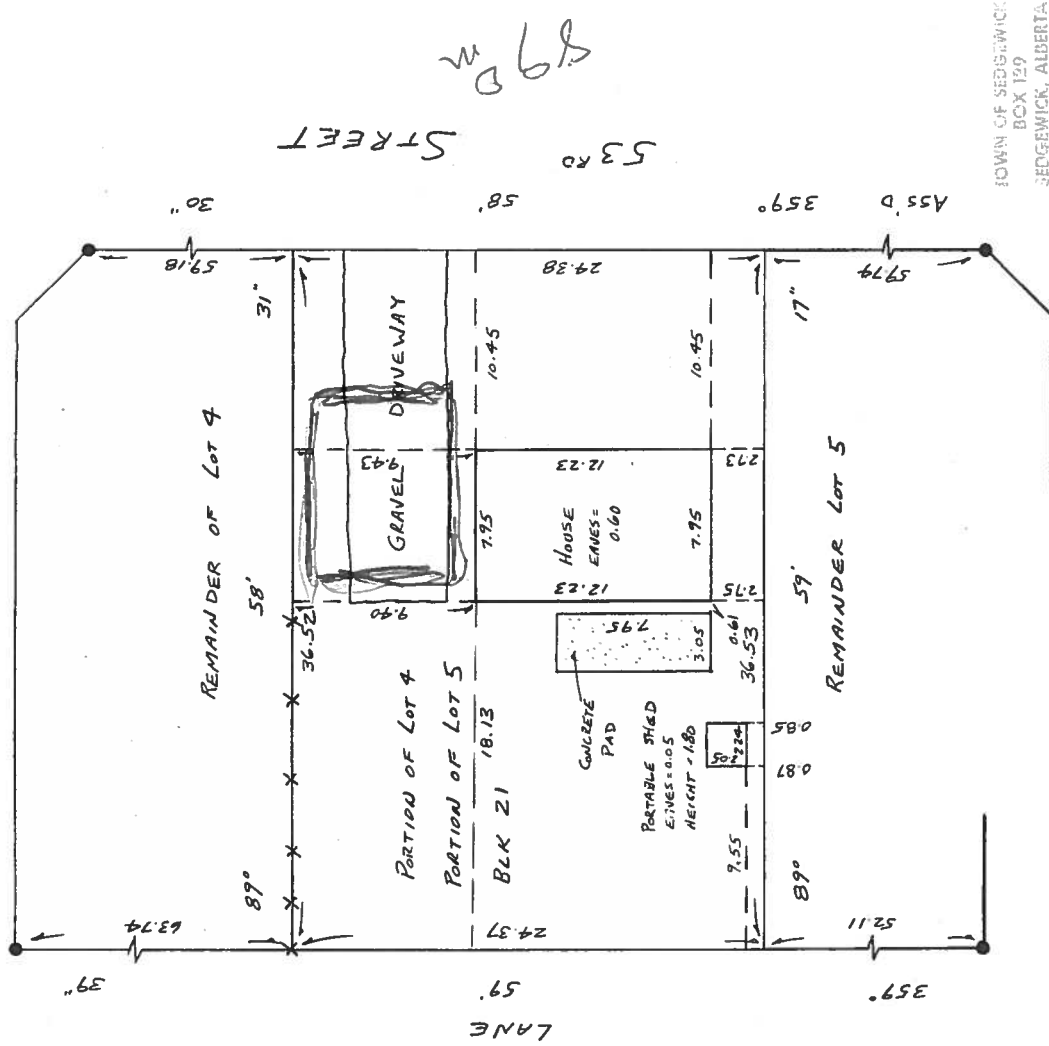
FOUND IRON BAR SHOWN THUS: ◆

FENCE LINES SHOWN THUS: —*—*—*—*—*—*—*

BRIAN DOYLE, A.L.S.

113 JUBILEE ROAD PHONE (403) 387-4838
MILLET, ALBERTA T0C 1Z0 FAX (403) 387-5780

DATE: JUNE 18/94 SCALE: 1:250 OUR FILE NO: 94-210



FRSWMA Regular Monthly Board Meeting

Sept 24, 2018

Sterling Room of the County Office, Sedgewick, AB

Minutes

1.0) Attendance

DIRECTORS:

Dwayne Giroux (alt.)	Village of Forestburg
Jeanette Herle	Flagstaff County
Rick Kryz	Town of Killam
Josephine Mackenzie	Village of Alliance
Janice McTavish	Village of Rosalind
Brandon Martz	Village of Heisler
James Robertson	Town of Daysland
Deb Smith	Village of Loughheed

Absent:

Dean Lane	Town of Hardisty
Steven Levy (Grant Imlah)	Town of Sedgewick

STAFF:

Murray Hampshire	Executive Director
David Dahl	FRSWMA

Chair D. Smith called the meeting to order at 7:06 p.m.

3.0) Agenda

Agenda was reviewed.

Resolution # 388/2018. Director J. Robertson moved to accept agenda.

CARRIED

4.0) Adoption of Minutes

4.1) Minutes of the Aug 27, 2018 Regular Board Meeting were reviewed.

Resolution # 389/2018. Board member J. Herle moved to approve the minutes of the Aug 27, 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 # 390/2018. Board member J. McTavish moved to accept operations report as presented.

CARRIED

5.2) Financial reports: Executive Director M. Hampshire provided Aug 31, 2018 P&L and Sept 18, 2018 cash position. Discussion ensued.

