



TOWN OF
SEDGEWICK

Agenda with Addition
Regular Meeting of Council
Thursday, March 21st, 2019
Town of Sedgewick Council Chambers
7:00 pm

1. Call to Order

2. Acknowledgement of Treaty 6

3. Adoption of Agenda

4. Delegations

4.1 Wild Rose Co-op – Sponsorship

4.2 Brian King Professional Corporation, CGA – [2018 Financial Audit](#) - ADDITION

5. Minutes

5.1 Regular Meeting – [February 26th, 2019](#)

6. New Business

6.1 [Municipal Accountability Program](#) - 2019 Review

6.2 [Naming of Municipal Office](#) - Per MAP Review

6.3 [Tax Recovery](#) – Request to Delay Public Auction

6.4 [Emergency Management Plan](#)

6.5 [East Central Alberta Review](#) – Discover Alberta's East Country

6.6 [Dr. Meer Retirement Celebration](#)

7. Reports

7.1 Committee Reports

Mayor P. Robinson

- Nothing to report

Councillor G. Imlah

- Nothing to report

Councillor S. Levy

- Parkland Regional Library – [Feb 21, 2019 Meeting](#)

Councillor T. Schmutz

- Sedgewick Community Hall Assoc – [March 5, 2019 Meeting](#)

- Killam Provincial Detachment – [OSB Report – March 7, 2019](#)

Councillor G. Sparrow

- Nothing to report

8.2 Staff Departmental Reports

[Public Works Report](#) – For the period ending March 21, 2019

8.3 Chief Administrative Officer Report

8. Correspondence

- 8.1 [Alberta Culture & Tourism](#) – 2022 Alberta Winter Games or Summer 2022 Games
- 8.2 [Flagstaff County](#) – FIP 2019 Operating Budget Approved
- 8.3 [Town of Hardisty](#) – Flagstaff SDAB Member Appointment Approved
- 8.4 [Town of Hardisty](#) – FIP 2019 Operating Budget Approved
- 8.5 [Town of Hardisty](#) – Support of FIP ACP Grant for \$75,000
- 8.6 [Village of Alliance](#) – FIP 2019 Budget, FIP ACP Grant & Regional Govt. Process Approved
- 8.7 [Flagstaff Rural Crime Watch Society](#) – invitation to Rural Crime Political Forum March 11th
- 8.8 [Village of Forestburg](#) – Invitation to Village 100th Anniversary Parade on August 3rd
- 8.9 [PRL](#) – 2018 Statistical Review
- 8.10 [PRL](#) – Board Talk Newsletter – February Issue

9. In-Camera

10. Round Table/Question Period

11. Adjournment

TOWN OF SEDGEWICK
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council of the Town of Sedgewick:

Report on the Consolidated Financial Statements

Opinion

I have audited the consolidated financial statements of the Town of Sedgewick (the Entity), which comprise the consolidated statement of financial position as at December 31, 2018, and the results of its operations, changes in its net financial assets (debt) and cash flows for the years then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Town of Sedgewick as at December 31, 2018, the results of its operations, change in its net financial assets (debt) and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of my report. I am independent of the Entity in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

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

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibility for the Audit of the Consolidated Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgement and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the financial statements. I am responsible for the direction, supervision and performance of the group audit. I remain solely responsible for my audit opinion.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I also provide those charged with governance with a statement that I have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence, and where applicable, related safeguards.

Report on Other Legal and Regulatory Requirements

- Debt Limit Regulation:
In accordance with Alberta Regulation 255/2000, I confirm that the municipality is in compliance with the Debt Limit Regulation. A detailed account of the Entity's debt limit can be found in note 7.
- Supplementary Accounting Principles and Standards Regulation:
In accordance with Alberta Regulation 313/2000, I confirm that the municipality is in compliance with the Supplementary Accounting Principles and Standards Regulation and note the information required can be found in note 11.

M.D. of Wainwright

March 21, 2019

Brian King Professional Corporation

Chartered Professional Accountant

TOWN OF SEDGEWICK

CONSOLIDATED STATEMENT OF FINANCIAL POSITION DECEMBER 31, 2018

	<u>2018</u>	<u>2017</u>
FINANCIAL ASSETS		
Cash (Note 2)	3,628,147	4,497,064
Taxes and grants in place of taxes (Note 3)	99,369	109,186
Trade and other receivables	141,020	173,433
Receivable from other governments	537,972	706,192
Inventory held for resale	170,361	163,680
Other financial assets	86,973	77,897
	<u>4,663,842</u>	<u>5,727,452</u>
LIABILITIES		
Accounts payable and accrued liabilities	313,622	139,853
Deposits held in trust	10,560	110,560
Deferred revenue (Note 4)	1,955,259	2,039,849
	<u>2,279,441</u>	<u>2,290,262</u>
NET FINANCIAL ASSETS	<u>2,384,401</u>	<u>3,437,190</u>
NON-FINANCIAL ASSETS		
Tangible capital assets	8,297,708	6,720,118
Prepaid expenses	47,053	45,652
	<u>8,344,761</u>	<u>6,765,770</u>
ACCUMULATED SURPLUS (NOTE 7)	<u>10,729,162</u>	<u>10,202,960</u>

TOWN OF SEDGEWICK

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED DECEMBER 31, 2018

	Budget (unaudited)	2018	2017
REVENUE			
Net municipal property taxes (Schedule 3)	812,776	803,586	787,613
User fees and sales of goods	1,100,110	1,222,366	1,009,820
Penalties	24,350	29,676	24,898
Licenses and permits	3,350	40,958	2,146
Fines	250	-	623
Franchise and concession contracts	52,423	51,781	46,164
Investment income	14,700	87,149	52,090
Rentals	6,625	7,512	7,941
Government transfers for operating	71,590	60,879	151,743
Other	-	29,009	111,724
	<u>2,086,174</u>	<u>2,332,916</u>	<u>2,194,762</u>
EXPENSES			
Legislative	58,160	51,532	42,646
Administration	398,202	399,651	494,147
Protective services	75,310	50,822	50,731
Transportation	319,980	259,141	264,832
Water supply and distribution	107,386	136,185	133,294
Wastewater treatment and disposal	57,676	147,027	66,577
Waste management	138,685	129,612	135,047
Public health and welfare	12,922	7,751	10,303
Planning and development	14,814	229,496	41,037
Recreation	180,091	176,835	257,975
Culture	20,433	20,652	17,215
Gas system	448,975	337,937	383,343
Amortization	289,355	310,269	289,355
	<u>2,121,989</u>	<u>2,256,910</u>	<u>2,186,502</u>
EXCESS OF REVENUE OVER EXPENSES BEFORE OTHER	(35,815)	76,006	8,260
OTHER			
Government transfers for capital (Schedule 4)	2,390,000	450,196	58,774
EXCESS OF REVENUE OVER EXPENSES	2,354,185	526,202	67,034
ACCUMULATED SURPLUS, BEGINNING OF YEAR	10,202,960	10,202,960	10,135,926
ACCUMULATED SURPLUS, END OF YEAR	<u>12,557,145</u>	<u>10,729,162</u>	<u>10,202,960</u>

TOWN OF SEDGEWICK

CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2018

	Budget (unaudited)	2018	2017
EXCESS OF REVENUE OVER EXPENSES	<u>2,354,185</u>	<u>526,202</u>	<u>67,034</u>
Acquisition of tangible capital assets	(5,194,600)	(1,887,859)	(183,666)
Amortization of tangible capital assets	<u>289,355</u>	<u>310,269</u>	<u>289,355</u>
	<u>(4,905,245)</u>	<u>(1,577,590)</u>	<u>105,689</u>
Net (increase) decrease of prepaid assets	<u>-</u>	<u>(1,401)</u>	<u>16,846</u>
INCREASE IN NET FINANCIAL ASSETS	<u>(2,551,060)</u>	<u>(1,052,789)</u>	<u>189,569</u>
NET FINANCIAL ASSETS, BEGINNING OF YEAR	<u>3,437,190</u>	<u>3,437,190</u>	<u>3,247,621</u>
NET FINANCIAL ASSETS, END OF YEAR	<u>886,130</u>	<u>2,384,401</u>	<u>3,437,190</u>

TOWN OF SEDGEWICK

CONSOLIDATED STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>2018</u>	<u>2017</u>
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING		
Excess of revenues over expenses	526,202	67,034
Non-cash items included in excess of revenue over expenses:		
Amortization of tangible capital assets	310,269	289,355
Non-cash charges to operations (net change):		
Decrease (increase) in taxes and grants in place of taxes	9,817	(5,147)
Decrease (increase) in trade and other receivables	32,413	(31,716)
Decrease (increase) in trade and other receivables	168,220	(324,446)
Decrease (increase) in prepaid expenses	(1,401)	16,846
Decrease (increase) in other financial assets	(9,076)	(2,107)
Increase (decrease) in accounts payable and accrued liabilities	173,769	34,156
Increase (decrease) in deposits held in trust	(100,000)	-
Increase (decrease) in deferred revenue	(84,590)	176,794
	<u>1,018,942</u>	<u>220,769</u>
CAPITAL		
Acquisition of tangible capital assets	<u>(1,887,859)</u>	<u>(183,666)</u>
INVESTING		
Decrease (increase) in restricted cash or cash equivalents	<u>(6,784)</u>	<u>96,833</u>
CHANGE IN CASH AND EQUIVALENTS DURING THE YEAR	(875,701)	133,936
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>3,020,117</u>	<u>2,886,181</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>2,144,416</u></u>	<u><u>3,020,117</u></u>
CASH AND CASH EQUIVALENTS IS MADE UP OF:		
Cash on hand	250	300
Cash in bank	3,627,897	4,496,764
Less: restricted portion of cash and temporary investments (Note 2)	<u>(1,483,731)</u>	<u>(1,476,947)</u>
	<u><u>2,144,416</u></u>	<u><u>3,020,117</u></u>

TOWN OF SEDGEWICK

SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS FOR THE YEAR ENDED DECEMBER 31, 2018 (Schedule 1)

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2018	2017
BALANCE, BEGINNING OF YEAR	928,266	2,554,576	6,720,118	10,202,960	10,135,926
Excess (deficiency) of revenues over expenses	526,202	-	-	526,202	67,034
Unrestricted funds designated for future use	(108,715)	108,715	-	-	-
Restricted funds used for tangible capital assets	-	(1,437,663)	1,437,663	-	-
Current year funds used for tangible capital assets	(450,196)	-	450,196	-	-
Annual amortization expense	310,269	-	(310,269)	-	-
Change in accumulated surplus	277,560	(1,328,948)	1,577,590	526,202	67,034
BALANCE, END OF YEAR	<u>1,205,826</u>	<u>1,225,628</u>	<u>8,297,708</u>	<u>10,729,162</u>	<u>10,202,960</u>

TOWN OF SEDGEWICK

CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2018 (Schedule 2)

	LAND	LAND IMPROVEMENTS	BUILDINGS	ENGINEERED STRUCTURES	MACHINERY AND EQUIPMENT	VEHICLES	2018	2017
COST:								
Balance - beginning of year	182,836	651,016	390,289	9,861,564	602,402	128,389	11,816,496	11,632,830
Acquisition of tangible capital assets	-	128,420	-	1,372,023	227,365	34,690	1,762,498	110,670
Construction in progress	-	-	-	125,361	-	-	125,361	72,996
Balance - end of year	182,836	779,436	390,289	11,358,948	829,767	163,079	13,704,355	11,816,496
ACCUMULATED AMORTIZATION								
Balance - beginning of year	-	64,827	244,199	4,244,558	448,864	93,930	5,096,378	4,807,023
Annual amortization	-	28,493	8,753	240,667	25,780	6,576	310,269	289,355
Balance - end of year	-	93,320	252,952	4,485,225	474,644	100,506	5,406,647	5,096,378
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	182,836	686,116	137,337	6,873,723	355,123	62,573	8,297,708	6,720,118
PRIOR YEAR NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	182,836	586,189	146,090	5,617,006	153,538	34,459	6,720,118	

TOWN OF SEDGEWICK

CONSOLIDATED SCHEDULE OF PROPERTY TAXES LEVIED FOR THE YEAR ENDED DECEMBER 31, 2018 (Schedule 3)

	Budget (Unaudited)	2018	2017
TAXATION			
Real property taxes	1,060,111	1,055,090	1,027,855
Linear property taxes	20,042	15,784	15,068
Government grants in place of property taxes	1,276	1,276	1,259
	<u>1,081,429</u>	<u>1,072,150</u>	<u>1,044,182</u>
REQUISITIONS			
Alberta School Foundation	254,498	254,499	242,804
Designated Industrial Levy	52	52	-
Flagstaff Regional Housing Group	14,103	14,013	13,765
	<u>268,653</u>	<u>268,564</u>	<u>256,569</u>
NET MUNICIPAL TAXES	<u>812,776</u>	<u>803,586</u>	<u>787,613</u>

TOWN OF SEDGEWICK

CONSOLIDATED SCHEDULE OF GOVERNMENT TRANSFERS FOR THE YEAR ENDED DECEMBER 31, 2018 (Schedule 4)

	Budget (Unaudited)	2018	2017
TRANSFERS FOR OPERATING			
Federal Government	800	800	-
Provincial Government	41,816	41,816	129,203
Local Governments	28,974	18,263	22,540
	<u>71,590</u>	<u>60,879</u>	<u>151,743</u>
TRANSFERS FOR CAPITAL			
Federal Government	250,000	96,267	-
Provincial Government	2,140,000	353,929	58,774
	<u>2,390,000</u>	<u>450,196</u>	<u>58,774</u>
TOTAL GOVERNMENT TRANSFERS	<u>2,461,590</u>	<u>511,075</u>	<u>210,517</u>

TOWN OF SEDGEWICK

CONSOLIDATED SCHEDULE OF EXPENDITURE BY OBJECT FOR THE YEAR ENDED DECEMBER 31, 2018 (Schedule 5)

	Budget (Unaudited)	2018	2017
Expenditures			
Salaries, wages and benefits	639,036	549,777	651,520
Contracted and general services	594,835	928,392	724,324
Purchases from other governments	6,200	3,839	6,383
Materials, goods and utilities	556,250	423,526	466,135
Provision for allowances	-	452	14,022
Transfers to local boards and agencies	34,213	40,655	31,479
Other expenditures	2,100	-	3,284
Amortization of tangible capital assets	289,355	310,269	289,355
	<u>2,121,989</u>	<u>2,256,910</u>	<u>2,186,502</u>

TOWN OF SEDGEWICK

SCHEDULE OF SEGMENTED DISCLOSURE FOR THE YEAR ENDED DECEMBER 31, 2018 (Schedule 6)

	General Government	Protective Services	Transportation services	Environmental Services	Public Health & Welfare	Planning & Development	Recreation & Culture	Gas system	Total
REVENUE									
Net municipal property taxes (Schedule 2)	803,586	-	-	-	-	-	-	-	803,586
User fees and sales of goods	2,684	8,350	2,159	552,403	4,813	173,768	-	478,189	1,222,366
Penalties and costs on taxes	25,526	-	-	1,096	-	-	-	3,054	29,676
Licenses and permits	-	1,273	-	-	-	39,685	-	-	40,958
Franchise and concession contracts	51,781	-	-	-	-	-	-	-	51,781
Investment income	84,577	2,314	-	-	-	-	6	252	87,149
Rentals	7,512	-	-	-	-	-	-	-	7,512
Government transfers	41,816	18,263	-	-	-	800	-	-	60,879
Other	4,407	9,650	320	-	-	-	14,632	-	29,009
	<u>1,021,889</u>	<u>39,850</u>	<u>2,479</u>	<u>553,499</u>	<u>4,813</u>	<u>214,253</u>	<u>14,638</u>	<u>481,495</u>	<u>2,332,916</u>
EXPENSES									
Salaries, wages and benefits	297,300	14,565	114,071	44,487	-	-	70,947	8,407	549,777
Contracted and general services	143,909	17,861	54,415	291,073	116	216,718	79,772	124,528	928,392
Purchases from other governments	-	3,839	-	-	-	-	-	-	3,839
Materials, goods and utilities	9,974	14,557	90,609	77,310	579	4,571	21,376	204,550	423,526
Provision for allowances	-	-	-	-	-	-	-	452	452
Transfers to local boards and agencies	-	-	-	-	7,056	8,207	25,392	-	40,655
	<u>451,183</u>	<u>50,822</u>	<u>259,095</u>	<u>412,870</u>	<u>7,751</u>	<u>229,496</u>	<u>197,487</u>	<u>337,937</u>	<u>1,946,641</u>
NET REVENUE, BEFORE AMORTIZATION	<u>570,706</u>	<u>(10,972)</u>	<u>(256,616)</u>	<u>140,629</u>	<u>(2,938)</u>	<u>(15,243)</u>	<u>(182,849)</u>	<u>143,558</u>	<u>386,275</u>
AMORTIZATION AND DISPOSAL OF ASSETS									
Amortization of tangible capital assets	1,282	8,069	131,561	134,438	-	8,740	24,037	2,142	310,269
Loss on disposal of tangible capital assets	-	-	-	-	-	-	-	-	-
Write down of tangible capital assets	-	-	-	-	-	-	-	-	-
	<u>1,282</u>	<u>8,069</u>	<u>131,561</u>	<u>134,438</u>	<u>-</u>	<u>8,740</u>	<u>24,037</u>	<u>2,142</u>	<u>310,269</u>
NET REVENUE	<u><u>569,424</u></u>	<u><u>(19,041)</u></u>	<u><u>(388,177)</u></u>	<u><u>6,191</u></u>	<u><u>(2,938)</u></u>	<u><u>(23,983)</u></u>	<u><u>(206,886)</u></u>	<u><u>141,416</u></u>	<u><u>76,006</u></u>

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES

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

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

a) Reporting Entity

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

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

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

b) Basis of Accounting

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

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

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

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

c) Use of Estimates

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

d) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

e) Requisition Over-levy and Under-levy

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

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

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

f) Inventories for Resale

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

g) Tax revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

h) Landfill Closure and Post-Closure Liability

Pursuant to the Alberta Environmental Protection and Enhancement Act, the town is required to fund the closure of its landfill site and provide for post-closure care of the facility. Closure and post-closure activities include the final clay cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection. The requirement is being provided for over the estimated remaining life of the landfill site based on usage.