Resolution # 391/2018. Board member B. Martz moved that we accept financial reports as presented.

CARRIED

6.0) Business

6.1) Amendments to HR Manual. Further to Board Direction from the last regular meeting, the executive director presented amended 'Flagstaff Waste Human Resources Policy Manual' to include changes to Sick Days Policy, changes to contemplate new marijuana legislation, and to accommodate 2018 changes to the Employment Standards Code. Some discussion ensued.

Resolution 392/2018. Board member J. McTavish moved that FRSWMA approve the updated Flagstaff Waste Human Resources Policy Manual – Amended September 2018', effective January 1, 2019, attached to and forming part of these minutes. CARRIED

6.2) 2019 Flagstaff Waste Fees Schedules. – Executive Director M. Hampshire presented a proposal to adjust current fees schedules with modest increases. Rationale for increases and calculation methodology for bin rental rates were presented. Considerable discussion ensued.

Resolution 393/2018. Board member B. Martz made a motion that Flagstaff Waste approve the 2019 fee schedules, attached to and forming part of these minutes, effective January 1, 2019, including:

- a. Attached 6.2a) 2019 Scale and Gate Fee Schedule
- b. Attached 6.2b) 2019 Bin Rental Fee Schedule, and,
- c. Attached 6.2c) 2019 'Out of County' Bin Rental Fee Schedule

CARRIED

6.3) Online Bill Payments. Executive Director M. Hampshire provided an amended list of proposed vendors to be paid online using the Vision Credit Unions online service requiring dual authorization of payments.

Resolution 394/2018. Board member J. Robertson moved that FRSWMA update the list of vendors authorized for online bill payment, effective October 1, 2018, which list is attached to and forms part of these minutes. CARRIED

7) Correspondence & Information

The following items are attached to and form part of the minutes:

- 7.1) Flagstaff Waste Human Resources Manual - amended September 2018
- 7.2) 2019 Rationale for Bin Rental Fees
- 7.3) Marketing Materials for NEW Recycle Program

Resolution 395/2018. Board member B. Martz moved that the Board accept the correspondence and Information as presented

CARRIED

8.0) Adjourn

Resolution # 396/2018. Board member B. Martz moved the meeting adjourn at 7:59 pm.

Chair

Manager

Next Meeting

October 22, 2019 – 2019 Budget Review

Sedgewick Public Library Board Meeting

Meeting Date: September 11, 2018

Call to Order

Board Chair Carol Williams called the meeting to order at 7:00 pm with the following members of the board present: Micaela McConnell, Shelley Wakefield, Stephen Levy, Trish McGowan, Marie MacLeod.

Also Present: Barbara McConnell

1) Approval of the Agenda

Moved by: Stephen Levy

Seconded by: Marie MacLeod

THAT the agenda for September 11, 2018 be approved as circulated, Carried.

2) Previous Minutes

Moved By: Shelley Wakefield

Seconded by: Trish McGowan

THAT the Sedgewick Public Library Board minutes of:

June 12, 2018 Library Board Meeting

Be approved as circulated, including any revision to be made, Carried.

3) Delegations

4) Business Arising From The Minutes

The July 1st library parade float and booth was discussed, another successful year.

5) Reports

a) Chair Report

b) Treasurers' Report (attached)

Trish McGowan read the Treasurers' report. To date we have \$12 222.39 in our chequing/savings account. Stephen Levy moves the report be adopted as read, Marie MacLeod seconds, Carried.

Wages were discussed. Trish brought to the boards attention that minimum wage will be increased beginning of October. As per Alberta Labor Standards a wage increase to \$15.00 for Kelly Arntzen will be implemented, commencement with provincial legislation beginning of October.

Carol Williams makes a motion that Barb McConnell's wage be increased to \$21.00 effective October 1st. Marie MacLeod seconds, all in favor, carried.

c) Librarians' Report (attached)

Barb McConnell read the Librarians' report which highlighted our successful summer reading program, book allotment and an upcoming County Book Exchange held on October 15th in Sedgewick.

d) Parkland & Town Council

Stephen Levy provided updates on projects he is working on with collaboration from the Parkland Regional Library and Sedgewick Public Library. Carol Williams moves Stephen's report be accepted as information, Trish McGowan seconds, Carried.

6) New Business

a) Policies & Bylaws – to be tabled until 2019 meetings.

b) Community Calendars were discussed, progress is slow but going.

7) Information Items

8) Correspondence

A new copy of the tenancy agreement between the Sedgewick recreation board and the library was reviewed and resigned.

9) Next Meeting

Next meeting regular meeting date will be October 9th @ 7:00pm

10) Adjournment

Moved By: Carol Williams

Seconded By: Shelly Wakefield

That this Library Board does now adjourn at 8:21 p.m., all in favor, carried.

**Sedgewick Public Library
Board Regular Meeting**

Sept 11, 2018

Sedgewick Public Library

- 1) Approval of agenda**
- 2) Approval of minutes of previous meeting date**
- 3) Delegations**
- 4) Business arising from the minutes**
 - a) July 1st**
 - b)**
 - c)**
- 5) Reports**
 - A) Chair**
 - B) Treasurer**
 - C) Librarian's Report**
 - D) Parkland & Town Council (Stephen Levy)**
- 6) New Business**
 - A) Library Policies & Bylaws**
 - B) Community Calendars**
 - C) Raffle Tickets for Christmas Party**
 - D) ^{Community}**
- 7) Information Items**
- 8) Correspondence**
- 9) Next meeting**
- 10) Adjournment**

	11 Sep 18
ASSETS	
Current Assets	
Chequing/Savings	
Sedgewick & District Municipal	12,222.39
Total Chequing/Savings	12,222.39
Total Current Assets	12,222.39
Fixed Assets	
Furniture and Equipment	98,431.00
Total Fixed Assets	98,431.00
TOTAL ASSETS	110,653.39
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
GST/HST Payable	-448.45
Total Other Current Liabilities	-448.45
Total Current Liabilities	-448.45
Total Liabilities	-448.45
Equity	
Opening Balance Equity	116,651.98
Unrestricted Net Assets	-8,971.43
Net Income	3,421.29
Total Equity	111,101.84
TOTAL LIABILITIES & EQUITY	110,653.39

Items for Information:

Summer Reading Program was very successful! Fifteen children were registered. Total of all children participating during the four sessions was 43. Total books read during the month was 54 books. They were very receptive to the rock-collecting day and Colby's presentation on mining, rock collecting, and then painting rocks. Had a great time this summer! Thank you very, very much to Carol, Marie, and Micaela for helping!

September is "Get a Library Membership" so we have Incredibles Library cards and bookmarks available.

Our book allotment was \$1,663.88 and that entire amount is spent for the year. In fact we are \$25.17 over which will be taken off our allotment for 2019. We have done some direct billing purchases, which are around the \$660.00.

Items for Discussion:

We host the County Book Exchange on ^{October}~~September~~ 15/2018 at 9:00. The exchange of books is to be held downstairs in the concourse, and then we will reconvene upstairs in the library for the meeting. Snacks and coffee have to be supplied by us. The County Book Exchange Board will reimburse us for the use of the concourse, amount was not exactly confirmed, but that will be given to the Rec Center.

The Literacy Adventure Days are to be held October 4 from 9:30-11:30. This will take place downstairs, everybody will put up their own stations, and the Adventure Bus will be parked outside the north doors. The library will have a table for the children to make binoculars, and Carol has volunteered to help me. There will be cleanup involved, if anybody is free to volunteer. Since the recreation center were to so gracious to offer the downstairs concourse, I want everything perfect once we are out of there.

PRL convention – to go or not to go?

A patron has requested we discuss the need for a slip in our books so people can put their initials on instead of writing their initials on the book. Have asked the library community for their input. Provost prints out template date due slip and uses that for stamping date due on book and for people to put their initials on. Dual purpose. Might be a good idea, because we will be running out of bookmarks soon, and many patrons do not want the bookmark.

Barbara McConnell

Library Manager

Sedgewick Public Library

The Sedgewick Public Library would like to extend a proposal for our town's Christmas Event for 2018. Our proposed date would be December 8/2018. We would like to work in cooperation with the Town of Sedgewick and the Sedgewick Recreation Center to plan a fun filled day for all.

Suggestions we have:

- Free Skating
- Free Bowling
- Santa visit/pictures
- Christmas Craft Sale
- Crafts for Children
- Outdoor Sleigh Rides

The local businesses would be asked if they would like to sponsor the skating/bowling and we acknowledge their participation in the local newspaper and posters at the Rec.

Stephen Levy has volunteered to be Santa. We would take pictures with our camera; pictures can be purchased for \$5.00 with proceeds going towards the local food bank.

Christmas craft fair-set up in the concourse downstairs and the curling side lobby or upstairs in the concourse. We would hope for about 18 tables-charge \$10.00 a table.

Sedgewick Library will organize two different craft stations in the ag meeting room for the children.

The Sedgewick Rec Center could benefit by having the concession open for drinks and food.

In previous years, we once had sleigh rides with horses pulling a lowboy with bales on it. To avoid allergies maybe we could organize a bus or truck to pull a lowboy with bales on it.

We could give out goodie bags to the children and maybe ask the local businesses if they would not mind donating the oranges, candy canes or chocolate goodies.

This is just a proposal, if anybody has any other ideas, we are open to new ideas, just think our town should have some kind of Christmas function.

September 11 2018

Micaela McConnell

STEPHEN LEVY

Shelley Wakefield

Marie MacLeod.

Carol Williams.

Trisha McGowan.

Barbara McConnell

Flagstaff Regional Housing Group
June 5, 2018 @ 10:00am
Big Knife Lodge, Forestburg

MINUTES

Attendees:	Dell Wickstrom, Board Chair (regrets)	Village of Alliance
	Murray Candlish	Town of Daysland
	Rick Manning	Flagstaff County
	Jeff Eckstrand	Flagstaff County
	Blaise Young	Village of Forestburg
	Doug Irving	Town of Hardisty
	Bonnie Wood (regrets)	Village of Heisler
	Brenda McDermott	Town of Killam
	Susan Armer (regrets)	Village of Loughheed
	Greg Sparrow, Vice Chair	Town of Sedgewick
	Mike Leathwood	The Bethany Group
	Melodie Stol	The Bethany Group
	Michelle Wideman (recorder)	The Bethany Group

1.	CALL TO ORDER	
	The meeting was called to order at 10:15am and a tour of Big Knife Lodge was provided.	
2.	APPROVAL OF AGENDA	
	FRHG 18-06-01	MOVED by Rick Manning to accept the Agenda as circulated. CARRIED
3.	MINUTES OF PREVIOUS MEETING	
	FRHG 18-06-02	MOVED by Brenda McDermott to approve the Minutes of April 3, 2018 as presented. CARRIED
4.	CORRESPONDENCE	
	a.	ASCHA Update The understanding of 'who was who' was valuable for networking and educational opportunities.
	b.	Day of Learning A day well spent. Tours provided a lot of insight as to opportunities for different models of housing & care.