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

i) Contaminated Sites Liability

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

j) Government Transfers

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

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

k) Non-Financial Assets

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

i. Tangible Capital Assets

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

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

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

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

ii. Contributions of Tangible Capital Assets

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

iii. Leases

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

iv. Inventories

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

v. Cultural and Historical Tangible Capital Assets

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

2. CASH AND TERM DEPOSITS

	<u>2018</u>	<u>2017</u>
Included in cash and term deposits are amounts received from various grant funding programs that are held for use in accordance with the funding agreements. (Note 4)		
Basic Municipal Transportation Grant	158,340	158,340
Municipal Sustainability Initiative - Capital	1,306,491	1,105,047
Federal Gas Tax	8,340	100,000
Other deferred revenue	-	3,000
	<u>1,473,171</u>	<u>1,366,387</u>
Included in cash and term deposits are amounts held for deposits in trust	10,560	110,560
Included in cash and term deposits are amounts designated by council for future expenses and tangible capital asset acquisitions. (Note 8)	<u>1,225,628</u>	<u>2,554,576</u>
Total restricted cash and term deposits	<u>2,709,359</u>	<u>4,034,523</u>
Total unrestricted cash and term deposits	<u>918,788</u>	<u>462,541</u>

3. TAXES AND GRANTS IN PLACE OF TAXES RECEIVABLES

	<u>2018</u>	<u>2017</u>
Current taxes and grants in place of taxes	34,998	39,429
Arrears taxes	51,771	57,157
Property held by the town as a result of tax forfeiture	14,753	14,753
	<u>101,522</u>	<u>111,339</u>
Less: allowance for doubtful accounts	<u>2,153</u>	<u>2,153</u>
	<u>99,369</u>	<u>109,186</u>

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

4. DEFERRED INCOME

Deferred income consists of the following:	<u>2018</u>	<u>2017</u>
Prepaid property taxes	11,294	18,089
Basic Municipal Transportation Grant	158,340	158,340
Municipal Sustainability Initiative - Capital	1,631,892	1,660,420
Federal Gas Tax	153,733	200,000
Other deferred revenue	-	3,000
	<u>1,955,259</u>	<u>2,039,849</u>

5. DEBT LIMITS

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

	<u>2018</u>	<u>2017</u>
Total debt limit	3,499,374	3,292,143
Total debt	-	-
Surplus debt limit	<u>3,499,374</u>	<u>3,292,143</u>
Debt servicing limit	583,229	548,691
Debt servicing	-	-
Surplus debt servicing	<u>583,229</u>	<u>548,691</u>

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

6. EQUITY IN TANGIBLE CAPITAL ASSETS

	<u>2018</u>	<u>2017</u>
Tangible capital assets (Schedule 2)	13,704,355	11,816,496
Accumulated amortization (Schedule 2)	(5,406,647)	(5,096,378)
	<u>8,297,708</u>	<u>6,720,118</u>

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

7. ACCUMULATED SURPLUS

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

	2018	2017
Unrestricted surplus	1,205,826	928,266
Restricted surplus		
Operating		
General	136,236	78,786
Occupational health	-	1,200
Lagoon maintenance	-	10,500
Physician recruitment	-	2,000
Recreation	221,065	282,994
	357,301	375,480
Capital reserves		
General	149,312	
Administration	-	60,250
Fire building	-	38,565
Fire equipment	149,615	153,771
Public works equipment	73,863	128,153
Public works building	-	13,819
Street work	-	389,220
Grant interest	12,749	11,429
Water infrastructure and meters	261,853	473,741
Sewer system	-	339,224
Waste disposal	-	10,331
Cemetery	7,000	5,500
Subdivision recreation reserve	-	3,676
Future development	-	170,423
Recreation	105,435	270,392
Culture	-	16,043
Natural gas	108,500	94,559
	868,327	2,179,096
	1,225,628	2,554,576
Equity in tangible capital assets	8,297,708	6,720,118
	10,729,162	10,202,960

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

8. SEGMENTED DISCLOSURE

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

Refer to the Schedule of Segmented Disclosure (schedule 6)

9. SALARY AND BENEFITS DISCLOSURE

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

	2018			2017
	Salary	Benefits & Allowances	Total	Total
Imlah	5,175	113	5,288	3,635
Levy	8,100	210	8,310	6,089
Robinson	12,475	238	12,713	9,162
Schmutz	6,050	156	6,206	4,462
Sparrow	5,375	120	5,495	3,856
CAO - Former	-	-	-	126,533
CAO - Current	107,083	25,737	132,820	55,684

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

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

10. LOCAL AUTHORITIES PENSION PLAN

Employees of the town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves 259,714 people and 420 employers. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

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

The town is required to make current service contributions to the LAPP of 10.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 14.84% on pensionable earnings above this amount. Employees of the town are required to make current service contributions of 9.39% of pensionable salary up to the year's maximum pensionable salary and 13.84% on pensionable salary above this amount.

Total current service contributions by the town to the LAPP were \$33,352. Total current service contributions by the employees of the town to the LAPP were \$30,242.

At December 31, 2017, the LAPP disclosed an actuarial surplus of \$4.835 Billion.

11. CONTINGENCIES

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

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

12. CONTAMINATED SITES LIABILITY

The town has adopted PS3260 Liability for Contaminated Sites. The town did not identify any financial liabilities in 2018 (2017 – nil) as a result of this standard.

TOWN OF SEDGEWICK

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

13. FINANCIAL INSTRUMENTS

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

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

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

14. COMPARITIVE FIGURES

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

15. APPROVAL OF FINANCIAL STATEMENTS

Council and Management have approved these financial statements.



TOWN OF
SEDGEWICK

Minutes

Regular Meeting of Council

February 26, 2019

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

Staff Present
Jim Fedyk CAO

1. Call to Order – 6:00 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

2019-02-28	MOTION by Mayor Robinson		CARRIED
That the agenda be approved with the following addition:			
11. Closed Session			
11.1 Personnel (FOIP s. 24)			

4. Delegations

4.1 Recreation Board – 2017/18 Sedgewick Recreation Board Audit
--

5. Minutes

5.1 Regular Meeting (January 24, 2019)			
2019-02-29	MOTION by Clr. Schmutz		CARRIED
That the Regular meeting minutes from the January 24, 2019 Council meeting be approved as presented.			

5.2 Committee of the Whole Meeting (January 30, 2019)			
2019-02-30	MOTION by Clr. Sparrow		CARRIED
That the Committee of the Whole Minutes from January 30, 2019 be approved as presented.			

6. Financial Report – Quarter Ending December 31, 2018

2019-02-31	MOTION by Mayor Robinson		CARRIED
That the Financial Report for the 4 th quarter of 2018 be accepted as information.			

7. Old Business

7.1 Bylaw 552 – Borrowing Bylaw			
2019-02-32	MOTION by Clr. Imlah		CARRIED



TOWN OF
SEDGEWICK

Minutes

Regular Meeting of Council

February 26, 2019

Town of Sedgewick Town Office

6:00 pm

That Council give second reading to Bylaw 552.			
2019-02-33	MOTION by Clr. Sparrow		CARRIED
That Council give third reading to Bylaw 552.			
7.1 54th Avenue Subdivision - Lot Pricing			
2019-02-34	MOTION by		CARRIED
That the 54 th Avenue Phase I subdivision lots be priced at \$5/square foot and that as an incentive Council agrees to cancel all municipal property taxes owed to the municipality in 2019, 2020 and 2021 for individuals who purchase a lot before December 31 st , 2019.			
8. New Business			
8.1 Flagstaff Intermunicipal Partnership – 2019 Budget & Requisition			
2019-02-35	MOTION by Clr. Imlah		CARRIED
That Council approve the 2019 Flagstaff Intermunicipal Partnership budget, as presented, including a requisition from the Town of Sedgewick of \$5,653.93.			
8.2 Bylaw 553 – Library Board Bylaw			
2019-02-36	MOTION by Clr. Imlah		CARRIED
That Council give first reading to Bylaw 553.			
2019-02-37	MOTION by Clr. Levy		CARRIED
That Council give second reading to Bylaw 553.			
2019-02-38	MOTION by Mayor Robinson		CARRIED
That Council proceed to third and final reading of Bylaw 553.			
2019-02-39	MOTION by Clr. Schmutz		CARRIED UNANIMOUSLY
That Council give third reading of Bylaw 553			
8.3 Bylaw 554 – Records Retention Bylaw			
2019-02-40	MOTION by Mayor Robinson		CARRIED
That Council give first reading to Bylaw 554			
2019-02-41	MOTION by Clr. Levy		CARRIED
That Council give second reading to Bylaw 554.			
2019-02-42	MOTION by Clr. Sparrow		CARRIED UNANIMOUSLY
That Council proceed to third and final reading of Bylaw 554.			
2019-02-43	MOTION by		CARRIED
That Council give third reading to Bylaw 554.			
8.4 Sedgewick Public Library – 2019 Budget			
2019-02-44	MOTION by Clr. Levy		CARRIED
That Council approve the 2019 Sedgewick Public Library Budget with a requisition to the Town of Sedgewick of \$7,500.			



Minutes

Regular Meeting of Council

February 26, 2019

Town of Sedgewick Town Office

6:00 pm

8.5 Postponement of March Regular Meeting			
2019-02-45	MOTION by Clr. Sparrow		CARRIED
That the March regular meeting of Council be rescheduled for March 21 st at 7 pm at Sedgewick Town Office.			

8.6 Public Works – Joint Employment Opportunity			
2019-02-46	MOTION by Clr. Levy		CARRIED
That Council direct Administration to move forward in a partnership with the Town of Hardisty to jointly hire a third Public Works employee with the Town of Sedgewick being the lead employer and a budget of \$30,000 in 2019 and \$45,000 in 2020.			

9. Reports

9.1 Committee Reports			
2019-02-47	MOTION by Mayor Robinson		CARRIED
That the Committee Reports be accepted as information.			

9.2 Staff Departmental Reports			
2019-02-48	MOTION by Clr. Schmutz		CARRIED
That the Public Works Report be accepted as information.			

9.3 CAO Report			
2019-02-49	MOTION by Clr. Imlah		CARRIED
That the CAO Report be accepted as information.			

10. Correspondence

<ul style="list-style-type: none"> 10.1 FIP – Flagstaff County – defeated FIP 2019 Budget; Approved ACP Grant application 10.2 FIP – Village of Heisler – approved FIP 2019 Budget 10.3 FIP – Town of Hardisty – approved FIP 2019 Budget 10.4 FIP – New Managing Partner Notification 10.5 Flagstaff County – Approved Regional EMS Business & Implementation Plan 10.6 Sedgewick Rec Centre – 2018 Budget to Actual Comparison Report 10.7 Town of Hardisty – Approved appointment of new Flagstaff SDAB member 10.8 Sedgewick Public Library Board – Request for new Board member appointment 10.9 RAILSIDE SPIRITS – Letter from Business Owner 			
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2019-02-50	MOTION by Clr. Schmutz		CARRIED
That the correspondence items be accepted as information.			

2019-02-51	MOTION by Clr. Levy		CARRIED
That Council approve the three-year appointment of Rev. Lloyd Nyarote to the Sedgewick Public Library Board pursuant to Section 5(1) of the <i>Libraries Act</i> .			

2019-02-52	MOTION by Mayor Robinson		CARRIED
That Council direct Clr. Sparrow to discuss the issue of concert liquor purchases with the complainant business owner.			



TOWN OF
SEDGEWICK

Minutes

Regular Meeting of Council

February 26, 2019

Town of Sedgewick Town Office

6:00 pm

11. Closed Session

11.1 Personnel (FOIP s. 24)

2019-02-53	MOTION by Mayor Robinson		CARRIED
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That the meeting go into a closed session at 8:10 pm, with all persons except Town Council, and the CAO excluded from the meeting, to discuss agenda item "Personnel" as per Section 24 of the Freedom of Information & Privacy Act.

2019-02-54	MOTION by Mayor Robinson		CARRIED
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That the meeting revert to an open meeting at 8:50 pm.

12. Round Table/Question Period

None

13. Adjournment

2019-02-54	MOTION by Mayor Robinson		CARRIED
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That the meeting be adjourned at 8:53 pm.

Perry Robinson, Mayor

Jim Fedyk, CAO



MUNICIPAL ACCOUNTABILITY PROGRAM 2019 REVIEW

EXECUTIVE SUMMARY

Municipal Affairs has completed the Municipal Accountability Program report and has identified 10 areas where they feel there are legislative gaps.

BACKGROUND

The following is a list of legislative gaps that are noted in the MAP review for the Town of Sedgewick:

- Name a location as municipal office
- authority to act
- council meeting minutes
- designated officer bylaw
- assessment review board bylaw
- procedural bylaw
- subdivision and development appeal board
- assessor as a designated officer
- land use bylaw
- electors eligibility bylaw

A municipality has eight weeks to respond to the Ministry on how they intend to address the legislative gaps through a response plan. The municipality will then have a full year to implement the plan. Only non-compliant items will be monitored through the municipality's response plan.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may accept the Municipal Accountability Review Report and direct Administration to develop a response plan to be reviewed by Council at the April 18th, 2019 regular meeting.
2. Council may accept the Municipal Accountability Review Report and direct Administration to submit a response plan to Municipal Affairs prior to April 25th, 2019.
3. Council may direct Administration in another manner.

RECOMMENDATION

1. That Council direct Administration to develop a response plan to be reviewed by Council at the April 18th, 2019 regular meeting.

ATTACHMENTS

1. Municipal Accountability Review Report



Town of Sedgewick
Municipal Accountability Review Report

January 24, 2019



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Disclaimer: The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.

Section 1: Introduction

1.1 Our Commitment

Alberta Municipal Affairs is committed to helping to ensure Albertans live in viable municipalities with well-managed, collaborative, accountable local governments. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs that aim to build capacity.

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality and the viability, safety and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

1.2 The Municipal Accountability Program

With a focus on promoting an environment supportive of accountable, well-managed local governments, the purpose of this program is to:

- assist municipalities in strengthening their knowledge of mandatory legislative requirements with a primary focus on the *MGA*;
- aid municipalities in achieving legislative compliance;
- support municipalities in being accountable and well-managed; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

The Municipal Accountability Program consists of multi-year cycle reviews, ordered by the Minister under Section 571 of the *MGA*. While this program is available to all municipalities, upon the request of a council and with the approval of the Minister, municipalities with populations of 5,000 or less are automatically scheduled for a visit once every four years. The Town of Sedgewick was randomly selected for a municipal accountability review in 2019.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance, identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed municipalities and a strong collaborative relationship between the CAOs and the ministry.

January 24, 2019

6 | Page

Disclaimer: The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.



The results of the Town of Sedgewick review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the MGA and its associated regulations, as well as other legislation under the responsibility of Alberta Municipal Affairs.



Section 2: Executive Summary

2.1 Site Visit

On January 24, 2019, Municipal Affairs staff met with town administration to complete the on-site portion of the Municipal Accountability Program review, and to observe a council meeting for procedures that are required in the *MGA*.

The Town of Sedgewick is commended for their cooperation and assistance throughout the review. As well as the time commitment during the site visit, municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and recognizes the commitment to the well-being and success of the municipality demonstrated by town administration.

2.2 Strengths

Overall the review findings are very positive. Some of the general areas in which the municipality is meeting mandatory legislative requirements include:

- elected official orientation;
- chief administrator officer evaluation;
- meeting procedures;
- code of conduct bylaw;
- property tax bylaw;
- public participation policy;
- financial processes and procedures;
- auditor, audited financial statements, auditor report;
- planning and development plans and processes;
- municipal emergency organization/agency/advisory committee; and
- library boards.

2.3 Legislative Gaps

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- municipal office ([page 10](#));
- authority to act ([page 22](#));
- council meeting minutes ([page 26](#));
- designated officer bylaw ([page 30](#));



- assessment review board bylaw ([page 33](#));
- procedural bylaw ([page 36](#));
- establishing the assessor as a designated officer ([page 52](#));
- subdivision and development appeal board ([page 61](#));
- land use bylaw ([page 67](#)); and
- proof of elector eligibility ([page 77](#)).

2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each section for responses to the findings on each particular area of non-compliance. However, your municipality is not required to use this report to provide its responses, and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

Section 3: Municipal Accountability Review Findings

3.1 General

1. Municipal Office

LEGISLATIVE REQUIREMENTS: MGA 204

1. Has council named a place as its municipal office?

COMMENTS/OBSERVATIONS: The Town of Sedgewick administration building is located at 4814 – 47th Street, Sedgewick, Alberta. A resolution of council naming the municipal office was not available.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Per section 204 of the MGA, a resolution of council is required to name a place as its municipal office.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

2. Orientation Training

LEGISLATIVE REQUIREMENTS: MGA 201.1

1. How was orientation training offered to the elected officials following the 2017 general election and any subsequent byelections?
2. Were the following topics covered:
 - role of municipalities in Alberta;
 - municipal organization and functions;
 - key municipal plans, policies and projects;
 - roles and responsibilities of council, councillors, the CAO, and staff;
 - code of conduct;
 - budgeting and financial administration; and
 - public participation?

COMMENTS/OBSERVATIONS: Orientation training was offered to council following the 2017 general election. Two councillors attended Munis 101. In addition, the code of conduct bylaw addresses councillor orientation training. Invoices for the elected officials training was provided for review.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Chief Administrative Officer Evaluation

LEGISLATIVE REQUIREMENTS: MGA 205.1

1. Has council provided the CAO with an annual written performance evaluation?

COMMENTS/OBSERVATIONS: Formal written CAO evaluations are being completed by council on an annual basis.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

4. Provision of Information

LEGISLATIVE REQUIREMENTS: *MGA 153.1*

1. When information regarding the operation or administration of the municipality is requested by a councillor, how does the CAO provide information to all of council as soon as practical?

COMMENTS/OBSERVATIONS: The CAO is aware of the *MGA* requirements, and typically distributes information through email. In addition, council was provided with an agenda package in advance of the January 24, 2019 council meeting. The CAO provided a written report to council that was supplemented with additional verbal updates.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

5. Signing of Municipal Documents

LEGISLATIVE REQUIREMENTS: MGA 213

1. Are the minutes of council meetings signed by:
 - the person presiding at the meeting; and
 - a designated officer?
2. Are the bylaws of a municipality signed by:
 - the chief elected official; and
 - a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
 - the chief elected official or another person authorized by council, and by a designated officer; or
 - by a designated officer acting alone if so authorized by council?
 - Are there any documents that are authorized to be signed alone and if so, is there a council approved policy in place to support this?

COMMENTS/OBSERVATIONS: The bylaws and minutes provided were reviewed, and they were signed in accordance with the requirements of section 213 of the MGA. The CAO has been delegated, by council policy 19/12, the responsibility to sign small administrative contracts if supported in the annual budget.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



6. Repair of Roads, Public Places, and Public Works (For discussion only)

LEGISLATIVE REQUIREMENTS: MGA 532

Each municipality must ensure that every road or other public place that is subject to the direction, control and management of the municipality, including all public works in, on or above the roads or public place put there by the municipality or by any other person with the permission of the municipality, are kept in a reasonable state of repair by the municipality, having regard to:

- the character of the road, public place or public work; and
- the area of the municipality in which it is located.

1. Is the municipality aware of this section?
2. What does the municipality do to support this requirement?
3. Is the above supported through the annual budget?
4. Is the municipality aware of the level of risk and liability if the municipality fails to perform its duty outlined in section 532?

COMMENTS/OBSERVATIONS The town is aware of their responsibilities under section 532 of the MGA, and has policies and plans in place which are reflected in the budget. Any municipal policies and practices discussed, were not reviewed. In the event the policies and practices establish specific service levels, it may be appropriate to review the service levels and seek the necessary advice to ensure that the service levels are appropriate, and are being followed.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.2 Meetings

1. Public Presence at Meetings

LEGISLATIVE REQUIREMENTS: *MGA 197 (1)*

1. Are council and council committee meetings held in public?

COMMENTS/OBSERVATIONS: Meetings of council, including regular council meetings, strategic planning, and budget meetings, are advertised to the public and open for members of the public to attend.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

2. Closed Meetings

LEGISLATIVE REQUIREMENTS: MGA 197

1. Before closing all or a part of a meeting to the public:
 - Is a resolution passed to indicate what part of the meeting is to be closed?
 - Does the resolution identify what exception to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPP)* applies to the part of the meeting that is to be closed?
 - Are members of the public notified once the closed portion of the meeting is concluded?
2. Do the council meeting minutes record the names of those who attended the closed meeting and the reason for their attendance?

COMMENTS/OBSERVATIONS: The council minutes reviewed, and the council meeting observed on January 24, 2019, indicate the process for closing meeting(s) to the public met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Organizational Meeting

LEGISLATIVE REQUIREMENTS: MGA 152, 192

1. Is an Organizational Meeting held annually?
2. Is a chief elected officer (CEO) appointed (not a requirement if the CEO is elected at large or it is included in the procedural bylaw)?
3. Is a Deputy CEO appointed?

COMMENTS/OBSERVATIONS: Council held their last organizational meeting on October 18, 2018, which was within two weeks of the third Monday in October, as required by section 192 of the MGA. The minutes of the October 18, 2018 organizational meeting indicate the deputy mayor was appointed, meeting dates were set, and board and committee appointments were made.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



4. Special Meetings

LEGISLATIVE REQUIREMENTS: MGA 194

1. Has a special council meeting been held?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by two-thirds of council?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

COMMENTS/OBSERVATIONS: The last special council meeting was held July 26, 2018. Notification was provided to members of the public in the appropriate format. The special meeting was not held within 24 hours, and no changes were made to the agenda.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

5. Meetings Through Electronic Communications

LEGISLATIVE REQUIREMENTS: MGA 199

1. Has notice been provided to the public, including the way in which the meeting is to be conducted?
2. Do the facilities enable the public to watch or listen to the meeting?
3. Was a designated officer in attendance at the facility?
4. Do the facilities enable the meeting's participants to watch or hear each other?

COMMENTS/OBSERVATIONS: Council does not currently use electronic communications for meetings. A resource has been provided in the event that council has a need for electronic methods to meet.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Municipal Affairs has developed an online resource for municipalities regarding general meeting procedures: [Procedural Bylaw and Agendas](#)

6. Regular Meeting Change Notice

LEGISLATIVE REQUIREMENTS: MGA 193

1. Has the date, time or place of a regularly scheduled meeting been changed?
2. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?

COMMENTS/OBSERVATIONS: Resolution 2018-11-275, passed November 22, 2018, reschedules the regular meeting of council of January 17, 2019 to January 24, 2019. Notice was given to members of the public in the required format.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.3 Meeting Procedures

1. Authority to Act

LEGISLATIVE REQUIREMENTS: MGA 180-181

1. Are resolutions or bylaws passed in an open public meeting?

COMMENTS/OBSERVATIONS: At the observed council meeting of January 24, 2019, and in the council minutes reviewed, council acted by resolution or bylaw with the exception during the Round Table/Question Period portion of the council meeting. Examples include the following:

- February 15, 2018 minutes: item 9, Round Table/Question Period: council asked that public works refrain from piling snow;
- May 17, 2018 minutes: item 10 Round Table/Question Period: council requested a note of thank you and regrets be sent; and
- July 12, 2018 minutes: item 10 Round Table/Question Period: council asked public works to spray the school grounds.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: All decisions of council must be formalized through a council resolution or bylaw that is passed in an open public meeting, with a quorum present.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

2. Quorum

LEGISLATIVE REQUIREMENTS: MGA 167

1. Is a majority of council present at the meeting to exercise their authority to act under sections 180 and 181?

COMMENTS/OBSERVATIONS: Town council consists of five elected officials. The minutes that were reviewed, and the council meeting that was observed met the quorum requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Voting

LEGISLATIVE REQUIREMENTS: MGA 182-185

1. Does each councillor participate in voting (unless an abstention is required or permitted and is noted)?
2. Is an abstention from voting recorded in the minutes?
3. Is the request for a recorded vote done prior to the vote being taken?

COMMENTS/OBSERVATIONS: Each councillor participated in voting at the January 24, 2019 meeting. There were no abstentions, and there was one request for a recorded vote. The voting documented in the council meeting minutes, and actions demonstrated in the council meeting met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



4. Pecuniary Interest

LEGISLATIVE REQUIREMENTS: MGA 172

1. When a pecuniary interest is declared:
 - is the general nature of the pecuniary interest disclosed;
 - has the councillor abstained from voting on any question relating to the matter
 - has the councillor abstained from any discussion on the matter if applicable; and
 - has the councillor left the room if applicable?

COMMENTS/OBSERVATIONS: There were no items of pecuniary interest at the January 24, 2019 meeting of council. The minutes reviewed did not contain a disclosure of pecuniary interest. Reference to a resource is provided below in the event a pecuniary interest situation arises in the future.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Municipal Affairs has prepared a document that describes pecuniary interest, exceptions and the procedures for disclosure: [Pecuniary Interest](#).



5. Council Meeting Minutes

LEGISLATIVE REQUIREMENTS: MGA 172, 184, 185, 197, 208, 230

1. Are the minutes recorded in the English language without note or comment?
2. Do the minutes include the names of the councillors present at the council meeting?
3. Are the minutes given to council for adoption at a subsequent council meeting?
4. Are recorded votes documented?
5. Are disclosures of councillor pecuniary interest recorded in the minutes?
6. Are abstentions from public hearings recorded?
7. Are the minutes recorded in accordance with section 230 of the MGA when a public hearing is held?
8. Are the minutes kept safe?

COMMENTS/OBSERVATIONS: The minutes reviewed contained comments and summaries of discussions by those in attendance at the council meeting. Specifically, this occurs during the round table/question period, as described on page 22. The minutes also documented when delegations left the meeting.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Council and council committee meeting minutes are to be documented in accordance with the requirements of section 208(1)(a) of the MGA, without note or comment.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs provides the following resource to assist CAOs in the preparation of council meeting minutes: [The Preparation of Meeting Minutes for Council \(Municipal Affairs\)](#)

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

3.4 Mandatory Bylaws

1. Code of Conduct

LEGISLATIVE REQUIREMENTS: MGA 146.1, Code of Conduct for Elected Officials Regulation 200/2017

1. Is there a code of conduct bylaw?
2. Does the bylaw apply to all councillors equally?
3. Are there sanctions for breaching the code of conduct?
4. Does the bylaw include the following topics:
 - representing the municipality;
 - communicating on behalf of the municipality;
 - respecting the decision-making process;
 - adherence to policies, procedures and bylaws;
 - respectful interactions with councillors, staff, the public and others;
 - confidential information;
 - conflicts of interest;
 - improper use of influence;
 - use of municipal assets and services; and
 - orientation and other training attendance?
5. Has a complaint system been established within the bylaw?
6. Does the complaint system address:
 - who may make a complaint alleging a breach of the code of conduct;
 - the method by which a complaint may be made;
 - the process to be used to determine the validity of a complaint; and
 - the process to be used to determine how sanctions are imposed if a complaint is determined to be valid?
7. Has the code of conduct been reviewed in the last four years? (Not applicable until 2022.)

COMMENTS/OBSERVATIONS: Bylaw 538/18, passed by council on March 22, 2018, establishes a code of conduct for the town. The bylaw applies to all members of council equally, and includes sanctions for breaching the bylaw. The code of conduct bylaw addresses the topics required by legislation, and also includes the required complaint system provisions.



MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

2. Establishment of the Chief Administrative Officer Position

LEGISLATIVE REQUIREMENTS: MGA 205

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO?

COMMENTS/OBSERVATIONS: Bylaw 486, passed April 20, 2011, establishes the position of CAO for the Town of Sedgewick. Motion 2017.07.127, passed July 6, 2017, appoints the current CAO.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



3. Designated Officers

LEGISLATIVE REQUIREMENTS: MGA 210, 284.2, 456.1, 627.1(3)

1. Are the following designated officer positions established by bylaw:
 - a. municipal assessor;
 - b. assessment review board clerk; and
 - c. subdivision and development and appeal board clerk?
2. Are there any other designated officer positions and is there a bylaw to establish these positions?

COMMENTS/OBSERVATIONS: A bylaw establishing the assessor, assessment review board clerk or subdivision and development appeal board clerk as designated officers for the town was not provided. Land use bylaw 461, passed in 2012, establishes the development officer to be a designated officer.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: The municipality must establish the positions of assessor, assessment review board clerk, and subdivision and development board clerk by bylaw.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.



4. Borrowing Bylaw(s)

LEGISLATIVE REQUIREMENTS: MGA 251-259, Debt Limit Regulation 255/2000

1. Is there a current borrowing bylaw?
2. Does the borrowing bylaw set out:
 - the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
 - the maximum rate of interest, the term and the terms of repayment of the borrowing; and
 - the source or sources of money to be used to pay the principal and interest owing under the borrowing?
3. Was the borrowing bylaw advertised (if required)?

COMMENTS/OBSERVATIONS: Borrowing bylaw 552, for the purpose of revitalizing Main Street, was given first reading January 24, 2019. The bylaw sets out the source, amount, term, interest, and how the loan will be repaid in accordance with the legislation. The borrowing bylaw was advertised as required.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



5. Property Tax Bylaw

LEGISLATIVE REQUIREMENTS: MGA 353-359, Matters Relating to Assessment Sub-classes Regulation 202/2017

1. Is a property tax bylaw passed annually?
2. Are the rates in accordance with the:
 - assessment class (section 297);
 - Matters Relating to Assessment Sub-classes Regulation; and
 - municipal assessment sub-class bylaw (if required)?
3. Does the tax rate bylaw maintain a maximum 5:1 tax ratio between residential and non-residential assessment classes?
4. Are the requisitions accounted for?
5. Are the calculations correct?
6. Is there a minimum tax applied as per section 357?

COMMENTS/OBSERVATIONS: The Town of Sedgewick passes a tax bylaw annually. The 2018 property tax bylaw 539/18, passed on April 19, 2018, met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

6. Assessment Review Boards

LEGISLATIVE REQUIREMENTS: MGA 454-456, Matters Relating to Assessment Complaints Regulation 201/2017

1. Has a local assessment review board been established?
 - Are three members appointed to this board?
 - Is the term of the appointment established?
 - Have the appointed members received the mandatory training?
2. Is a composite assessment review board established?
 - Are two members appointed to this board?
 - Is the term of the appointment established?
 - Have the appointed members received the mandatory training?
 - Is there a current assessment review board clerk appointment?
3. Has a designated officer been appointed as the clerk and received the mandatory training?

COMMENTS/OBSERVATIONS: Bylaw 526, passed on July 14, 2016, establishes an intermunicipal assessment review board for the Town of Sedgewick. The bylaw establishes three local assessment review boards (LARB); consisting of three members for the first two boards and one member for the third board; and three composite assessment review boards (CARB); consisting of two members for each board.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Only one local assessment review board and one composite review board are to be established per section 454 of the MGA. Section 454.1(1) states that a council must appoint at least three members to the local assessment review board, and section 454.2(1) states that council must appoint at least two members to the composite review board. Bylaw 526 should be amended or replaced in order to reflect the legislation. Since all members should have the same bylaw, it would be advisable to work with all member municipalities of the regional assessment review board, as well as their legal counsel, to ensure that member bylaws are consistent with the requirements of the MGA.

RESOURCES: Municipal Affairs has developed an FAQ to assist municipalities with respect to [Assessment Review Boards](#). In addition, Municipal Affairs Assessment Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.



MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.



7. Bylaw Enforcement Officers

LEGISLATIVE REQUIREMENTS: MGA 555-556

3. Is there a municipal bylaw enforcement officer appointed?
4. Is there a bylaw to support this?
5. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
6. Does the bylaw include:
 - disciplinary procedures;
 - penalties; and
 - an appeal process?
7. Has the bylaw enforcement officer taken the official oath?

COMMENTS/OBSERVATIONS: The town utilizes the services of a contracted individual to perform bylaw enforcement. Bylaw 436, passed March 2, 2006, establishes the bylaw enforcement officer position, as well as the powers and duties, disciplinary procedures for misuse of power including penalties, and an appeal process. The bylaw officer has taken the official oath.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.5 Discretionary Bylaws

Please note: Discretionary bylaws are not required in the *MGA*. The following section includes a random selection of optional bylaws to review that their contents are in compliance with the *MGA*.

1. Procedural Bylaw

LEGISLATIVE REQUIREMENTS: *MGA* 145

1. Does the municipality have a procedural bylaw?

COMMENTS/OBSERVATIONS: Bylaw 535/17, passed November 16, 2017, is the procedural bylaw for the town. It was reviewed and the following items were identified:

- Section 4.5 outlines the process for the cancellation of council meetings, and permits council to do so in writing.
- Section 6.1(d) states: “the minutes will record the names of the members voting for or against a motion that is not unanimous or defeated.” This contravenes section 185(1) of the *MGA* which states that before a vote of council, a councillor can request that the vote be recorded.
- Section 10.13 of the bylaw states: “Motions shall be recorded in the minutes as “carried” or “defeated” and, in the case of a split vote, the names of those who voted for and against the motion shall be recorded.” This contravenes section 185(1) of the *MGA* which states that before a vote of council, a councillor can request that the vote be recorded.
- The use of the term “in camera” is used throughout the bylaw.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Bylaw 537/17 should be amended or repealed and replaced to ensure:

- procedures for cancelling council meetings are in accordance with section 180 of the *MGA*;
- recorded votes are in accordance with section 185 of the *MGA*; and
- the term “closed session” should be used to reflect the terminology of the *MGA*.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.



MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

2. Fees and Charges Bylaw

LEGISLATIVE REQUIREMENTS: *MGA 7*

1. Does the municipality have a fees and charges bylaw?

COMMENTS/OBSERVATIONS: Bylaw 549/18 was passed on November 23, 2018 to establish rates and fees for services provided by the town. The bylaw was properly enacted by three readings, and the content within the bylaw met general requirements of the *MGA*.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Reduction of Councilors Bylaw

LEGISLATIVE REQUIREMENTS: MGA 7

2. Does the municipality have a reduction of councilors bylaw?

COMMENTS/OBSERVATIONS: Bylaw 529 passed March 16, 2017, reducing the number of councillors from seven to five, was reviewed. The bylaw was passed within the timelines of section 144(1) of the MGA.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.6 Bylaw Procedures

1. Passing Bylaws

LEGISLATIVE REQUIREMENTS: MGA 187-189

1. Are bylaws given three distinct and separate readings?
2. If all readings are conducted at one council meeting, is there a resolution passed that gives unanimous consent for this?

COMMENTS/OBSERVATIONS: A review of a selection of past council minutes indicates the proper process of three readings of bylaws, including a resolution passed unanimously giving consent before proceeding to third reading (e.g., resolutions 2018-04-71 to 2018-04-74).

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



3. Bylaw Revisions and Amendments

LEGISLATIVE REQUIREMENTS: **MGA 63-69, 191, and 692**

1. Are revision bylaws limited to:
 - consolidation of two or more bylaws;
 - altering citation; and
 - changes that do not materially affect a bylaw (clerical, technical, grammatical, or typographical)?
2. Does the title of the bylaw indicate that it is a revision bylaw?
3. Has the CAO certified the revision prior to the first reading?
4. How are schedules to bylaws amended (e.g., fees charges or rate schedules)?
5. Have there been amendments to a bylaw that initially required advertising?
6. Was the amending bylaw advertised?
7. Are bylaws amended or repealed in the same way as the original bylaw was enacted?

COMMENTS/OBSERVATIONS: The town does not use revision bylaws, but instead changes bylaws by repealing and replacing. The town's land use bylaw has been amended numerous times; in each case, the amendment is advertised, and a public hearing is held prior to the bylaw being passed.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.7 Mandatory Policies

1. Public Participation Policy

LEGISLATIVE REQUIREMENTS: MGA 216.1, Public Participation Policy Regulation 193/2017

1. Has a public participation policy been passed?
2. Does the policy identify:
 - types or categories of approaches the municipality will use to engage the public; and
 - types and categories of circumstances in which the municipality will engage with the public?
3. Is the public participation policy available for public inspection?
4. Has the public participation policy been reviewed by council in the last four years? (Not applicable until summer of 2022.)

COMMENTS/OBSERVATIONS: Policy 18-06, passed June 14, 2018, establishes a public engagement policy for the town. The policy includes the legislated requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.8 Finance

2. Operating Budget

LEGISLATIVE REQUIREMENTS: MGA 242, 243, 244, 248.1

1. Has an operating budget been adopted for each calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
 - the amount needed to provide for the council's policies and programs;
 - the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property;
 - the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board, or its obligations for services funded under an intermunicipal collaboration framework (not applicable until April 1, 2020);
 - the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
 - if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in section 28;
 - the amount to be transferred to reserves;
 - the amount to be transferred to the capital budget; and
 - the amount needed to recover any shortfall as required under section 244?
3. Does the operating budget include estimated amounts of each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Does the budget align with the property tax rate bylaw?

COMMENTS/OBSERVATIONS: Resolution 2018-04-69, passed April 19, 2018, establishes the 2018 operating budget for the town. Resolution 2018-11-259, passed November 22, 2018, establishes the 2019 interim budget for the town. The budget includes the required legislative content.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Capital Budget

LEGISLATIVE REQUIREMENTS: MGA 245, 246, 248.1

1. Has a capital budget for each calendar year been adopted?
2. Does the capital budget include the estimated amount for the following:
 - the amount needed to acquire, construct, remove or improve capital property;
 - the anticipated sources and amounts of money to pay the costs to acquire, construct, remove or improve capital property; and
 - the amount to be transferred from the operating budget?