Flagstaff Regional Housing Group
June 5, 2018 @ 10:00am
Big Knife Lodge, Forestburg


	<p>FRHG 18-06-03 MOVED by Murray Candlish to accept the Correspondence as information. CARRIED</p>
5.	<p>FINANCIAL STATEMENTS Unaudited for the 4 months ended April 30, 2018.</p> <p>FRHG 18-06-04 MOVED by Rick Manning to accept the Unaudited Financial Statements for the four months ended April 30, 2018 as information. CARRIED</p>
6.	<p>OPERATIONAL REPORT & OCCUPANCY STATS Review of Occupancy Stats for the Region. Are seeing increased interest in Prairie Rose Place.</p> <p>FRHG 18-06-05 MOVED by Jeff Eckstrand to accept the Operational Report as information. CARRIED</p>
7.	<p>2019 Business Plan</p>
	<p>a. Alignment of Governance and Responsibilities Governance and oversight for the social housing portfolio is a missing piece – communication is lacking. Housing Reports will be added as a standing item to the Agenda, for all communities to bring forward any concerns to the Board.</p>
	<p>b. Other Community Projects Hardisty – will include a request for capital funding to downsize the number of rooms by renovating and combining into larger, more desirable suites. Daysland – Westside Manor is 43 years old, question as to the useful life of that development and the cost of ongoing maintenance and upgrades. Forestburg – offer a one-meal per day service package at a reduced rate from the lodge service package; replacement of windows in the older side of Big Knife Lodge; discussions with Alberta Health regarding provision of services. Sedgewick – one meal per day model and possibly home care services – options to allow seniors to remain in their community.</p>
8.	<p>2018 MEETING DATES The next meeting will be held on Tuesday June 26 at 1pm in Big Knife Lodge.</p>
9.	<p>ADJOURNMENT The meeting was adjourned at 12:15pm.</p>



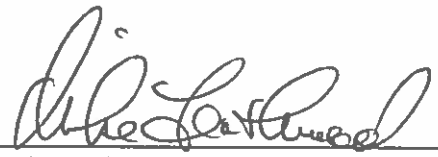
Flagstaff Regional Housing Group
June 5, 2018 @ 10:00am
Big Knife Lodge, Forestburg

Summary of Action Items:

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


Dell Wickstrom
Board Chair

Date: OCT 2/2018


Mike Leathwood
CEO

Date: OCTOBER 2, 2018

Flagstaff Regional Housing Group
June 26, 2018 @ 1:00pm
Big Knife Lodge, Forestburg

MINUTES

Attendees:	Dell Wickstrom, Board Chair	Village of Alliance
	Murray Candlish	Town of Daysland
	Rick Manning	Flagstaff County
	Jeff Eckstrand (regrets)	Flagstaff County
	Blaise Young	Village of Forestburg
	Doug Irving	Town of Hardisty
	Bonnie Wood (regrets)	Village of Heisler
	Brenda McDermott (regrets)	Town of Killam
	Susan Armer (regrets)	Village of Loughheed
	Greg Sparrow, Vice Chair	Town of Sedgewick
	Melodie Stol	The Bethany Group


1.	CALL TO ORDER	
	The meeting was called to order at 1:00pm.	
2.	APPROVAL OF AGENDA	
	FRHG 18-06-06	MOVED by Member Manning to accept the Agenda with the addition – correspondence from the Killam and District Health Care Foundation. CARRIED
3.	NEW BUSINESS	
	a.	Approval of 2019-2022 Business Plan Review of draft 2019-2022 Business Plan, including items discussed at the recent Strategic Planning Session. FRHG 18-06-07 MOVED by Member Candlish to accept the 2019-2022 Business Plan as presented, for submission to government. CARRIED
	b.	Correspondence was received from the Killam and District Health Care Foundation regarding the March 2012 IBI needs assessment. The Bethany Group will arrange a meeting with them to share the information, to update them on the current business plan of FRHG and to identify any opportunities for collaboration

Flagstaff Regional Housing Group
June 26, 2018 @ 1:00pm
Big Knife Lodge, Forestburg

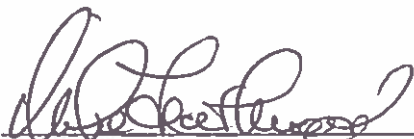
4.	NEXT MEETING DATE The next meeting will be held on Tuesday October 2 th , 2018 at 5:00pm in Big Knife Lodge.
5.	ADJOURNMENT The meeting was adjourned at 1:30pm.