COMMENTS/OBSERVATIONS: Resolution 2018-04-70, passed April 19, 2018, establishes the 2018 capital budget for the town. The budget includes the required legislative content.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



4. Financial Records and Receipts

LEGISLATIVE REQUIREMENTS: MGA 268.1

1. Are accurate records and accounts kept of the municipality's financial affairs?
2. Are actual revenues and expenditures of the municipality, compared with the estimates, reported to council?
3. Are revenues of the municipality collected and controlled, and receipts issued in the manner directed by council?

COMMENTS/OBSERVATIONS: The town uses Muniware as the municipal software for accounting processes. Council is provided with variance reports on a quarterly basis. Revenues are collected at the municipal office, and receipts are issued when requested.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

5. Municipal Accounts

LEGISLATIVE REQUIREMENTS: MGA 270

1. Is all money belonging to or held by the municipality deposited into a financial institution designated by council?

COMMENTS/OBSERVATIONS: Council resolution 2014.08.152, passed August 5, 2014, designates that the town will use Vision Credit Union as the municipality's financial institution. A bank statement from Vision Credit Union was provided.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

6. Fidelity Bond

LEGISLATIVE REQUIREMENTS: MGA 212.1

1. Does the municipality annually obtain a fidelity bond or equivalent insurance?
2. Does the bond or insurance cover:
 - the CAO of the municipality;
 - the designated officers of the municipality; and
 - other employees of the municipality?

COMMENTS/OBSERVATIONS: The town holds a policy with the Rural Municipalities of Alberta (RMA) Insurance Services, which met the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

7. Auditor, Audited Financial Statements, Auditor Report

LEGISLATIVE REQUIREMENTS: MGA 276, 280, 281

1. Has one or more auditors for the municipality been appointed?
2. Are annual financial statements of the municipality prepared for the immediately preceding year?
3. Do the financial statements include:
 - the municipality's debt limit; and
 - the amount of the municipality's debt as defined in the regulations under section 271?
4. Are the financial statements, or a summary of them, and the auditor's report on the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?

COMMENTS/OBSERVATIONS: The auditor was appointed by resolution 2017.01.15. The auditor presented the audited financial statements at an April 2018 council meeting, and the 2017 financial statements were approved by resolution 2018-04-67.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

8. Salary and Benefits

LEGISLATIVE REQUIREMENTS: MGA 217, Supplementary Accounting Principles and Standards Regulation 313/2000

1. Has information been provided on the salaries of councillors, the chief administrative officer and all designated officers (including the assessor, SDAB clerk and assessment review board clerk) of the municipality?

COMMENTS/OBSERVATIONS: The financial statements contain the salaries and benefits of members of council, as well as the CAO. Moving forward, the disclosure should include the assessor, the assessment review board clerk, and the clerk of the subdivision and development appeal board once these positions are established as designated officers.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

9. Management Letter

LEGISLATIVE REQUIREMENTS: MGA 281(3)

1. Has council received a separate auditor's report on any improper or unauthorized transaction or non-compliance with this or another enactment or a bylaw that is noted during the course of an audit?

COMMENTS/OBSERVATIONS: The town had communication from the auditor advising that a management letter would not be provided because of good financial processes in place.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



10. Three-Year Operating Plan and Five-Year Capital Plan (for discussion only)

LEGISLATIVE REQUIREMENTS: MGA 283.1, Municipal Corporate Planning Regulation 192/2017

1. Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next three financial years. Also, each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next five financial years. The first financial plans will need to be prepared by the end of 2019 and cover the 2020 to 2022 financial, or 2020 to 2024 capital period.

COMMENTS/OBSERVATIONS: The municipality is aware that written plans for financial operations and capital plans are a new legislative requirement, and have the plans in place.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.9 Assessment and Taxation

1. Assessment Roll

LEGISLATIVE REQUIREMENTS: MGA 284.2(1), 307

1. Has a person who has the qualifications as set out in the Municipal Assessor Regulation 347/2009 been appointed to the position of designated officer to carry out the functions of a municipal assessor?
2. Is the assessment roll available for inspection?
3. Is there a fee for this?
4. Does the municipality have a bylaw to establish this fee?

COMMENTS/OBSERVATIONS: The town has appointed a qualified assessor by resolution 2018-03-51. The assessment roll is available for inspection without a fee. Council must pass a bylaw establishing the assessor as a designated officer.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ ACTION ITEMS: As previously recommended on page 30, the assessor must be a designated officer of the municipality in accordance with section 284.2(2) of the MGA.

RESOURCES: Municipal Affairs Assessment Advisors are available to provide assessment support by calling toll-free 310-0000 and then 780-422-1377.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.



2. Tax Roll

LEGISLATIVE REQUIREMENTS: MGA 327, 329

1. Has an annual tax roll been prepared for the municipality?
2. Does the tax roll include the following:
 - a description sufficient to identify the location of the property or business;
 - name and mailing address of the taxpayer;
 - the assessment;
 - the name, tax rate, and amount of each tax imposed in respect of the property or business;
 - the total amount of all taxes imposed in respect of the property or business;
 - the amount of tax arrears; and
 - if the property is subject to an agreement between the taxpayer and the municipality (section 347 or 364)?

COMMENTS/OBSERVATIONS: An annual tax roll has been completed, and contains the required legislated content.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Prepare Tax Notices

LEGISLATIVE REQUIREMENTS: *MGA 333*

1. Are tax notices prepared annually for all taxable property and businesses shown on the tax roll of the municipality?
2. Are the tax notices sent to the taxpayers?

COMMENTS/OBSERVATIONS: Tax notices are prepared annually, and sent to taxpayers in accordance with *MGA* requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

4. Content of Tax Notices

LEGISLATIVE REQUIREMENTS: MGA 334, 460

1. Does the municipality provide for a combined property assessment and tax notice?
2. Does the municipal property tax notice show the following:
 - the same information that is required to be shown on the tax roll;
 - the date the tax notice is sent to the taxpayer;
 - the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
 - except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
 - the name and address of the designated officer with whom a complaint must be filed;
 - the dates on which penalties may be imposed if the taxes are not paid; and
 - information on how to request a receipt for taxes paid?

COMMENTS/OBSERVATIONS: The town provides for a combined tax and assessment notice. The notice includes all legislated content.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

5. Certify Date of Mailing

LEGISLATIVE REQUIREMENTS: MGA 335, 336

1. Has a designated officer certified the date the tax notices were sent?
2. Have the tax notices been sent before the end of the year in which the taxes were imposed?

COMMENTS/OBSERVATIONS: A designated officer certified the date the tax notices were sent in the local newspaper.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

6. Tax Arrears List

LEGISLATIVE REQUIREMENTS: MGA 412, 436.03

1. Has a tax arrears list been prepared showing the parcels of land in the municipality in respect of which there are tax arrears?
2. Has the list been sent to the Registrar and to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*?
3. Has the list been posted in a place that is accessible to the public during regular business hours?
4. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?

COMMENTS/OBSERVATIONS: The town prepared the tax arrears list, and submitted it to the registrar March 6, 2018, which prior to the March 31 due date. There were no designated manufactured home properties in arrears that required notification. The list has been publicly posted in the front foyer of the municipal office, and the proper notifications to persons liable to pay were made.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

7. Tax Sale

LEGISLATIVE REQUIREMENTS: MGA 418, 436.08

1. Have those properties appearing on the tax arrears list been offered for sale within the time frame provided?

COMMENTS/OBSERVATIONS: Tax arrears balances have been brought up to date; therefore, the town has not been required to conduct a tax sale recently. In the event that the town encounters a tax sale, the following resource has been provided.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Municipal Affairs has developed a resource for assisting municipalities in [A Guide to Tax Recovery in Alberta](#).

MUNICIPAL RESPONSE: Not applicable.

3.10 Planning

1. Subdivision Authority

LEGISLATIVE REQUIREMENTS: MGA 623, 625-626

1. Is there a bylaw establishing the subdivision authority for the municipality?
2. Does the structure of the subdivision authority comply with section 623(2) which specifies that it may include one or more of the following:
 - any or all members of council;
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

COMMENTS/OBSERVATIONS: Bylaw 546/18, passed October 18, 2018, establishes the subdivision authority to be the chief administrative officer.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

2. Development Authority

LEGISLATIVE REQUIREMENTS: MGA 624, 625 - 626

1. Is there a bylaw establishing the development authority for the municipality?
2. Does the structure of the development authority comply with section 624(2) which specifies that it may include one or more of the following:
 - a designated officer;
 - a municipal planning commission;
 - any other person or organization?

COMMENTS/OBSERVATIONS: Land use bylaw 461, passed in 2012, establishes the development authority to be the development officer, as a designated officer, and the municipal planning commission (MPC).

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Subdivision and Development Appeal Board (SDAB)

LEGISLATIVE REQUIREMENTS: MGA 627, 628, Subdivision and Development Regulation 43/2002, Subdivision and Development Appeal Board Regulation 195/2017

1. Is a subdivision and development appeal board bylaw or intermunicipal agreement established?
2. Do the SDAB members exclude those who are:
 - municipal employees;
 - members of the municipal planning commission; and
 - individuals who can carry out subdivision and development powers on behalf of the municipality?
3. Is there no more than one councillor appointed as a member to the appeal board?
 - If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
4. Are the active members of the SDAB trained?
5. Is there a clerk appointed to the SDAB, and is that person a designated officer?
6. Has the clerk received SDAB training?
7. Has the clerk kept a record of the hearings?

COMMENTS/OBSERVATIONS: Bylaw 489, passed June 21, 2012, establishes the Flagstaff Regional subdivision and development appeal board (SDAB). The bylaw does not address membership, training, or the appointment of the clerk as a designated officer.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: The town must, by bylaw, establish an SDAB which meets all legislative requirements of Sections 627 and 628 of the MGA, and the accompanying regulations 43/2002 and 195/2017. Since all members should have the same bylaw, it would be advisable to work with all member municipalities of the regional assessment review board, as well as their legal counsel, to ensure that member bylaws are consistent with the requirements of the MGA.

RESOURCES: Municipal Affairs has developed an SDAB training guidebook and several fact sheets to assist municipalities, which can be found at the [SDAB website](#). In addition, Municipal Affairs Planning Advisors are available to discuss these topics further by calling toll-free 310-0000 and then 780-427-2225.



MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.



4. Subdivision Applications and Decision

LEGISLATIVE REQUIREMENTS: MGA 653, 653.1, 679, Subdivision and Development Regulation 43/2002, Subdivision and Development Appeal Board Regulation 195/2017

1. Are the forms set out in schedules 1 and 2 of the Subdivision and Development Regulation used for all subdivision application and deferred reserve caveat decisions?
2. If required, were written referrals sent according to legislation?
3. Have all the mandatory requirements in section 653 and 653.1 of the MGA been met?
4. If there have been appeals, did the SDAB clerk give five days' notice of the hearing to the appropriate stakeholders?

COMMENTS/OBSERVATIONS: The town has not had any completed subdivision applications since 1980. The town has just received a subdivision application, and are in the process of reviewing the application.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



5. Development Applications

LEGISLATIVE REQUIREMENTS: MGA 683.1, 686, 687

1. Did the development authority review the application within 20 days to determine if it was complete?
2. If deemed complete, did the applicant get a notification that the application is complete, or if deemed incomplete, did the applicant get a notification from the development authority that the application is incomplete?
3. If the development permit application is refused, was a notice issued to the applicant?
4. Are appeal hearings held within 30 days after the receipt of a notice of appeal by the SDAB?
5. Does the SDAB give at least five days notice in writing of the hearing:
 - to the appellant;
 - to the development authority; and
 - to the owners as required under the land use bylaw?
6. Did the board make materials related to the appeal available for public inspection?

COMMENTS/OBSERVATIONS: Development application 2018-11 was reviewed, which indicated the development authority reviewed the application, and made a decision within the timeframe required.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

6. Alberta Land Stewardship Act (ALSA) Regional Plan or Land Use Policies

LEGISLATIVE REQUIREMENTS: MGA 622, 630.2 and ALSA 20

1. Is there an ALSA Regional Plan in effect in your area?
2. If yes, which plan?
3. Has a statutory declaration been filed with the Land Use Secretariat indicating compliance with the regional plan? (Note: due within five years of an ALSA regional plan coming into force.)

COMMENTS/OBSERVATIONS: There is no regional plan in effect for the town.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

7. Growth Management Board

LEGISLATIVE REQUIREMENTS: MGA 708.23

1. Is the municipality a member of a growth management board?
2. Has the growth management board established by bylaw an appeal mechanism or dispute resolution mechanism, or both, for the purposes of resolving disputes arising from actions taken or decisions made by the growth management board?

COMMENTS/OBSERVATIONS: The town is not a member of a growth management board.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



8. Land Use Bylaw

LEGISLATIVE REQUIREMENTS: MGA 230, 606, 639, 640, 642 (1), 692 (4), Subdivision and Development Regulation 43/2002

1. Is there a Land Use Bylaw?
2. Does the Land Use Bylaw:
 - divide the municipality into districts (zones);
 - establish a method of making decisions on development permit applications, including provisions for:
 - the types of development permits that may be issued;
 - processing an application for, or issuing, canceling, suspending or refusing to issue development permits;
 - the conditions that development permits may be subject to;
 - how long development permits remain in effect;
 - the discretion the development authority may exercise with respect to development permits;
 - provide for how and to whom notice of the issuance of development permits is to be given;
 - establish the number of dwelling units permitted on a parcel of land; and
 - identify permitted and discretionary uses?
3. Does the public notice of application to rezone properties include:
 - the municipal address/legal address of the parcel of land;
 - a map showing the location of the parcel of land;
 - written notice to the assessed owner of that parcel of land; and
 - written notice to the assessed owner of the adjacent parcel of land?
4. Does the notice of a public hearing on land use bylaw related issues include:
 - the municipal address/legal address of the parcel of land;
 - a map showing the location of the parcel of land;
 - the general purpose of the bylaw and public hearing;
 - the address where the proposed bylaw, and any document related to the bylaw or public hearing can be inspected; and
 - the date, time and place of the public hearing?

COMMENTS/OBSERVATIONS: Bylaw 461, passed in 2012, establishes a land use bylaw for the town. The bylaw contains the required information; however, in Fees, section 14.1 it states: "The fees to be charged by the town on all applications and other matters arising under this Bylaw are set forth in Schedule B. Council may at anytime by resolution revise any fee shown in Schedule B or specify a fee for any other matter arising under this Bylaw." Section 191 of the MGA provides that municipalities may amend their bylaws, but that they must do so by adopting an amending bylaw.



MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: The town must ensure that any bylaw amendment, including amending fees, is passed in the same manner in which the original bylaw was passed, including any advertising or public hearing requirements in accordance with section 191(2) of the MGA.

RESOURCES: Municipal Affairs Planning Advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.



9. Municipal Development Plan (MDP)

LEGISLATIVE REQUIREMENTS: MGA 230, 606, 632, 641, 692

1. Is there a Municipal Development Plan?
 - Does the population of the municipality exceed 3,500?
 - If the population of the municipality is less than 3,500, does the Land Use Bylaw for the municipality contain 'Direct Control' districting as per section 641(1)?
2. Does the MDP address/include:
 - future land use;
 - future development;
 - coordination of land use, growth patterns and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
 - transportation systems; and
 - municipal services and facilities?
3. Has the MDP been amended?
4. Was the amendment to the MDP advertised?
5. Was a public hearing held for the amendment to the MDP?

COMMENTS/OBSERVATIONS: Bylaw 462, passed April 16, 2009, establishes the MDP for the town. The MDP addresses the legislated requirements. There have been no amendments to the MDP.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

10. Intermunicipal Development Plan (IDP)

LEGISLATIVE REQUIREMENTS: MGA 230, 606, 631, 636, 692, 708.28, 708.3

1. Is there an Intermunicipal Development Plan?
2. Does the IDP address/include within the IDP area:
 - future land use;
 - future development;
 - transportation;
 - coordination of intermunicipal programs (physical, social and economic development);
 - environmental matters;
 - dispute resolution processes;
 - plan repeal/amendment procedures; and
 - plan administration provisions?
3. Has the IDP been amended?
4. Was the amendment to the IDP advertised?
5. Was there a public hearing for the amendment of the IDP?

COMMENTS/OBSERVATIONS: Bylaw 540, passed June 14, 2018, establishes an IDP between the Town of Sedgewick and Flagstaff County. The IDP addresses the legislative requirements.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

11. Intermunicipal Collaboration Frameworks (ICF)

LEGISLATIVE REQUIREMENTS: MGA 708.33, Intermunicipal Collaboration Framework Regulation 191/2017

1. Has an ICF been adopted with each municipality that shares a common border? (Not applicable until April 1, 2020.)

COMMENTS/OBSERVATIONS: The town is aware of the upcoming legislative requirements, and there has been plenty of work done on the ICF at a regional level to date.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

12. Listing and Publishing Policies Related to Planning Decisions

LEGISLATIVE REQUIREMENTS: MGA 638.2

1. Are the following published on the municipal website:
 - an up-to-date list of council approved policies (by bylaw or resolution) used to make planning/development decisions;
 - a summary of these policies and their relationship to each other and to statutory plans and bylaws passed under Part 17 of the MGA; and
 - documents incorporated by reference in any bylaws passed under Part 17?

COMMENTS/OBSERVATIONS: The town has an up to date list of council approved policies relating to planning and development decisions on their website.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.11 Local Authorities Election Act (LAEA)

1. Joint Elections

LEGISLATIVE REQUIREMENTS: *Local Authorities Election Act (LAEA) 2-3*

1. Is there an agreement to hold an election in conjunction with another local authority?
2. Does the agreement include:
 - which elected authority is responsible for the conduct of the election; and
 - the appointment of a returning officer for each local authority?

COMMENTS/OBSERVATIONS: The Town of Sedgewick does not conduct joint elections with another local authority.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

2. Oath/Statement

LEGISLATIVE REQUIREMENTS: LAEA 16, Local Authorities Election Forms Regulation 106/2007

1. Did the Returning Officer, and all deputy returning officers take the oath/statement as per the Local Authorities Election Forms Regulation for the most recent election?

COMMENTS/OBSERVATIONS: Prior to the 2017 general election, the returning officer took the prescribed oath. As all candidates were acclaimed, there was no general election and no need for deputy officers to take the oath.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3. Substitute Returning Officer

LEGISLATIVE REQUIREMENTS: LAEA 13(2.1)

1. Has the municipality had a by-election in 2019?
2. Has a substitute returning officer been appointed in the resolution or bylaw that fixes the date for the by-election?