Summary of Action Items:

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


Dell Wickstrom
Board Chair

Date: OCT 2 / 2018


Mike Leathwood
CEO

Date: OCTOBER 2, 2018

Sedgewick Golf Club

Comparative Balance Sheet

	As at 09/30/2018	As at 12/31/2017
ASSET		
CURRENT ASSETS		
Bank - Current (001)	51,965.78	3,293.58
Bank - Savings (002)	71,375.32	21,347.55
Bank - Casino (001)	22,228.36	22,228.36
Cash Float	400.00	0.00
Total Cash on Hand	145,969.46	46,869.49
Term Deposit - Operations	0.00	0.00
Term Deposit (Men's Night Fu...	2,971.49	2,971.49
Term Deposit (Men's Night '08)	2,371.96	2,371.96
Term Deposit (003)	0.00	0.00
Term Deposit (002)	0.00	0.00
Term Deposit (004)	0.00	0.00
Total Investments	5,343.45	5,343.45
Payroll Advances	0.00	0.00
Accounts Receivable	210.00	300.00
Inventory	4,559.05	4,559.05
TOTAL CURRENT ASSETS	156,081.96	57,071.99
OTHER ASSETS		
VCU-Shared Investment Plan	3,185.70	3,185.70
VCU-Shared Investment Plan (...)	1,983.06	1,983.06
TOTAL OTHER ASSETS	5,168.76	5,168.76
TOTAL ASSET	161,250.72	62,240.75
LIABILITY		
CURRENT LIABILITIES		
Accounts Payable	844.04	23,322.91
Mastercard	0.00	0.00
Bank Loan	0.00	0.00
GST Collected	8,306.77	-14.28
GST Paid	-2,382.93	-582.62
GST Reports Filed	5.35	-1,662.70
Net GST Payable	5,929.19	-2,259.60
E.I Payable	0.00	0.00
C.P.P Payable	0.00	0.00
ITD Payable	0.00	0.00
PR Remittance Payable	0.00	0.00
Vacation Payable	0.00	0.00
Gift Certificates Outstanding	0.00	0.00
Prepaid Memberships	595.24	595.24
Prepaid Other	357.13	357.13
TOTAL CURRENT LIABILITIES	7,725.60	22,015.68
TOTAL LIABILITY	7,725.60	22,015.68

Sedgewick Golf Club
Comparative Balance Sheet

	As at 09/30/2018	As at 12/31/2017
EQUITY		
EQUITY		
Reserves for Future Developm...	0.00	0.00
Operational Surplus	40,225.07	62,805.94
Current Earnings	113,300.05	-22,580.87
TOTAL EQUITY	<u>153,525.12</u>	<u>40,225.07</u>
TOTAL EQUITY	<u>153,525.12</u>	<u>40,225.07</u>
LIABILITIES AND EQUITY	<u>161,250.72</u>	<u>62,240.75</u>

Sedgewick Golf Club
Comparative Income Statement

	Actual 01/01/2018 to 09/30/2018	Actual 01/01/2017 to 12/31/2017
REVENUE		
REVENUES		
Pro Shop	9,152.70	7,757.73
Cost of sales - Pro Shop	-2,264.57	-4,354.05
Net Pro Shop	6,888.13	3,403.68
Kitchen	70,010.00	72,270.98
Cost of sales - Kitchen	-12,970.28	-32,176.63
Net Kitchen	57,039.72	40,094.35
Breakfasts	7,577.02	8,286.85
Cost of sales - Breakfasts	-1,624.62	-2,844.35
Net Breakfasts	5,952.40	5,442.50
Bar	107,273.11	98,739.86
Cost of sales - Bar	-29,898.99	-35,571.38
Net Bar	77,374.12	63,168.48
Tournaments	6,161.00	7,243.00
Cost of sales - Tournaments	-2,789.93	-5,606.43
Net Tournaments	3,371.07	1,636.57
Driving Range	1,690.51	2,689.07
Cost of sales - Driving Range	-48.00	0.00
Net Driving Range	1,642.51	2,689.07
GROSS PROFIT	152,267.95	116,434.65
OTHER REVENUES		
Memberships	80,733.04	76,809.86
Rental Income (Sheds)	12,995.24	12,570.80
Green Fees	64,472.89	57,511.48
Trackage, Carts & Club Rentals	32,731.07	30,187.77
Grants	2,500.00	0.00
Advertising	4,400.00	4,381.04
Interest earned	27.77	246.61
Fundraising (TV)	1,475.00	1,570.00
Fundraising (Wheel Barrow)	0.00	6,120.00
Fundraising (Chase the Ace)	9,550.00	0.00
Fundraising (Casino)	0.00	22,491.57
Fundraising - Total	11,025.00	30,181.57
Donations	100.00	4,411.11
Discounts taken	0.00	19.89
Capital dispositions	4,750.00	7,719.05
Over/Under	-2.70	308.50
Patronage Dividends	316.00	285.10
TOTAL OTHER REVENUES	214,048.31	224,632.78
TOTAL REVENUE	366,316.26	341,067.43
EXPENSE		

Sedgewick Golf Club
Comparative Income Statement

	Actual 01/01/2018 to 09/30/2018	Actual 01/01/2017 to 12/31/2017
EXPENSES		
Wages	168,837.64	186,091.30
C.P.P Expense	7,123.90	7,952.70
E.I Expense	3,923.86	3,538.89
WCB	1,133.83	1,016.97
Wages and benefits	181,019.23	198,599.86
Course Improvements	240.00	240.00
Grounds - General	29,169.81	29,001.72
Machinery R & M	7,889.80	9,834.65
Fuel	7,530.41	7,072.08
Clubhouse	3,326.07	5,760.48
Advertising and promotion	403.40	2,443.38
Utilities	13,265.14	17,990.11
Telephone	1,736.22	1,942.88
Internet	498.10	535.51
Office supplies	238.05	271.41
Freight & Delivery	1,215.53	670.40
Insurance, License & Members...	287.50	2,638.99
Interest and bank charges	2,997.42	3,422.41
Fundraising	13.98	1,044.46
Casino Expenses	0.00	1,258.95
New Shop	0.00	25,421.01
Capital Expenditures	3,185.55	55,500.00
TOTAL EXPENSES	253,016.21	363,648.30
TOTAL EXPENSE	253,016.21	363,648.30
NET INCOME	113,300.05	-22,580.87

Sedgewick Golf Club -Executive Meeting Sept. 25/18

Call to Order-Tristan called the meeting to order at 7:10. In attendance: Gail, Marie, Fred, Kari, Greg.

Minutes of previous meeting-Kari read the minutes from the May 17/18 meeting. Fred moved to approve the minutes as read.

Business Arising from Previous Minutes-

Window-still looking into.

Hole Sign Prices-Kari looking into

Shop-Still working on completion of shop interior. Will continue into spring.

Range Hood-Leaks in winter. Jim previously suggested a heat trace tape for roof for winter.

Carts-We will try to replace some next year.

Consignment-Great in theory, but was terrible. Not much stock at all was provided. Not doing next year.

Committee Reports-Ken's report/ Grounds-Drag for Aerator-Ken would like a drag for aerator. Approx. \$1200. Discussion. **MOTION**:Tristan made a motion to purchase the drag for aerator for \$1200. Carried.

Walking Mower-There are 3 walkers, The oldest one has had it. The next oldest one is leaking oil.

Dump Trailer-tabled

Ken-Ken's contract is up. Greg will discuss with Ken.

Clubhouse-Beer Cooler and Shelves for Walk in Cooler-The shelves in the beer cooler are rusting. Will check with the rec centre to see if they have shelves or possibly a cooler that isn't being used. Will also watch for items on auction sites.

Area around Clubhouse-Would like to see some gravel around the clubhouse instead of shale. It is getting worn out and tracking into clubhouse.

Patio Blind-not closing properly. Tabled.

Deck Chairs-Will soon need replacing. Will keep looking for deals.

Financial Report-Gail gave the treasurer's report.

Casino Account-\$22,228.36

checking-\$60,723.91

Savings-\$71,390.48

Tristan moved to adopt the financial report as presented. Carried.

New Business-Lighting-parking lot and out back are poorly lit.-Tabled

-Junior tees-The idea of possibly incorporating some junior tees was brought up for kids to play from.

-Junior Weekly and Junior Green Fees-Possibly have a morning or afternoon time allotted for junior golfers each week. Bring up the idea of a junior rate at the spring meeting.

-Hole Sponsor Replacements- Need to replace Bumper to Bumper, Kudu and Adrukow.

AGM- Oct. 12@ 5:30

Meeting adjourned @ 8:00

Wildrose Co-op Recreation Center Executive Meeting-September24/18/18

Call to Order-Cory called the meeting to order @ 6:30. In attendance Greg, Kari, Connie, Andrew, (Robynn Bartusek).

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

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

Operating-\$55,570.00

Capital-\$97,900.00

Greg moved to approve the financial report as presented. Carried.

Minutes of Previous Meeting-Kari read the minutes from the Aug27/18 meeting. Connie moved to approve the minutes as read. Carried.

Business Arising From Minutes-

Tables-Cory is still waiting for some pricing for 72" tables.

Coolers-Sheldon hasn't looked at yet?

Town Council Rep Report-Greg gave the town rep report. Jim is working on a rec plan.

User Group Reports-

Concession-Opened again today.

-Maxine has some staff in place.

-Will open for lunch in October.

Hockey-Ice is in.

-Practice started today.

Curling-Marie is putting ice in. She has started cleaning.

Library-Cow bus is coming, as well as another kids program.

Ball-Old fence is removed and will be replaced on second diamond.

Bowling-Sandra is cleaning again. Leagues starting after Thanksgiving.

New Business- Replacing Cory as President- Cory is presently acting as the rec manager therefore a new President/Chair will be elected.

MOTION: Kari nominated Greg as interim President. Carried.

MOTION:Andrew made a motion to remove Cory and add Greg for signing authority. Carried.

-Grey Cup tickets-Grey cup score raffle tickets were dispersed.

Next Meeting-Next meeting is set for Oct.29 @ 7:00.

Adjournment-Meeting was adjourned at 7:10.



TOWN OF SEDGEWICK

DEPARTMENTAL REPORT

MEETING DATE: OCTOBER 18TH, 2018

DEPARTMENT: PUBLIC WORKS

SUMMARY

Winter preparation of Equipment and facilities has been a focus this month, along with the day to day operations of the water system.

ACCOMPLISHMENTS

- Park winterization went well, other than a few taps being frozen at Sedgewick Lake Park before we were able to get them blown out. I expect there will be a few taps that will need to be replaced in the spring.
- The main street sewer repair went well, with High Mountain Hoe putting their equipment and experience to good use.
- Snow removal equipment has been made ready for the winter season.
- Subdivision work has been completed for the fall.
- I have done some site cleanup around the new generator, but the demolition of the old motor pad still remains to be done by the contractor.

PRESENT AND FUTURE ACTIVITIES

- Street sweeping will be ongoing as long as the weather cooperates.
- Row markers will be placed at the cemetery, marking openings for winter cemetery use.
- I intend to mulch some of the brush along the end of the lake to prevent drifting on our access road to the lagoons.
- Snow fence should be installed this week, other than on the golf course which is opening up for a few days.