COMMENTS/OBSERVATIONS: There has been no by-election in 2019.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



4. Nomination Forms

LEGISLATIVE REQUIREMENTS: LAEA 27, 28.1, 34, 97

1. Is there a bylaw requiring a deposit upon the submission of a nomination form?
2. Were the nomination papers signed by at least five residents of the municipality?
3. Have all nomination papers that were filed prior to the most recent election been retained?
4. Were copies of the prescribed form for the identification of an official agent, campaign workers and scrutineers for the purposes of identification under section 52 made available to the candidates?
5. Does the municipality ensure that the Deputy Minister is forwarded a signed statement showing the name of each nominated candidate, election results, and any information about the candidate that the candidate has consented to being disclosed (for general elections and by-elections)?

COMMENTS/OBSERVATIONS: The town does not take a deposit; therefore, no bylaw is required. Nomination papers were signed, filed, and the Deputy Minister received the required information in accordance with the LAEA. The nomination papers have been retained by the municipality.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

5. Proof of Elector Eligibility

LEGISLATIVE REQUIREMENTS: LAEA 53, 53.1

1. Is there a bylaw to require additional pieces of identification to prove elector eligibility?
2. If so, was the bylaw advertised?
3. Did the notice of the bylaw include:
 - a statement of the general purpose of the bylaw and the proposed requirements for the number and types of identification that must be produced to verify elector name, current address and, if applicable, age;
 - the address where a copy of the proposed bylaw may be inspected; and
 - an outline of the procedure to be followed by anyone wishing to file a petition in respect of the proposed bylaw, as provided for in the MGA?

COMMENTS/OBSERVATIONS: Election bylaw 531/17, passed June 15, 2017, provides for additional pieces of identification to prove elector eligibility. A bylaw passed that requires additional pieces of identification to prove elector eligibility must be done no later than six months prior to nomination day per section 53(3) of the LAEA. The bylaw was passed June 15, 2017; 122 days prior to the October 16, 2017 general election. It was also noted that nomination day is defined in the bylaw as four weeks prior to election day. With the recent amendments to the LAEA, nomination day is now six weeks prior to election day.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ ACTION ITEMS: The municipality must comply with the timelines set out in the LAEA when required to do something, such as passing a bylaw by a certain date. In addition, the municipality must amend or replace bylaw 531/17 to reflect the new six week nomination period.

RESOURCES: Municipal Affairs Advisors are available to provide elections support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

6. Vote by Special Ballot

LEGISLATIVE REQUIREMENTS: LAEA 77.1, 77.2, 77.3

1. If the municipality provided for special ballots, was the Minister notified?

COMMENTS/OBSERVATIONS: The candidates were acclaimed; therefore, there was no election and no special ballots.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

7. Ballot Account

LEGISLATIVE REQUIREMENTS: LAEA 88, 89, 94, 100

1. Has a copy of the ballot account been retained?

COMMENTS/OBSERVATIONS: As all the candidates were acclaimed, there was no election and no ballots were required.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



8. Disposition of Election Material

LEGISLATIVE REQUIREMENTS: LAEA 101

1. Were the election materials disposed of in accordance with section 101?
2. Is there a copy of the affidavits of destruction of the ballot box contents sworn or affirmed by the two witnesses?

COMMENTS/OBSERVATIONS: As all the candidates were acclaimed, there was no election and no election materials to be disposed.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.



9. Campaign Disclosure Statements

LEGISLATIVE REQUIREMENTS: LAEA 147.4

1. Did all campaign disclosure statements include:
 - the total amount of all campaign contributions received during the campaign period that did not exceed \$100 in the aggregate from any single contributor;
 - the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded \$100 in the aggregate;
 - the total amount of money paid by the candidate out of the candidate's own funds;
 - the total amount of any campaign surplus, including any surplus from previous campaigns; and
 - a financial statement setting out the total amount of revenue and expenses?
2. Are all documents filed under this section available to the public during regular business hours?

COMMENTS/OBSERVATIONS: No campaign contributions were collected by the Town of Sedgewick candidates.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ ACTION ITEMS: No action required.

RESOURCES: Not applicable.

3.12 Emergency Management

1. Municipal Emergency Organization/Agency/Advisory Committee

LEGISLATIVE REQUIREMENTS: *Emergency Management Act (EMA)* 11, 11.1, 11.2

1. Has an emergency advisory committee been appointed consisting of a member or members of council to advise on the development of emergency plans and programs?
2. Is an emergency management agency established to act as the agent of the local authority in exercising the local authority's powers and duties under the EMA?
3. Has a director of the emergency management agency been appointed?
4. Are there prepared and approved emergency plans and programs?

COMMENTS/OBSERVATIONS: Bylaw 543/18, passed August 23, 2018, establishes the emergency management committee, emergency management agency, and the director of emergency management. Council has appointed a director of emergency management, and the municipality has approved plans and programs in place.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



2. Municipal Emergency Organization/Agency/Advisory Committee (for discussion only)

LEGISLATIVE REQUIREMENTS: *Local Authority Emergency Management Regulation*

1. Is the municipality aware that as of January 1, 2020:
 - Emergency advisory committees and emergency management agencies must be appointed by bylaw;
 - The Managing Director of AEMA will prescribe a command, control and coordination system that must be used by emergency management agencies;
 - If a local authority has delegated some or all of their powers under the Emergency Management Act to a regional services commission or joint committee, the local authority must establish a bylaw setting out the powers and duties which have been delegated;
 - If the local authority has delegated powers to a regional services commission, their bylaw must indicate whether the local authority will maintain an independent emergency management agency;
 - When summer villages delegate powers and duties under the Emergency Management Act to another local authority, the local authority accepting the delegation of the summer village may delegate the powers to a council committee;
 - When a summer village delegates powers and duties under the Emergency Management Act to another local authority, the summer village and the local authority must establish in bylaw which powers and duties have been delegated and accepted;
 - Training will be prescribed by the Managing Director and will include:
 - Mandatory elected officials training within 90 days of taking oath;
 - DEMs must take courses within 18 months of being appointed; and
 - Municipal staff responsible for implementing emergency plan must take prescribed courses within six months of taking on role.
 - Emergency management agencies must review the emergency plan at least once per year, and make it available to AEMA for review and comment annually.

COMMENTS/OBSERVATIONS: The town is aware of the upcoming legislative changes.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: The Alberta Emergency Management Agency has developed a number of online tools at www.aema.alberta.ca to assist municipalities which include resources to develop emergency plans, and training workshops. For questions and additional support pertaining to emergency management, contact the Alberta Emergency Management Agency at 310-0000 then 780-422-9000.

January 24, 2019

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Disclaimer: The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.



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3.13 Libraries

1. Municipal Library Board

LEGISLATIVE REQUIREMENTS: *Libraries Act* 3-5

1. Is a municipal library board established?
2. How many councillors have been appointed to the board?
3. Are there alternate members?
4. In the case of an intermunicipal library board, have the councils establishing the board appointed the members?
5. Does the membership appointment term exceed three years?
6. Does any member's number of terms exceed three terms? If so, did two-thirds of council approve?

COMMENTS/OBSERVATIONS: Bylaw 272, passed September 14, 1978, establishes the Sedgewick and District Municipal Library. One member of council is appointed to the board at the annual organizational meeting.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



2. System Library Board

LEGISLATIVE REQUIREMENTS: *Libraries Act 16*, Libraries Regulation 141/1998

1. Is a system library board established?
2. Have councils that have signed the agreement appointed the members of the board?
3. Does the membership appointment term exceed three years?
4. Does any member's total years of service exceed nine consecutive years? If so, did two-thirds of council approve?
5. Are there alternate members?

COMMENTS/OBSERVATIONS: The Town of Sedgewick is a member of the Parkland Regional Library system. Council appointed a member of council to the board at the October 18, 2018 organizational meeting.

MEETS LEGISLATIVE REQUIREMENTS: Yes

RECOMMENDATIONS/ACTION ITEMS: No action required.

RESOURCES: Not applicable.



Section 4: Conclusion

Your participation and cooperation during the 2019 Municipal Accountability Program review are appreciated. This report is intended to help the Town of Sedgewick reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety should be shared with council to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are shared during an open public meeting.

The ministry is committed to maintaining a strong collaborative working relationship. We welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed local governments.



NAMING OF MUNICIPAL OFFICE

EXECUTIVE SUMMARY

The recent MAP review has identified that a resolution of Council naming 4818 47th Street as the town office was not made available.

BACKGROUND

As per section 204 of the MGA, a resolution of Council is required to name a place as its municipal office.

BUDGET IMPLICATIONS

None

ALTERNATIVES

None

RECOMMENDATION

1. That Council name 4818 47th Street in Sedgewick, Alberta as the place of its municipal office

ATTACHMENTS

1. None



TAX RECOVERY – REQUEST TO DELAY PUBLIC AUCTION

EXECUTIVE SUMMARY

The Town of Sedgewick received a letter on February 21st, 2019 from Ackroyd Barristers and Solicitors on behalf of 1574958 Alberta Ltd. concerning their tax account status.

March 31st is the payment deadline prior to parcels being offered for sale at public auction if they have been in arrears for more than 2 years. The owner of the parcel, described as Plan 3825P Block 3 Lots 15-18, has been notified of this and because of ongoing litigation with their insurance company, they have asked the Town of Sedgewick to postpone the March 31, 2019 deadline to September 30, 2019.

BACKGROUND

Taxes on the property have been owing since 2015 with a large portion of the amount being the result of a fire callout invoice that was unpaid and transferred to their taxes in that year. The last payment made on the account was in December 2016 and the owner currently owes \$36,530.22.

In June 2017, Council reviewed a letter from the owner and approved a motion to delay the public auction of the property. The attached letter is the second request to delay the public auction.

The property was most recently placed on the Town's Tax Recovery Arrears List in March, 2018 and a Tax Recovery Caveat was registered through Alberta Land Titles at the same time. If the full amount owing is not paid by March 31st, the Town may proceed to auction the property. This deadline is not set by the Town, but rather legislated through the MGA.

There are 2 other properties that have been in arrears for long enough to be eligible to be offered at public auction after the March 31st, 2019 deadline. As per Section 418 of the MGA, the auction must occur between April 1st and March 31st of the following year.

Due to the process of setting reserve bids, conditions of sale and meeting advertising requirements, it is possible that the auction would not be held until fall of 2019. This would allow the Town to proceed to the next stage of the tax recovery process at the March 31st deadline, but also allow for the 6 months requested by the owner's representative to allow the litigation to fully play out. It would also allow for all properties to be sold at a single public auction. The tax recovery process can be stopped by payment of all tax arrears prior to the sale of the property.

BUDGET IMPLICATIONS

Currently \$36,530 outstanding.



ALTERNATIVES

1. Council may direct Administration to inform Ackroyd Barristers & Solicitors by letter that if the tax arrears in respect to the parcel of land described as Plan 3825P Block 3 Lots 15-18 are not paid before March 31st, 2019, the Town of Sedgewick will offer the parcel for sale at a public auction that will be held in October 2019.
2. Council may decide to remove the 2018 tax recovery notification and caveat on the property and reapply prior to March 31st, 2020 if the amount owing in arrears and associated penalties are not fully paid by then.
3. Council may direct Administration to attempt to enter into a tax agreement with 1574958 Alberta Ltd. with the current as well as future tax amounts owing to be fully paid within 3 years.

RECOMMENDATION

1. That Council direct Administration to inform Ackroyd Barristers & Solicitors by letter that if the tax arrears in respect of the parcel of land described as Plan 3825P Block 3 Lots 15-18 are not paid before March 31st, 2019, the Town of Sedgewick will offer the parcel for sale at a public auction that will be held in October 2019.

ATTACHMENTS

1. Letter from Ackroyd Barristers & Solicitors_Feb. 21, 2019

ALEXANDER W. YIU
(780) 412-2724
ayiu@ackroydlaw.com

ASSISTANT: KRYSTA H.
(780) 423-8905 ext 308
khilker@ackroydlaw.com

OUR FILE No. 157737 /AWY

February 21, 2019

EMAIL TO asstcao@sedgewick.ca

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

Attention: Thelma Rogers, Assistant CAO

Dear Madam:

Re: Tax Account Status - as of August 31, 2018
1574958 Alberta Ltd. o/a Pioneer Hotel
Municipal: 4916-48 Avenue; Legal: Plan: 3825P; Block: 3; Lots 15-18 (the "Pioneer Hotel Property")

Please be advised we act as Solicitor on behalf of 1574958 Alberta Ltd. operating as Pioneer Hotel with respect to the above noted matter.

We advise at this time that we have recently been provided with a copy of your letter dated September 10, 2018 to the attention of Mr. Dean Schmode of Accurate Insurance Appraisals Inc. A copy of your September 10, 2018 letter is enclosed herewith for your ease of reference.

We note that in your letter to Mr. Schmode dated September 10, 2018, you advised that the 2018 tax recovery process would transition to a public auction of the subject Pioneer Hotel Property after March 31, 2019 and to eliminate this process the sum of \$28,305.31 was required prior to this date.

As there is ongoing litigation at this time in connection with the loss arising from the fire to the subject Pioneer Hotel Property, we would ask that the March 31, 2019 date be postponed for a period of six months from March 31, 2019 to September 30, 2019.

We would appreciate hearing from your office at your earliest opportunity regarding our client's request herein. The undersigned can be contacted directly at 780-412-2724 to discuss this matter further. Thank you and we remain,

Yours truly,

ACKROYD LLP



ALEXANDER W. YIU
AWY/kh
cc: Client (via email)

EMERGENCY MANAGEMENT PLAN

EXECUTIVE SUMMARY

As per Bylaw 543, the Emergency Management Bylaw, the Emergency Management Advisory Committee consists of all Councillors and Mayor with business of the committee able to be conducted within a regular Council meeting.

One role of the committee is to ensure that emergency plans and programs are prepared to address potential emergencies within the Town of Sedgewick.

BACKGROUND

At a minimum, the Emergency Management Agency is composed of the DEM, Deputy DEM and CAO. The Agency meets quarterly to review the Municipal Emergency Plan and related programs. The plan is to be reviewed and approved by the committee/Council at least once per year.

The Town of Sedgewick's Emergency Management Plan has been recently updated by the Agency and is being presented for Council's annual review.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may approve the updated Emergency Management Plan, as presented.
2. Council may direct administration in another manner.

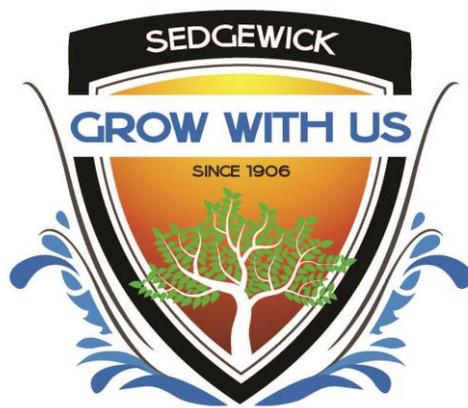
RECOMMENDATION

1. That Council approve the updated Emergency Management Plan, as presented.

ATTACHMENTS

1. Emergency Management Plan-as of March 11th, 2019

TOWN OF SEDGEWICK



EMERGENCY MANAGEMENT PLAN

Updated Sept. 11, 2018

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Managing Your Municipal Emergency Plan

Add a New Section

When inserting a new section into your Municipal Emergency Plan document, follow these steps:

1. Find the point in your document where you want to insert the new section.
2. Type/insert the content of the new Section
3. Select the text you wish to use as the title for the new section and select the **Heading 1** style. *In order for the heading for the new section to be picked up by the table of contents, you must select this style.*

Update Table of Contents

Once your new section has been added to the body of the document and its heading defined, follow these steps to update the table of contents:

1. Scroll up to the top of the document and locate the table of contents
2. Right-click anywhere within the text of the table of contents
3. In the context menu that appears, select **Update Field**
 - a. If prompted, select **Update entire table**

The table of contents can display up to three (3) levels of content. Text using the **Heading 1**, **Heading 2**, or **Heading 3** styles will be picked up by the table of contents. Using any other style or combination of styles *will* affect the visual appearance of the document but *will not* affect whether or not the text will appear in the table of contents.

1.0 Operations

1.1 Response

1.1.1 Response Chart

EMERGENCY MANAGEMENT RESPONSE

FIRST RESPONDER DECISION TO NOTIFY MUNICIPALITY OR EVENT?

1. Is there a need or potential need to evacuate residents beyond the site?
2. Is environment/ property/ utility damage or potential damage critical?
3. Does the incident require more resources than are available locally or through mutual aid?
4. Will this event likely attract media beyond local media or require public information?
5. Are regulatory, government and /or Industry agencies required?

↓
If **YES** to any one question

NOTIFY MUNICIPALITY BY CALLING DEM 780 390-0096
 OR Deputy DEM at 780 385-0160
 If no contact, call AEMA ARRC at 1 866 618 2362

↓
If **No** to all questions

Proceed with Standard First Responder Procedures and call mutual aid if necessary

↓
DEM DECISION TO ACTIVATE EMERGENCY OPERATION CENTER (EOC)

1. Immediate AEA activation for public safety? If yes – Activate AEA now by calling authorized users in the box to the right
2. Immediate or potential threat to life, environment or property beyond the ability of first responders?
3. Immediate or potential evacuation of residents beyond the site?
4. Prolonged or potential prolonged disruption of key services and/or utilities?
5. Is public information required or is media interest likely beyond local media?

If **NO** to all questions
→

Proceed with Standard First Responder & Call Mutual Aid if Necessary

AEA Authorized User List

Name	Phone	Cell
Jim Fedyk	780-545-8685	780-545-8685
Richard DeBock	780-384-3824	780-385-0160

↓
If **YES** to any question

DEM/ Deputy DEM Activates EOC and delegates as many of these duties as possible

6. Immediately assembles EOC team, using “EOC Activation Call List” in box to the right
7. Gets EOC facility operational
8. Start first coordination & support procedures
9. Further immediate action:
 - Identifies and assign job responsibilities of EOC team members as they arrive
 - If required, appoints Site Manager and defines site perimeters
 - If required, suggest to declare “State of Local Emergency”
 - Facilitate EOC and municipal operations

CALL AEMA ARRC AT 1 866 618 2362

EOC Activation Call List

Name	Function	Phone
Ian Malcolm	DEM	P 780 384 2788
		C 780 390 0096
Richard DeBock	DDEM	P 780 384 3824
		C 780-385-0160
Jim Fedyk	PIO/CAO	P 780-384-3504
		C 780-545-8685
Daryl Johnson	PW	C 780 385 4309
Tyson Armitage	Fire Chief	C 780 888-7381
Perry Robinson	Mayor	P 780 384 3965
		C 780 385 1204

1.2 Notification

1.2.1 Notification Procedure

In order to respond effectively to all occurring or anticipated emergencies, the DEM, the Deputy DEM or designate must be able to activate the Emergency Management Coordination Procedures as soon as possible. In order to activate these procedures, notification of the municipal EM Agency must be ensured in a timely and predictable manner.