APPENDIX:

NONE

PREPARED BY:

BRENT POLEGE, ACTING FOREMAN



TOWN OF SEDGEWICK

CAO REPORT TO COUNCIL

MEETING DATE: OCT 18TH, 2018

SUMMARY

The work on the subdivision and Spruce Drive is complete.

WTP HVAC project tender was set to close on October 18th, but will be extended to October 24th due to any amendments arising out of a pre-tender meeting on October 17th.

SCADA upgrades to commence within the next 10 days.

MEETINGS

- Attended RFC phase II meeting on October 4th.
- Attended construction completion inspection meeting for the Subdivision on October 2nd.
- Attended engineering meeting with Council on October 11th in regards to sanitary sewer, and Main Street design.

ACCOMPLISHMENTS

- Attended the AUMA convention from September 25th to 28th.
- Working on the 2019 operational and capital budgets
- Main Street sewer break was repaired by Subdivision Contractor
- Sewer break north of the lift station was repaired by a third party contractor
- Spruce Drive sewer and paving is complete.
- Remembrance Day banners are up on town signs

PRESENT AND FUTURE ACTIVITIES

- Christmas party will be at the Community Hall on Saturday, December 9th
- FIP Forum will be held at the Sedgewick Senior's Centre on November 5th
- Emergency Services meeting on October 25th to review Transitional Solutions Business Plan
- Pretendering meeting with interested contractors at the water treatment plant on October 17th for the WTP HVAC project
- Sedgewick is next in line for the SCADA upgrades. Expect project to start within the next two weeks.
- The Public Works Foreman is expected to return to work on November 15th.

APPENDIX:

NONE

PREPARED BY:

JIM FEDYK, CAO

Sedgewick Rec Centre

Profit & Loss

August 2018

	Aug 18
Income	
4200 · Arena	
4220 · Arena Facility Rental	1,476.19
4200 · Arena - Other	500.00
Total 4200 · Arena	1,976.19
4300 · Curling	
4302 · Curling Lounge Receipts	2,628.00
Total 4300 · Curling	2,628.00
4400 · Concession	
4401 · Concession Sales	93.81
4415 · Bottle depot	204.20
Total 4400 · Concession	298.01
4500 · Facility	
4600 · Interest Income	3.69
4700 · Equipment Rental	14.29
4710 · July 1st	50.00
Total 4500 · Facility	67.98
4901 · Rec Board Fundraising	
4902 · Wildrose Gift Card Sales	4,500.00
4905 · Wildrose Co-op Rebate	300.00
Total 4901 · Rec Board Fundraising	4,800.00
Total Income	9,770.18
Expense	
6300 · Facility Expenses	
6301 · Bookkeeping	1,200.00
6305 · Bank charges	0.85
6310 · Travel/Subs	420.00
6315 · Facility Repair & Maint	728.42
6328 · First Aid/Safety	175.00
6350 · Waste Management Fees	42.75
6355 · Equipment R&M (facility)	368.56
6365 · Telephone Costs	191.48
6376 · Ball Diamond Grant	5,000.00
Total 6300 · Facility Expenses	8,127.06
6400 · Utilities	
6410 · Natural Gas	
6414 · Facility Nat Gas - 55% or rest	155.82
Total 6410 · Natural Gas	155.82
6430 · Lighting	
6434 · Facility Light 40% or rest	2,377.81
Total 6430 · Lighting	2,377.81
6440 · Power Plant	
6441 · Arena Power Plant - 50%	1,057.92
Total 6440 · Power Plant	1,057.92
Total 6400 · Utilities	3,591.55
6500 · Fundraising Expenses	
6501 · Wildrose Gift Card Purchases	5,000.00
Total 6500 · Fundraising Expenses	5,000.00

5:11 PM

2018-09-24

Accrual Basis

Sedgewick Rec Centre

Profit & Loss

August 2018

	Aug 18
6700 · Payroll Expenses	
6710 · Facility Manager Hours	
6712 · Facility Manager OT Hours	0.00
6710 · Facility Manager Hours - Other	1,840.00
Total 6710 · Facility Manager Hours	1,840.00
6720 · Concession hours	
6722 · Concession overtime hours	0.00
6720 · Concession hours - Other	0.00
Total 6720 · Concession hours	0.00
6725 · Janitorial hours	184.00
6730 · Concert Hours	
6731 · Concert OT Hours	0.00
6730 · Concert Hours - Other	0.00
Total 6730 · Concert Hours	0.00
6700 · Payroll Expenses - Other	210.18
Total 6700 · Payroll Expenses	2,234.18
Total Expense	18,952.79
Net Income	-9,182.61