MUNICIPAL NOTIFICATION PROCEDURE GUIDE

Procedure

1. All municipal departments or agencies aware of an occurring or potential emergency, need to ask the following questions to determine the necessity of contacting the DEM, the Deputy DEM or designate:

1. Is there a need or potential need to evacuate residents beyond site?
2. Is environment or property damage or potential damage critical?
3. Does the incident require more resources than are available locally or through mutual aid?
4. Does this event likely attract media beyond local media or require public information?
5. Are regulatory, government and/or industry agencies required?

2. If the answer to any one question is “yes”, the following notification must be made:
 - a. Contact the DEM at 780 384 2788 or 780 390 0096
 - b. In his/her absence, contact Deputy DEM at 780 384 3824 or 780-385-0160
 - c. In his/her absence, contact AEMA ARRC at 1-866-618-2362

The following information needs to be provided:

- What is happening? (e.g. motor vehicle accident, weather event, hazardous material release, etc.)
 - Where is the exact location of the event happening?
 - What is the impact or potential impact?
 - What first actions have been taken?
 - Is immediate evacuation support or AEA required?
 - What additional resources are required?
 - Other important information?
 - Who is reporting the incident?
 - Provide the contact name and number at emergency site.
3. The DEM or designate will record any notification received and will decide if municipal emergency coordination procedures need to be activated, including opening the EOC.

1.2.2 Event Report

EVENT REPORT FORM FOR MUNICIPAL DIRECTOR OF EMERGENCY MANAGEMENT

CALLER INFORMATION

Name of Caller:			
Position:		Agency:	
Location:		Date and Time:	
Call Back Phone Number(s):			

EVENT INFORMATION

Type of Emergency and Details:	
Incident Location:	DLS _____ - _____ - _____ - _____ W _____ M
Generic Directions:	
Nature of Incident:	
Municipal Impact:	
What is at Risk:	
Contact at Incident:	
Level of Impact:	
Notifications Requested:	

Additional Information on Reverse

DEM ACTIONS

Ask the following questions to determine if EOC activation is required:

1. Is immediate AEA activation required for public safety? If yes, activate AEA now.
2. Is there an immediate or potential threat to life, environment or property beyond the ability of first responders?
3. Is immediate or potential evacuation of residents beyond site required?
4. Is there prolonged or potentially prolonged disruption of key services or utilities?
5. Is public information required or is media interest likely beyond local media?

If answered yes to any of the above questions, complete the following notification table and activate EOC.

Municipality/Agency	Contact Person	Position	Phone Number(s)	Time Contacted
Town of Sedgewick	Ian Malcolm	DEM	780 384 2788 780 390 0096	
Town of Sedgewick	Richard DeBock	Dep. DEM	780 384 3824 780-385-0160	
Date & Time Departed for Event:			Date & Time Arrived at Event:	

1.3 Activation

1.3.1 EOC Staff Fan-out

EOC FAN-OUT PROCEDURE

EOC activation fan-out procedure:

1. The DEM/designate calls the Scribe, who phones all those names in bold italic with *. The DEM also contacts the Mayor or a council member.
2. The name in bold italic calls the names below on the list, and reports to the operations officer/scribe when completed. When making calls, document each call in "Called" column with initial, time and date.

Name	Function	Home #	Work #	Cell #	Called
Ian Malcolm	DEM	780 384 2788		780 390 0096	
Perry Robinson	Mayor	780 384 3965		780 385 1204	
Grant Imlah	Deputy Mayor		780 888 8242	780 888 7614	
Grant Imlah	Ops Officer		780 888 8242	780 888 7614	
Richard DeBock	*Deputy DEM	780 384 3824		780-385-0160	
Daryl Johnson	Public Works	780 384 3857	780 384 3911	780 385 4309	
Brenda Johnson	Transportation – BRRD Bus Drivers	780 672 6029	780 672 6131 Ext: 5245	780 608 9270	
Tyson Armitage	Fire Department			780-888-7381	
Killam/Forestburg	Police	780 385 3502	780 385 3509	911	
Jim Fedyk	*PIO	780-545-8685	780-384-3504	780-545-8685	
Thelma Rogers	Scribe	780-592-2111	780 384 3504	780-603-3979	
Lynnette Imlah	DSS Director		780 384 3652	780 385 4538	
Greg Sparrow	*Security	780-384-3055		780-385-0447	
Jim Fedyk	CAO/ Finance	780-545-8685	780 384 3504	780-545-8685	
David Gordash	Utilities Gas	780 385 3057	780 385 2116	780 385 1508	
Fortis	Utilities Power	310 9473	780 464 8325	780 668 6216	
Rita Marler	School (BRRD#31)	780-672-3950	780 672 6131 Ext.5238	780-608-0508	
Killam	Health Facility		780 385 3741		
Daysland	Health Facility		780 374 3746		
Hardisty	Health Facility		780 888 3742		
24-Hour AEMA	AERES		866 618 2362		
John Lamb	AEMA		780 679 1271	1 587 322 6481	

1.3.2 Activation Procedure

MUNICIPAL EOC ACTIVATION PROCEDURE GUIDE

Goal: To coordinate emergency operations effectively, the municipal EM procedures must be activated early and pro-actively. The activation will ensure, that the municipality will support the emergency event first response operations, will coordinate the public safety operations beyond the emergency site, will coordinate

the overall agency and government support, public information and media activities, and will ensure first response and critical municipal services are available to those parts of the municipality not immediately affected by the emergency. The activation will also coordinate municipal business continuity and recovery procedures if necessary.

Procedure:

1. The decision to activate the municipal EOC is based on the operational criteria of that emergency event, or the potential impact of that event or of the secondary consequences of that event.

The person receiving the event notification will immediately ask the following questions:

- 1. Immediate AEAS activation for public safety? If “yes” -
 Activate AEAS now by calling authorized users in box below!
- 2. Immediate or potential threat to life, environment or property beyond the ability of first responders?
- 3. Immediate or potential evacuation of residents?
- 4. Prolonged or potentially prolonged disruption of key services?

2. Should lives be in danger, or potentially in danger and immediate public warning is required, ensure that AEAS is activated by one of the authorized users below:

AEAS authorized users:

Name	Home Phone	Cell Phone	Other contact
Jim Fedyk		780-545-8685	(work) 780-384-3504
Richard DeBock	780-384-3824	780-385-0160	

3. If any of the questions is answered “yes”, the DEM/Deputy/Designate must activate the EOC by facilitating that: see “EOC Activation Procedure Guide”

- a. EOC call list is used to notify EOC staff (see section 1.3.1) EOC activation call list)
 - b. EOC is opened up
 - c. EOC is made operational (see sections 1.4.1.1 to 1.4.1.8)
 - d. Arriving staff is briefed and EOC functions assigned
 - e. Initial notification and EOC procedures are carried out.
- For further start-up procedures, see EOC Start-Up Procedure Guide” section (1.4.2)

4. If immediate evacuation is required, see section (4.1.1), the “Evacuation Plan” and “Disaster Social Services Plan”.

5. For further EOC operations, see sections (1.4.12) EOC Roles)

1.4 EOC Operation

1.4.1 Contact & Resource Lists

1.4.1.1 Municipal Emergency Management Agency

MUNICIPAL EMERGENCY MANAGEMENT AGENCY MEMBERS				
Position	Name	Business #	Residence #	Emergency #
Director of Emergency Management	Ian Malcolm		780 384 2788	780 390 0096
Deputy Director of Emergency Management	Richard DeBock		780 384 3824	780-385-0160
Municipal Administration	Jim Fedyk	<i>780 384 3504</i>		<i>780 545 8685</i>
	Betty Lien	<i>780 384 3504</i>	<i>780-384-2194</i>	<i>780-385-4196</i>
	<i>Michelle Bahm</i>	<i>780-384-3504</i>	<i>780-384-3830</i>	<i>780-385-6311</i>
Public Information	<i>Jim Fedyk</i>	<i>780-384-3504</i>		<i>780 545 8685</i>
Public Works	<i>Daryl Johnson</i>	<i>780 384 3911</i>	<i>780 384 3857</i>	<i>780 385 4309</i>
	<i>Brent Polege</i>	<i>780 384 3911</i>	<i>780 888 1395</i>	<i>780 888 1395</i>
Transportation (BRRD)	<i>Brenda Johnson</i>	<i>780 672 6131</i>	<i>780 672 6029</i>	<i>780 608 9270</i>
Fire/Rescue	<i>Tyson Armitage</i>			<i>780 888 7381</i>
Police	<i>Killam/Forestburg</i>	<i>780 385 3509</i>	<i>780 385 3502</i>	<i>911</i>
Health Care Centers/ Hospital	<i>Killam</i>	<i>780 385 3741</i>		
	<i>Daysland</i>	<i>780 374 3746</i>		
	<i>Hardisty</i>	<i>780 888 3742</i>		
Social Services Manager	<i>Lynnette Imlah</i>	<i>780 384 3652</i>		<i>780 385 4538</i>
Schools Superintendent	<i>Rita Marler</i>	<i>780 672 6131</i>	<i>780-672-3950</i>	<i>780 608 0508</i>
CHSPS	<i>William Klassen</i>	<i>780 384 3817</i>		<i>780-223-7672</i>
Ambulance	<i>24-Hour Service</i>			<i>780 781 7018</i>
Flagstaff County	<i>Kim Cannady</i>	<i>780 384 4127</i>		<i>780 390 0117</i>
SKNGS	<i>Dave Gordash</i>	<i>780 385 2116</i>	<i>780 385 3057</i>	<i>780 385 1508</i>
Alberta Health				<i>844-755-1788</i>

1.4.1.2 Municipal Council

Name	Council Function	Home #	Work #	Cell #	Called
Perry Robinson	Mayor	780-384-3965		780 385 1204	
Grant Imlah	Councillor		780 888 8242	780-888-7614	
Greg Sparrow	Councillor	780 384 3055		780 385 0447	
Tim Schmutz	Councillor	780-384-0009		780-385-8553	
Stephen Levy	Councillor			587-218-0240	

1.4.1.3 Disaster Social Services

List from Disaster Social Services (DSS) Plan the members of the DSS key functions with contact information:

Name	Function	Home #	Work #	Cell #	Called
Lynnette Imlah	Director		780 384 3652	780 385 4538	
Registration & Inquiry					
Betty Lien	Manager	780-384-2194	780-384-3504	780-385-4196	
Clothing Services					
Good As New	Sheila Tanton	780-384-3544			
AEMS – Blankets			866 618 2362	24hrs	
Emergency Food Services					
Mizane Steak & Pizza	George Rahmoun	780 384 2107	780 384 3600		
The Wooden Spoon	Tammy Thompson	780-386-3818	780-384-3554	780-964-2055	
Skyway	Jenny Liu		780 384 2271		
Emergency Lodging Services					
The Wick Motel	Lois Martin		780 384 3913		
Personal Services					
Anglican Church	Sheila Tanton	780-384-3544			
Nazarene Church	Connie Polege			780-888-1425	
United Church	Rev. Lloyd Nyarota		780 384 3520	403-632-6473	

1.4.1.4 Regional/Mutual Aid

Requests for mutual aid assistance from other municipalities with whom mutual aid agreements exist shall be made in accordance with that/those agreement(s). Copies of these agreements are included in this plan. There are three distinct types of mutual aid agreements:

- (1.) Fire mutual aid agreements;
- (2.) Disaster mutual aid agreements with neighboring communities;
- (3.) Industrial mutual aid agreements.

Under Fire Mutual Aid Agreements, the Fire Chief has standing authority to activate mutual aid requests or respond to requests for assistance, subject to notification of Council at the earliest opportunity.

Disaster mutual aid requests from neighboring communities may be initiated by the Director of Emergency Management subject to immediate notification and approval by Council.

Industrial mutual aid requests may be initiated by the Director of Emergency Management or designate, subject to immediate notification and approval by Council.

Name	Function	Home #	Work #	Cell #	Called
Municipality: Town of Killam					
Darlene Gotobed	DEM	780-385-3089	780-385-3977	780-385-8256	
Amber Eddy	Dep. DEM	780-385-7871		780-385-1767	
Roger Obrigewitch	Dep. DEM		780-385-5288	780-385-4347	
Ben Kellert	Mayor	780-385-2115	780-385-3587	780-307-3251	
Kim Borgel	CAO	780-385-6695	780-385-3977	780-385-4012	
Joe Knieval	Fire Chief	780-385-2190	780-385-2190	780-385-1014	
Dean Berrecloth	Public Works	780-385-2217	780-385-3783	780-336-6571	
Municipality: Village of Lougheed					
Debra Smith	DEM/Deputy Mayor	780-386-3930	780-384-2215	780-385-0049	
Karen O'Connor	CAO	780-384-2014	780-386-3970	780-806-3757	
Mike Marlow	Fire Chief			780-888-1228	
Ben Harris	Public Works	780-386-3008	780-888-7027	780-385-0073	
Hal Meek	Public Works	780-386-2373	780-888-7027	780-554-2240	
Municipality: Town of Hardisty					
Sandy Otto	DEM/CAO	780-386-3808	780-888-3623	780-888-1174	
Ken Kendall	DDEM			403-782-3693	
Doug Irving	Mayor			780-888-7146	
Todd Baumgartner	Fire Chief	780-888-3661	780-888-8200	780-252-0003	
Ivan Lesmeister	Public Works	780-888-2299	780-888-3623	780-888-1363	

1.4.1.5 Government Agencies

List all government agencies that may require to be contacted for regulatory or support functions during emergencies, including emergency contact information:

Name/Function	24 hr #	Work #	Cell #	Fax #
ARRC	866 618-2362			
Field Officer EM EC		780 679-1271	780 608-6042	780 679-1254
Environment				
Alberta Environment	780-427-2711			
Transportation				
CIC (Dangerous Goods & Rail)	800-272-9600			
CP Rail Emergency	800-716-9132			
CP Police	800-716-9132			
Health & Wellness				
Minister Hoffman		780-427-3665		780-415-0961
Deputy Minister Milton Sussman		780-422-0747		
Alberta Health	844-755-1788			

1.4.1.6 Industry

Name/Function	24 hr #	Work #	Cell #	Fax #	Name/Function
Enbridge Pipeline	877-420-8800				
AltaGas Services	866-826-3830				
Iron Creek Gas Coop		780-384-3762			Garry Simpson
CN Rail Emergency 24 hr Western Canada	800-665-0581				
CN Police Services 24 hr	800-465-9239				
CP Rail Control Centre 24 hrs	800-795-7851				
CP Police Services	800-716-9132				
Atco Gas	800-511-3447				
Conoco Emergency	800-661-9525				
Imperial Oil Emergency	800-279-8047				
Pembina Pipeline Emergency	800-360-4706				
Trans-Canada Emergency	888-982-7222				
Devon Canada Emergency	800-361-3377				
AltaGas Emergency- 24 hrs	866-222-2068				
Canadian Helicopters	780-532-2047				

1.4.1.8 Resources Municipal

Resource type	Contact name	Home #	Work #	Cell #	Called
Heavy Equipment					
Arnett & Burgess	Terry Brodie	780-385-2380	780-384-4050	780-385-1012	
Robuck Trucking				780-385-0534	
Flagstaff County	Darrel Szott		780-384-4107	780-385-6105	
Jackal Oilfield	Jake Frank		780-384-3558		
Bergum's Oilfield Supply	Vern Bergum	780-384-3687	780-384-3687		
Marvin's Auto	Marvin Poyser	780-384-3992	780-384-3836		
Killam Auto Body	Roger Sinke	780-384-3879	780-385-3785	780-336-1034	
Tow Truck/Loader	Richard Erickson	780-384-3816		780-385-4077	
Kal Tire	Hal Sparrow	780-384-3554	780-384-3665		
Enbridge	Shane Thompson Scott Ritzer On-Call 24 hour		780-888-3879 780-449-2636 888-449-7539	780-888-5023 780-264-0957	
2-way Radio (Hamm Radio)					
Bryan Walker				780-888-6258	
Emergency Power					
Town of Sedgewick	Daryl Johnson PW Foreman	780-384-3857	780-384-3911	780-385-4309	
Fire Department	Tyson Armitage			780-888-7381	
Hardware					
Wild Rose Co-op	Brea Cutler		780-384-3877	780-385-2474	
Sedgewick Building Supplies	Bruce Kelndorfer Jeff Kahlert	780-385-3941 780-385-3546	780-384-3023 780-384-3023		
Bonness Oilfield Supply	Derek Ness or Mark Bonnett	24hr Forwarding	780-384-2338		
Killam Home Hardware	Dwayne Leedholm	780-386-2264	780-385-2364		
RTS Diesel Repair and Parts	Bill Rose		780-384-3606		

Resource type	Contact name	Home #	Work #	Cell#	Called
Fuel					
Sedgewick Corner Gas	A & B		780-384-4050		
Sedgewick Gas	Pyohg (Sue) Lee		780-384-3959		
Airplanes					
Plane Owners:	Greg Sparrow	780-384-3055		780-385-0447	
	Daryl Larson	780-385-3568		780-385-0690	
	Lynn Steadman	780-384-2215		780-385-0134	
2 Planes	Stan Chevraux	780-385-2168		780-385-5172	
Personal Services					
Sedgewick Pharmacy	Judy & Dave Zinck	780-384-3528			
Guardian Drugs	Janet Borth	780-385-3858	780-385-3598		
Others:					
ATVs	Lynn Steadman	780-384-2215		780-385-0134	
Bobcat	Hal Sparrow	780-385-0108	780-384-3665	780-385-0108	
Bobcat	Doug Erickson	780-384-2349		780-385-2120	
School Buses					
Kim Martin		780-386-2234		780-385-0355	
Gerald Gruninger		780-386-3920		780-336-6276	
Safety Equipment					
Safety First	John Muirhead	780-384-3627	780-384-3601		
Barricades/Markers					
Town	Public Works		780-384-3911	780-385-4309	
Flagstaff County	Kim Cannady		780-384-4127	780-390-0117	

1.4.2 EOC Start-up

MUNICIPAL EOC START-UP PROCEDURE GUIDE

GOAL

To coordinate emergency operations effectively, the municipal EOC must be activated early and proactively and EOC operations must start quickly and effectively. The DEM needs to make an early decision regarding who will assemble in the EOC, activate the fan-out, and ensure the EOC is opened up and operations started.