Sedgewick Recreation Facility 2018 Approved Budget

			% of Budget August 2018 (67%)
Revenues:	2018 Budget	2018 Actual	
Ag Society - Annual	\$ 14,500.00	\$ -	0%
Facility Room Rentals	\$ 11,000.00	\$ 1,550.00	14%
July 1st Revenues	\$ 5,000.00	\$ 5,526.05	111%
Fundraisers/Raffles/Signage	\$ 10,000.00	\$ 360.00	4%
Arena Revenue (winter)	\$ 80,000.00	\$ 46,585.22	58%
Arena Revenue (spring/summer)	\$ 10,000.00	\$ 9,128.10	91%
Bowling Revenues	\$ 32,000.00	\$ 885.72	3%
Curling Revenues	\$ 30,000.00	\$ 16,257.37	54%
Library Lease/UT	\$ 4,800.00	\$ 2,400.00	50%
Concession	\$ 109,934.00	\$ 57,963.59	53%
Co-op Gift Cards	\$ 100,000.00	\$ 40,350.00	40%
Co-op Gift Card - Dividend	\$ 6,000.00	\$ 2,820.00	47%
Bank Interest	\$ 50.00	\$ 23.00	46%
Capital Grants	\$ 15,000.00	\$ -	0%
County Recreation Funding	\$ 27,500.00	\$ -	0%
Other	\$ 500.00	\$ 84.29	17%
Donations	\$ 10,000.00	\$ 14,120.00	141%
ATM Fee Income	\$ 2,200.00	\$ 1,262.50	57%
Total Revenues:	\$ 468,484.00	\$ 199,315.84	43%
Expenditures:			% of Budget
Salaries (Full Time)	\$ 84,240.00	\$ 26,365.50	31%
Salaries (Part-Time)	\$ 62,700.00	\$ 48,336.08	77%
Salaries - Employer Contr.	\$ 14,694.00	\$ 6,482.05	44%
Education/Training	\$ 1,000.00	\$ 551.50	55%
Office Supplies	\$ 2,000.00	\$ 1,305.00	65%
Advertising/Promotional	\$ 1,000.00	\$ -	0%
Service Charges	\$ 400.00	\$ 61.45	15%
General Goods & Services	\$ 100,000.00	\$ 61,785.40	62%
Janitorial Supplies	\$ 5,000.00	\$ 2,372.30	47%
WCB	\$ 750.00	\$ 1,003.33	134%
Freight	\$ 100.00	\$ 170.00	170%
Telephones/Alarms	\$ 3,000.00	\$ 1,758.26	59%
Audit Fees	\$ 2,000.00	\$ -	0%
Waste Management Fees	\$ 1,400.00	\$ 617.62	44%
Insurance	\$ 200.00	\$ -	0%
Building R&M	\$ 20,000.00	\$ 9,438.67	47%
Equipment R&M	\$ 25,000.00	\$ 4,130.17	17%
Electricity	\$ 70,000.00	\$ 45,390.31	65%
Gas	\$ 25,000.00	\$ 17,310.27	69%
Concession Exp.	\$ 50,000.00	\$ 24,690.77	49%
Capital Contribution	\$ -	\$ -	
Total Expenditures:	\$ 468,484.00	\$ 251,768.68	54%
Net Surplus/(Deficit)	\$ -	-\$ 52,452.84	

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	\$128.79
Jun-18	\$47.79
Jul-18	\$41.72
Aug-18	\$42.93
Sep-18	
Oct-18	
Nov-18	
Dec-18	

YTD Total	\$3,527.79
------------------	-------------------



FOR IMMEDIATE RELEASE
October 15, 2018

Provincial cannabis cash is a bad deal for municipalities

New provincial grant program underfunds cities, offers nothing to communities under 5,000

Edmonton - Albertans are on the hook to cover the cost of cannabis legalization in their community. According to the Municipal Cannabis Transition Program (MCTP) announced today, over 215 urban municipalities will be forced to cover legalization costs on their own while only 52 towns, cities and urban service areas will receive minimal funding.

"We are extremely disappointed with this announcement," says Alberta Urban Municipalities Association President Barry Morishita. "Hundreds of Alberta communities are being forced to choose between hiking property taxes or putting public safety at risk and that is unacceptable. This ongoing lack of meaningful consultation from the provincial government has resulted in the province not fully comprehending the impact cannabis legalization will have across Alberta."

AUMA has been advocating for municipalities to receive a fair share of the province's excise tax revenues as part of a "user pay" model to cover the costs associated with legalization. Municipalities are tasked with community education and enforcement, including responding to complaints of consumption in prohibited areas. These costs will be paid out of municipal budgets, instead of from the taxes collected from cannabis sales.

Under the new MCTP, eligible expenses include municipal administration costs directly related to cannabis legalization including land use bylaws and permitting; education and marketing regarding local rules for cannabis consumption; and administrative and enforcement staffing costs. These are expenses that municipalities of all sizes have and will continue to incur, but only a limited number of municipalities are eligible to apply for funding under the program – and only if they meet the criteria.

"Throughout the legalization process, AUMA has attempted to work in good faith with the province," said Morishita. "The federal government did not agree to give the provinces a larger share of the excise tax only for the province to not equitably distribute to the municipalities that need it. Going forward, AUMA will continue to advocate for municipalities dealing with the impending costs of cannabis legalization and will ask the federal government to explore options including potentially withholding the province's portion of the excise tax until the provincial government comes back to the table to ensure our communities remain safe."

-30-

About the AUMA

Founded in 1905, the Alberta Urban Municipalities Association represents more than 260 of Alberta's urban municipalities, including cities, towns, villages, summer villages and specialized municipalities. Our goal is to develop a strong partnership between all three levels of government through a shared vision, with long-term planning that facilitates social and economic growth, a strategic and stable funding matrix for capital projects, vital emergency and social services, and implementation and coordination in the delivery of services to ensure the long-term sustainability of Alberta's municipalities.

For more information:

Jackie Sargent, SCMP
Communications Advisor, AUMA
780-668-2436
jsargent@auma.ca



WE ARE
economies
OF SCALE

WE ARE THE
support
YOU NEED

WE ARE THE
experts
IN MUNICIPALITIES

WE ARE YOUR
advocate