PROCEDURES

DEM/Deputy DEM/Designate

1. The DEM contacts the Site Manager or First Responder Agency Chief, confirms the event notification, receives a situation report and documents the report.
2. The DEM makes an initial public safety assessment and facilitates action if necessary (e.g. if AEA activation or evacuation beyond site is warranted).
3. The DEM briefs arriving EOC staff and begins the first planning cycle as soon as first EOC agencies are operational.
4. Public Information Officer prepares first media briefing and attends DEM briefing of elected officials.

Operations Officer/Deputy DEM/Designate

5. EOC is opened up, sign-in procedures followed and EOC log procedures are started.
6. EOC is made operational(e.g. phones and communications are set up, agency tables are set up, agencies start log procedures, center table with maps is set up).
7. Initial notification is completed.

EOC Agencies/Staff

8. Initiate contact with respective site agencies and notify contacts. This first contact establishes communication means (e.g. radio, cell phone, other) and site or event contact person. This initial call should confirm that the EOC agency becomes dispatch for resources required by site agencies from this point forward.
9. Report to DEM and include in EOC log and agency log.
10. Start agency resource list, which resources are at site, which are staged and which are available at what expected time of arrival.

DEM/Deputy DEM/Operations Officer/Designate

11. Confirm or appoint Site Manager, including confirmation of site perimeters.
12. Confirm staging area.
13. Confirm site support procedures (e.g. highway detours, agency notifications such as government and industry agencies, regulatory agency notifications, etc.).
14. Confirm site PIO activities.
15. Assess Declaration of State of Local Emergency requirement and request Council members to declare if required.
16. Continue with EOC operations and planning cycles.
17. Ensure financial procurement procedures are followed.

1.4.3 Security

MUNICIPAL EOC SECURITY PROCEDURE GUIDE

Goal:

To secure the EOC when activated. This is a sign-in and sign-out procedure for the EOC.

Procedure:

1. List security staff activation: Call Greg Sparrow at 780-384-3055 or 780-385-0447.
2. List security staff members: Greg Sparrow
3. List security guidelines:
 - a. Sign-in procedure: Sign-in, sign-out sheet to be kept at reception. Sheet to include columns for printed name, signature, time-in and time-out. Entrance should be monitored.

The responsibilities of the RCMP during an emergency are to:

- a) Activate the department's emergency alert system
- b) Seal off inner and outer perimeters of the emergency site(s)
- c) Control and, as necessary, disperse crowds within the emergency site(s)
- d) Control traffic to facilitate the movement of emergency vehicles
- e) Assist in the evacuation of buildings and residential areas authorized by the Director of Emergency Management
- f) Provide for protection of lives, public and private property
- g) Provide security
- h) Provide assistance to the Medical Examiner
- i) Provide assistance in casualty search operations
- j) Act as liaison with other police resources
- k) Maintain a log of all actions taken

1.4.5 *Equipment*

The primary EOC is located at the **Town Office (4818- 47th Street)**. Should this location be unsuitable due to the nature of the emergency, an alternate site has been designated at the Town Shop or other location as directed by the Director of Emergency Management.

(2) Equipment and Supplies Checklist

- Chairs
- Whiteboards
- Display Boards (Main Event)
- Operations Log Sheet
- AM/FM Radio
- Tables
- Filing Cabinets
- Clock
- Computers
- Calculators
- Telephone Books
- Emergency Operations Plans
- Resource Inventories
- Telephones (listed and unlisted numbers)
- Local, Area, and Regional Maps
- Desks
- Identification Tags
- Photocopy Machine
- Message Forums

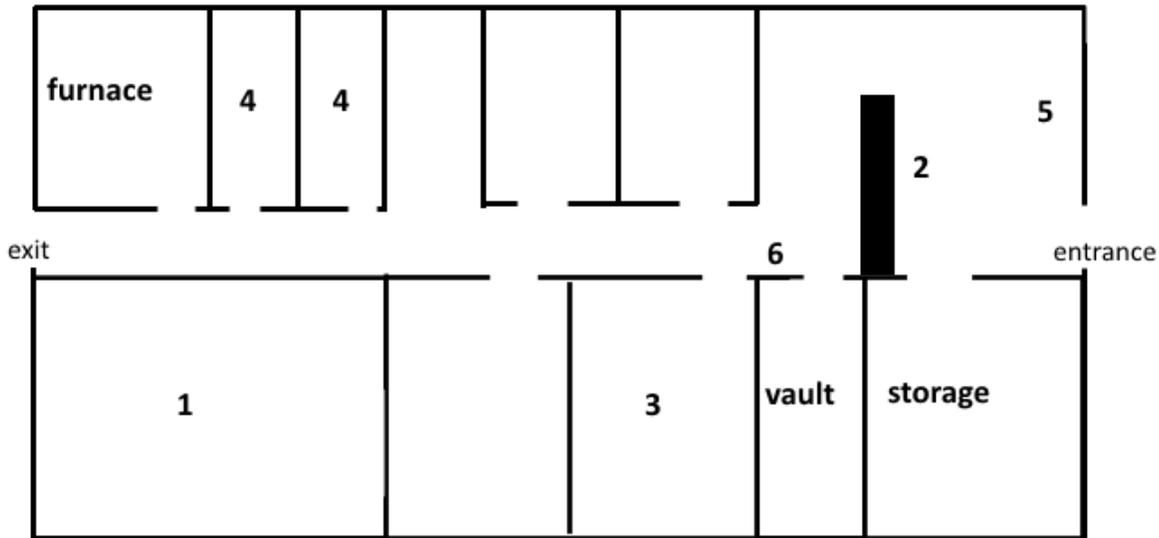
SIGNIFICANT EVENT DISPLAY BOARD

TIME	EVENT	REMARKS

- The significant event display board should be placed in such a way as to be clearly visible to all members of the Emergency Operations Centre.

It is important to keep information on the board as current as possible.

1.4.6 Location/Layout



- 1 - Emergency Operations Centre**
- 2 - Reception/security**
- 3 - Communications**
- 4 - Washrooms**
- 5 - Rest Area**
- 6 - Photocopier**

1.4.7 Utility Failure

General

In the event of a prolonged utility failure, the municipality may be required to activate its municipal emergency plan. Following are the implementation procedures:

Alert/Warning

Upon assessment of the situation, the Director of Emergency Management will activate the Level 1, 2, or 3 (see pg. 55 – 58) emergency response procedures.

Temporary Cold Weather Shelters

The following local shelters are designated as suitable for cold weather sheltering on a short-term basis:

Community Hall	780-384-3504
Central High Sedgewick Public School	780-384-3817

Evacuation

Evacuation of people from their dwellings to neighboring municipalities will be coordinated by the Director of Emergency Management.

Emergency Generator

In the event of a loss of power, the Community Hall has a back-up emergency generator. Public Works staff can start the generator.

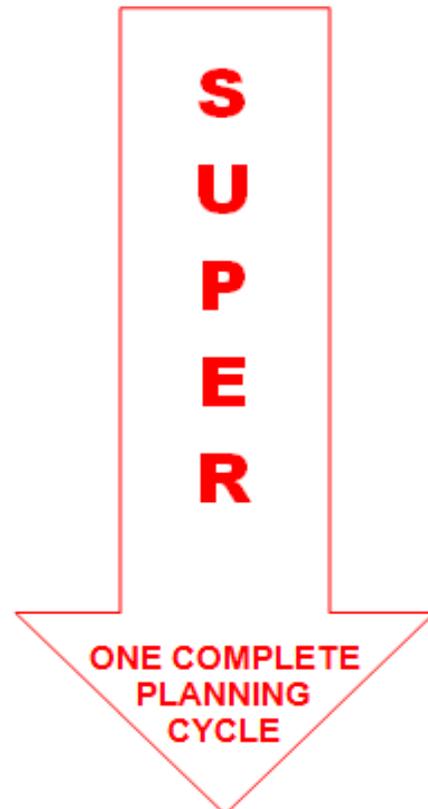
1.4.8 Planning Cycle

SAMPLE FOR EMERGENCY OPERATIONS CENTRE (EOC) PLANNING CYCLE PROCEDURE

At EOC Centre Table or MAP Location:

The Director of Emergency Management (DEM) calls agency representatives to the centre or to the map location to start a planning cycle:

1. Agencies give **most recent** **S**ITUATION report
 - mark the info on map
2. DEM gives **brief** **U**PGRADE
 - including additional sit rep information
 - only confirmed and verified facts
3. **Establish** operational **P**RIORITIES around the table
 - DEM lists current objectives and priorities
 - agency reconfirm or add their priorities
4. DEM makes **D**ECISION
 - announce: what the main decision is, and priorities
5. DEM gives job **R**ESPONSIBILITIES to each agency involved
 - **who will do what**
 - have each agency representative repeat their task
6. Announce next planning cycle time.



At the Agency Level:

Agency representative or chief returning from EOC planning cycle should repeat agency responsibilities and tasks to all agency members as the next agency objective, then:

- Identify steps to achieve objective(s).
- Identify who does what and when.
- When steps are completed, report to agency chief.
- Agency representative or chief reports completion to operations officer to close the loop.
- Within agency and EOC logs, document and log agency resource list.
- Communicate with and update agency staff on site.

1.4.9 Declaration of State of Local Emergency**DECLARATION OF A STATE OF LOCAL EMERGENCY (SOLE)**

Conditions under which a state of local emergency exists or may exist include:

- Inadequacy of existing legal authority to respond effectively to the emergency.
- Potential inadequacy of existing legal authority to respond effectively.
- Provision of liability protection for all agencies involved in emergency response.

Procedure:

Follow these four steps to make a valid Declaration of State of Local Emergency:

1. Contact authorized Council members to declare.

According to the *Town of Sedgewick* Municipal Emergency Management Bylaw, the Emergency Management Advisory Committee may declare a state of local emergency upon calling an emergency meeting. Attendance of at least one of the following Council member(s) will satisfy quorum allowing a state of local emergency to be authorized by any of the following:

Name	Function	Office/Home Phone	Emergency Phone	Time of Call	Initial
Perry Robinson	Mayor	780-384-3965	780-385-1204		
Grant Imlah	Deputy Mayor	780-888-8242	780-888-7614		
Greg Sparrow	Councillor	780-384-3055	780-385-0447		
Tim Schmutz	Councillor	780-384-0009	780-385-8553		
Stephen Levy	Councillor		587-218-0240		

2. Fill out “SOLE” form and have it signed.

- Fill out the attached form including date and time of declaration
- Have the form signed by the authorized individuals. If Council members have declared “in absentia” by phone, sign and date the document, list the means of contact and obtain Council member signature(s) as soon as possible.
- Enter declaration into Municipal Register as soon as feasible.

3. Make public announcement of declaration.

Use the attached form or similar format and contact the following agencies to make the declaration public and/or post it in public domain (e.g. on front door).

Media/Radio/TV station	Office Phone	Fax Phone	Emergency Contact
CAM FM/CFCW			780-439-4951
93.7 Wayne FM			780-842-7086
Global TV Edmonton			587-525-9100

Forward declaration to the Minister responsible for the Alberta Emergency Management Agency (AEMA). Fax to: 780-422-1549 or 780-427-1044 or provide copy to AEMA Field Officer.

Note: Should the declaration be terminated by Council (see form attached) or renewed by Council, the Minister must be notified. The declaration lapses after seven (7) days or when cancelled by the Minister, whichever is shorter.

Declaration of a State of Local Emergency

Whereas an emergency exists in the Town

of Sedgewick

due to

(enter a description of the nature of the emergency)

Therefore, the Council declares that a state of local emergency exists

in the Town of Sedgewick

Time:

Date:

Signature(s):

Fax to: Alberta Emergency Management Agency (AEMA)
at 780-422-1549 or 780-427-1044

**Public Announcement following the
Declaration of a State of Local Emergency**

“The Council of Town of Sedgewick

declares that a State of Local Emergency exists or may exist in the

(describe affected portion of the municipality)

due to

(enter a description of the nature of the emergency)

“The public is advised that for the duration of the emergency, the local authority may take action it deems necessary to deal with the situation.”

Termination of Declaration of a State of Local Emergency

WHEREAS an emergency existed in the _____

of **Town of Sedgewick**

due to _____

(enter a description of the nature of the emergency)

The Local Authority, satisfied that an emergency no longer exists, does hereby terminate the Declaration of a State of Local Emergency effective immediately.

Time: _____

Date: _____

Signature(s):

Title(s):

Fax to: Alberta Emergency Management Agency (AEMA)
at 780-422-1549 or 780-427-1044

1.4.10 Alberta Emergency Alert System

List all municipal authorized users of the Alberta Emergency Alert System (AEAS) with emergency contact numbers.

When MEMP is updated, obtain from each AEA user the confirmation and date of having exercised AEAS procedure on AEA training line.

Name	Home #	Work #	Cell #	Called
Jim Fedyk		780-384-3504	780-545-8685	
Richard DeBock	780-384-3824		780-385-0160	

All AEAS users listed above are required to make training calls on the AEAS training line at least every six months. List those training calls below:

AEA User Name	Date and Time Training Calls	Comments

1.4.11 EOC Roles

1.4.11.1 DEM

DIRECTOR OF EMERGENCY MANAGEMENT

Responsibilities:

The responsibilities of the Director of Emergency Management during an emergency are to maintain communications with Emergency Site Manager and Elected Officials during the term of the emergency by:

- a) Reporting to the Emergency Operations Centre and activating the centre according to the following checklist.
- b) Notifying members of the Emergency Management Agency Representatives
- c) Activating the Emergency Plan in whole or in part
- d) Recommending to the elected officials the need to declare a State of Local Emergency
- e) Cooperating with other municipal departments, adjacent municipalities, and other emergency services.
- f) Recommending elected officials approve mutual aid
- g) Determining if municipal resources are adequate to cope with the emergency
- h) Recommending, when required, that assistance be requested from the provincial or federal governments
- i) Taking such action as is necessary to minimize the effects of the emergency persons, property, or the environment
- j) Maintaining a Log of all actions taken
- k) Requesting a full report of all emergency operations from each emergency service activated

MUNICIPAL DIRECTOR OF EMERGENCY MANAGEMENT (DEM) CHECKLIST

COMPLETE	TASK
<input type="checkbox"/>	Activate EOC (see "EOC Activation Call List").
<input type="checkbox"/>	Get EOC operational (see Operations Director).
<input type="checkbox"/>	Upon receiving event update, conduct first planning cycle.
<input type="checkbox"/>	Notify elected officials of emergency.
<input type="checkbox"/>	If applicable, recommend "Declaration of State of Local Emergency".
<input type="checkbox"/>	Obtain situation reports from all applicable sources and conduct additional planning cycles as required.
<input type="checkbox"/>	Ensure key EOC positions are filled.
<input type="checkbox"/>	Ensure media and public information services are operational.
<input type="checkbox"/>	Authorize media releases as required.
<input type="checkbox"/>	Appoint Site Manager and identify site perimeters.
<input type="checkbox"/>	Establish direct communications with Site and Site Manager.
<input type="checkbox"/>	Brief elected officials on the status of the emergency as required.
<input type="checkbox"/>	Begin long-range planning for continued EOC operations (Ops Dir).
<input type="checkbox"/>	Begin long range planning for site management and municipal operations.
<input type="checkbox"/>	Organize event debriefing.
<input type="checkbox"/>	Ensure post-traumatic stress debriefing for all participants.
<input type="checkbox"/>	Conduct final media briefings.
<input type="checkbox"/>	Provide the Council with Debrief and Event Reports.

1.4.11.2 DSS Director**DISASTER SOCIAL SERVICES**

The responsibilities of the Disaster Social Services Manager during an emergency are to:

- a) Determine, in concert with the Director of Emergency Management, which facility will be used as the Reception Centre
- b) Contact the custodian and arrange for the building to be opened
- c) Arrange for the Reception Centre Kit, if available and supplies located at the Town Office to be taken to the Reception Centre
- d) Initiate the calling of individuals responsible for Reception Centre management and co-ordination and direct them to activate the Reception Centre plan, as required
- e) Report to the Emergency Operations Centre as requested by the Director of Emergency Management or to the Reception Centre and assume the role of the Reception Centre Manager
- f) Establish communications and requirements
- g) Recommend mutual aid assistance when required
- h) Coordinate the response of volunteer organizations directly involved with Disaster Social Services
- i) Maintain a log of all actions taken

DISASTER SOCIAL SERVICES (DSS) CHECKLIST

COMPLETE	TASK
<input type="checkbox"/>	Report to Director of Emergency Management.
<input type="checkbox"/>	Determine Reception Centre site and arrange access.
<input type="checkbox"/>	Arrange to move Reception Centre Kit and supplies to Reception Centre.
<input type="checkbox"/>	Notify key Reception Centre staff to activate Reception Centre Plan.
<input type="checkbox"/>	Report to EOC or assume role of Reception Centre Manager.
<input type="checkbox"/>	Determine short term needs.
<input type="checkbox"/>	Assess long term needs.

RECEPTION CENTRE PLAN

General

- (1) Local conditions or conditions in neighboring communities may result in an evacuation being carried out and it may be necessary to establish a Reception Centre(s) to meet the immediate emergency needs of the evacuees.
- (2) Although it is not expected that evacuees would require assistance for a lengthy period, the possibility of providing shelter and assistance for an extended stay should not be discounted.
- (3) Details for accessing the necessary resources will be dealt with by Council and the Director of Emergency Management.

Procedures

Reception Centers

- (1) Reception Centre(s) will be activated by the Director of Emergency Management or the designated Disaster Social Services Manager to provide for the immediate needs of evacuees.

- (2) **Primary Reception Centre(s) will be at:**

<u>Name of Building</u>	<u>Capacity</u>	<u>Contact</u>	<u>Phone #</u>
Sedgewick Community Hall	250	Town Office	780 384 3504

- (3) **Alternate Reception Centre(s) will be at:**

<u>Name of Building</u>		
Sedgewick Central Public School		780 384 3817
Sedgewick Rec Centre		780 384 3751

Reception Centre Kit

A Reception Centre Kit containing registration forms, inquiry forms, signage, portable PA and other supplies is stored at the Town Office.

Reception Centre Services

The following services will be provided, as required, at the Reception Centre(s):

(1) Registration & Inquiry Service

- a) A Registration & Inquiry Service will be provided to register all evacuees arriving at the Reception Centre(s) in order to facilitate the handling of inquiries and reuniting of family members.
- b) Central Registry & Inquiry will be set up at Community Hall to process all registrations and handle inquiries about missing family members. Telephone communications will be arranged and the phone number for the public to contact Central Registry & Inquiry will be publicized.
- c) Registration & Inquiry forms are stored at the Community Hall.

(2) Emergency Clothing Service

- a) Emergency clothing needs may be met by contacting the following:
Good As New Sheila Tanton 780 384 3544
- c) A storage site/collection point for donated clothing, goods and supplies will be established.

(3) Emergency Food Services

- a) Cooking facilities in the buildings selected as Reception Centers will be used to provide nourishment and light snacks for the evacuees upon their arrival and hot meals for the duration of Reception Centre activities. If no such capability exists, then alternate arrangements will be made by contacting:

Organization/Caterer	Contact	Phone Number
Mizane Steak and Pizza	George Rahmoun	780 384 3600
Skyway	Jenny Liu	780 384 2271
The Wooden Spoon	Tammy Thompson	780 384 3554

- b) Feeding of emergency response and rescue personnel may also be required and arrangements will be made with above.

- c) Alberta **Environmental Health Services** will be contacted at **1-866-654-7890** to provide advice to ensure that health and sanitation standards are maintained.

(4) Emergency Lodging Service

- a) The following commercial facilities (hotels, motels, etc.) can provide emergency lodging:

Facility Name	Contact	Phone Number
The Wick Motel	Lois Martin	780 384 3913

- b) Congregate lodging can be provided at the following buildings, which have been selected in terms of suitability and optimum capacity in concert with Environmental Health. These buildings are listed in order of suitability.

Building	Contact	Phone Number	Cooking Facilities
Central High	William Klassen	780 384 3817	Home Ec. Room
Rec Centre	Cory Gagnon	780 385 0141	Concession/Lounge

- c) **Alberta Environmental Health** will be contacted at **1-866-654-7890** to provide advice to ensure that health and sanitation standards are maintained at congregate lodging sites.

(5) Personal Services

- a) Personal Services will provide for the initial support to disaster victims at the Reception Centre(s) by providing for individual needs of evacuees not included in other Reception Centre services, such as:
- informing them of immediate help available,
 - offering temporary care for unattended children and dependent adults,
 - providing for immediate medical needs, and
 - offering immediate psychological support and assessing the need for long term support.

b) The following agencies can provide Personal Services support:

Name of Agency	Type of Support	Contact	Phone Number

(6) Volunteer Services

a) Volunteer Services will be set up to recruit, register and assign volunteers and volunteer groups offering support to the Reception Centre.

b) The following local volunteer groups/agencies have agreed to provide the services listed:

Service	Contact	Phone Number
Meet & Greet		
Security		
Traffic Control		
Messenger Service		
Transportation		

1.4.11.3 PIO**EMERGENCY PUBLIC INFORMATION OFFICER (PIO) CHECKLIST**

COMPLETE	TASK
<input type="checkbox"/>	Report to the Director of Emergency Management (DEM).
<input type="checkbox"/>	Participate in on all planning cycles.
<input type="checkbox"/>	Consult with elected officials on significant developments.
<input type="checkbox"/>	Establish communications links as required (e.g. radio, telephones, fax, electronic mail, etc).
<input type="checkbox"/>	Establish close link with Site PIO.
<input type="checkbox"/>	Draft press releases and media briefings after DEM approval of text.
<input type="checkbox"/>	Provide public information service, if required.
<input type="checkbox"/>	Verify operational status of Media Information Facility, if established.
<input type="checkbox"/>	Prepare first news release to the public and include: <ul style="list-style-type: none"> • Main message to the public. • What happened? • Request public support. • Give telephone number for Public Info Line and Internet website address. • Any other information or instructions.
<input type="checkbox"/>	Schedule periodic press releases and advise the media of times and locations.
<input type="checkbox"/>	Monitor news reports (e.g. TV and Radio).
<input type="checkbox"/>	Call in support staff, as required.
<input type="checkbox"/>	Consider local radio station or cable channel for public information assistance.
<input type="checkbox"/>	Determine short term needs.
<input type="checkbox"/>	Assess long terms needs.
<input type="checkbox"/>	Conduct final media briefings/session.

PUBLIC INFORMATION OFFICER

Procedures

1. Schedule the first news conference as soon after the event as possible
2. Set media guidelines regarding accessibility to information, length of question periods, conference/briefings, site tours, etc.
3. Ensure good communication with frequent “updates” on your bulletin board or white board
4. Ensure a messenger is available to assist media whenever possible
5. Media pooling is the practice of selecting a small number of media personnel to represent print and electronic news organizations on the emergency site. A good practice is to have the media select (from their own ranks) one print journalist, one still photographer, one video cameraman, and one audio technician. Media pooling is used when access to the emergency site is limited. Otherwise, the media will expect full access to the site.
6. Ensure monitoring of print and electronic coverage for rumor control, and awareness – you can contract the monitoring to an outside company or install your own electronic equipment plus monitoring personnel.
7. Ensure you have “expert” spokesperson available for validity and credibility
8. Ensure you have bilingual capabilities, as appropriate. Certain circumstances may warrant professional translation services.

NOTE:

Be prepared to provide the media with honest, non-speculative answers related to these basic questions:

- Who is involved?
- What happened?
- Where did it happen?
- When did it happen?
- What is the current status?

BASIC PUBLIC INFORMATION ROOM

PUBLIC INFORMATION ROOM - FURNISHINGS

- Large room/hall
- Chairs and desks
- Computer(s)
- Clock
- FAX machine
- Telephones
- Stationery supplies
- Photocopier
- TV/VCR
- Administrative support

<i>Public Information Resources</i>				
Service	Organization	Contact	Business	Emergency
Alberta Emergency Agency	Disaster Services		866 618 2362	780-644-1044 Fax 780 422 1549 fax
Radio	93.7 Wayne FM			780-842-7086
	CFCW	Email: news@cfcw.com		780 439 4951 24/7 contact#
TV	Global Edmonton	Newsroom		587-525-9100
Newspapers	Community Press		780 385-6693	Fax 780 385 3107
Public Address System	Sedgewick Fire Department		911	
Loud Hailers	Reception Centre Kit	Town Office	780 384 3504	

PUBLIC ANNOUNCEMENT FORM

"The Council of the Town of Sedgewick declares that a state of local emergency exists or may exist due to:

"The public is advised that for the duration of the emergency, the local authority may take any action it deems necessary to deal with the situation."

PLEASE STAY TUNED FOR FURTHER INFORMATION.

EVACUATION ADVISORY

This is (name and position) _____

An emergency exists in the Town of Sedgewick.

For your personal safety, evacuation of the Town of Sedgewick is necessary due to;

The collection points for the evacuation are:

- 1. _____
- 2. _____
- 3. _____

NOTE: Ensure that you bring your medication.

If you require transportation go to the collection point in your area. If you are evacuating with your own car please go via the collection point in your area to pick up people without transportation. If you are physically unable to go to the collection point call (emergency operations phone #) _____ to make arrangements for pick up.

The evacuation route to follow is (describe route to avoid danger)

All evacuees are requested to report and register at the reception center set up in

If you are planning to stay with friends advise the Reception Centre
(Phone #) _____.

You will be advised when the emergency has ended and it is safe to return to your homes. During the period of evacuation security of your homes and businesses will be provided by the RCMP.

For additional information follow the AEMA website or listen to local radio.

**DO NOT BRING PETS TO THE RECEPTION CENTRE(S).
BRING MEDICATION, BLANKETS, SLEEPING BAGS AND SPECIAL NEEDS ITEMS, IF POSSIBLE.**

1.4.11.4 Ops Officer**EOC OPERATIONS OFFICER CHECKLIST
(also referred to as EOC MANAGER)**

<input type="checkbox"/>	Ensure EOC Activation fan-out is completed
<input type="checkbox"/>	Ensure EOC is operational
<input type="checkbox"/>	Ensure EOC security is operational
<input type="checkbox"/>	Ensure EOC agency communication equipment is operational
<input type="checkbox"/>	Ensure council notification, and notification of all agencies that may need to be involved beside those in EOC is completed
<input type="checkbox"/>	Ensure communication with government regulatory/liaison agencies
<input type="checkbox"/>	Notify AEMA ARRC at 1-866-618-2362 of EOC activation
<input type="checkbox"/>	Ensure financial procurement procedures are followed
<input type="checkbox"/>	Ensure information displays:_____ operations map_____ main event log
<input type="checkbox"/>	Participate in briefing from response departments, i.e. situation reports
<input type="checkbox"/>	Brief new EOC arrivals
<input type="checkbox"/>	During planning cycles answer phones at agency work stations
<input type="checkbox"/>	Ensure food and personal support services in EOC
<input type="checkbox"/>	Deal with immediate problems and requests
<input type="checkbox"/>	At the request of DEM, carry out any EOC function as required
<input type="checkbox"/>	Ensure EOC log is documented properly and is posted regularly
<input type="checkbox"/>	Plan for next EOC shifts
<input type="checkbox"/>	Assume DEM role when DEM/Deputy DEM is absent

1.4.11.5 Fire**SEDGEWICK FIRE SERVICES**

The responsibilities of Fire Services during an emergency are to:

- a) Coordinate firefighting operations
- b) Coordinate casualty search operations
- c) Activate the Fire Mutual Aid System as required
- d) Notify the Director of Emergency Management of mutual aid activation
- e) Ensure that dangerous good support agencies are contacted if necessary
- f) Assist with evacuation of buildings and residential areas authorized by the Director of Emergency Management

FIRE SERVICES CHECKLIST

COMPLETE	TASK
<input type="checkbox"/>	Report to Director of Emergency Management.
<input type="checkbox"/>	Establish EOC - Site communications.
<input type="checkbox"/>	Meet with the Fire Chief to obtain all available information on the emergency, including resources committed and available on standby.
<input type="checkbox"/>	Identify available resources from Mutual Aid municipalities
<input type="checkbox"/>	Provide a departmental status update and Situation Report to the Director of Emergency Management – highlighting emergency problem areas or unusual resource requirements.
<input type="checkbox"/>	Ensure emergency related information is displayed on operations map and main event log.
<input type="checkbox"/>	Alert utilities as required.
<input type="checkbox"/>	Activate departmental emergency plans.
<input type="checkbox"/>	Call in support staff as required.
<input type="checkbox"/>	Determine short term needs.
<input type="checkbox"/>	Assess long term needs.

1.4.11.6 Police**POLICE SERVICES CHECKLIST****COMPLETED TASK**

- Alert Department Personnel.
- Establish Communication Links.
- Obtain all available information on the emergency from police dispatcher, including resources committed and on stand-by.
- Provide a departmental status update and Situation Report to the Director of Emergency Management, highlighting emergency problem areas or unusual resource requirements.
- Display emergency information on operations map and main event log.
- Activate Police Emergency Plan, as required.
- Determine short term needs.
- Assess long term needs.

1.4.11.7 EMS**FLAGSTAFF EMERGENCY MEDICAL SERVICES**

The responsibilities of Emergency Medical Services during an emergency are to:

- a) Establish and maintain communication with dispatch
- b) Establish and maintain communication with the Alberta Health Services and the local Health Care Centers
- c) Report the operational status to the Director of Emergency Management
- d) Allocate emergency medical services resources
- e) Coordinate requests for mutual aid emergency medical service resources
- f) Coordinate requests for medivac resources
- g) Obtain a casualty count and brief the Director of Emergency Management
- h) Maintain a log of all activities and expenditures

EMERGENCY MEDICAL SERVICES (EMS) CHECKLIST

COMPLETE	TASK
<input type="checkbox"/>	Report to Director of Emergency Management for briefing.
<input type="checkbox"/>	Check communications links.
<input type="checkbox"/>	Alert Department personnel.
<input type="checkbox"/>	Check with Dispatch for urgent messages.
<input type="checkbox"/>	Check operational status of ambulance units.
<input type="checkbox"/>	Report operational status to the Director of Emergency Management.
<input type="checkbox"/>	Check with mutual aid agencies for availability of additional ambulances.
<input type="checkbox"/>	Check with area hospitals to determine availability to receive patients.
<input type="checkbox"/>	Liaise with Regional Health Authority.
<input type="checkbox"/>	Respond to immediate needs of the emergency.
<input type="checkbox"/>	Determine short term needs.
<input type="checkbox"/>	Assess long term plans.

1.4.11.8 Public Works

The responsibilities of the Public Works Manager or alternate during an emergency are to:

- a) Activate the department's emergency alert system
- b) Provide municipal equipment and personnel as required
- c) Provide a list of equipment, supplies, construction companies, private contractors, and engineer resources
- d) Disconnect services (utilities) that represent a hazard
- e) Provide assistance in cleanup operations, repair of damage, and the coordination of equipment and material
- f) Advise the Director of Emergency Management when damages to buildings or structure exceed safe limits
- g) Provide alternate supplies of water as required
- h) Provide barricades and flashers
- i) Provide assistance in casualty search operations
- j) Restore essential services
- k) Recommend mutual aid when required
- l) Maintain a log of all actions taken

PUBLIC WORKS AND UTILITIES CHECKLIST

COMPLETED	TASK
<input type="checkbox"/>	Report to Director of Emergency Management.
<input type="checkbox"/>	Alert Public Works support staff.
<input type="checkbox"/>	Establish communications links with the Site.
<input type="checkbox"/>	Assess all available information on the emergency, including resources committed and on stand-by.
<input type="checkbox"/>	Identify available resources from Mutual Aid municipalities.
<input type="checkbox"/>	Provide a status update and Situation Report to the Director of Emergency Management, highlighting emergency problem areas or unusual resource requirements.
<input type="checkbox"/>	Alert utilities and call in support staff, as required.
<input type="checkbox"/>	Activate departmental emergency services plan.
<input type="checkbox"/>	Determine short term needs.
<input type="checkbox"/>	Assess long term needs.

1.4.11.9 Transportation

The responsibilities of Transportation Services during an emergency are to:

- a) Establish a listing of all public and private transportation resources available for emergency use.
- b) Provide emergency transportation, as required
- c) Provide personnel to operate transportation vehicles
- d) Provide special transportation for casualties, evacuees, and special care persons
- e) Recommend mutual aid
- f) Act as liaison with local transport companies, taxi firms, etc.
- g) Anticipate fuel requirements and delivery
- h) Maintain log of all activities and expenditures

TRANSPORTATION SERVICES CHECKLIST

COMPLETE	TASK
<input type="checkbox"/>	Alert support staff.
<input type="checkbox"/>	Report to Director of Emergency Management and provide a situation report on the emergency; highlight problem areas or unusual resource requirements.
<input type="checkbox"/>	Activate departmental emergency services plan.
<input type="checkbox"/>	Identify available transportation resources, local and mutual aid.
<input type="checkbox"/>	Prepare inventory of transportation equipment.
<input type="checkbox"/>	Determine short term needs.
<input type="checkbox"/>	Assess long term needs.

	Driver	Residence	Alternate
Brenda Johnson 1-780-672-6131 Battle River Regional Division #31 Cell: 780-608-9270			
Battle River Regional Transportation Repair Shop		780-385-7881 (shop)	

1.4.11.10 Finance Officer

**MUNICIPAL ADMINISTRATION
(HUMAN RESOURCES & PURCHASING SUPPLIES & SERVICES)**

The responsibilities of the Municipal Administrator or alternate during an emergency are to:

- (1) Purchasing Supplies and Services
 - a. Attend to the administrative needs of emergency operations
 - b. Purchase supplies and distribute as necessary
 - c. Maintain records of purchases and services ordered to assist
 - d. Maintain an inventory of emergency supplies and their location
 - e. Advise the DEM and elected officials on administrative details that may involve financial liability
- (2) Human Resources
 - a. Activate emergency alert for support staff
 - b. Coordinate supply and assignment of volunteers with Director of Emergency.
 - c. Arrange for registration of volunteers (Worker's Compensation, Worker Identification)
 - d. Maintain records of volunteer assignments (shift schedule)
 - e. Arrange for transportation of volunteers
 - f. Ensure human needs are cared for (i.e. food, clothing, shelter, health)
 - g. Arrange for security at EOC if required
 - h. Maintain a log of all activities

EOC FINANCE OFFICER CHECKLIST

COMPLETED	TASK
<input type="checkbox"/>	Report to Director of Emergency Management.
<input type="checkbox"/>	Ensure all EOC staff follow financial procurement guidelines.
<input type="checkbox"/>	Establish communications links with the Site.
<input type="checkbox"/>	Ensure all emergency site staff follow financial procurement guidelines.
<input type="checkbox"/>	Collect all financial documentation and keep current expenditure list.
<input type="checkbox"/>	Provide a status update to the Director of Emergency Management and council as required.
<input type="checkbox"/>	If applicable, initiate disaster recovery procedures.
<input type="checkbox"/>	Determine short term needs.
<input type="checkbox"/>	Assess long term needs.

1.4.11.11 Health Facilities**ENVIRONMENTAL HEALTH**

The responsibilities of Environment Health Services during an emergency are to:

- a. Provide advice on hygiene
- b. Provide advice on making water safer for human consumption
- c. Provide advice on safe, hygienic storage and distribution of food
- d. Provide advice on sewage disposal
- e. Provide advice on solid waste disposal
- f. Provide advice on communicable disease
- g. Provide advice on the safe, hygienic handling and storage of dead bodies.

EOC HEALTH FACILITIES REPRESENTATIVE CHECKLIST

COMPLETED	TASK
<input type="checkbox"/>	Report to Director of Emergency Management.
<input type="checkbox"/>	Alert Health agencies support staff.
<input type="checkbox"/>	Establish communications links with the Site.
<input type="checkbox"/>	Assess all available information on the emergency, including resources committed and on stand-by.
<input type="checkbox"/>	Identify available resources from Health agencies in other municipalities.
<input type="checkbox"/>	Provide a status update and Situation Report to the Director of Emergency Management, highlighting emergency problem areas or unusual resource requirements.
<input type="checkbox"/>	Alert and call in support staff, as required.
<input type="checkbox"/>	Activate departmental emergency services plan.
<input type="checkbox"/>	Determine short term needs.
<input type="checkbox"/>	Assess long term needs.

1.4.11.12 Senior Facilities**EOC SENIOR FACILITIES REPRESENTATIVE CHECKLIST**

COMPLETED	TASK
<input type="checkbox"/>	Report to Director of Emergency Management.
<input type="checkbox"/>	Alert senior facilities including their support staff.
<input type="checkbox"/>	Establish communications links with the senior facilities.
<input type="checkbox"/>	Assess all available information on the emergency, including required resources to support senior facilities or support evacuation.
<input type="checkbox"/>	Identify available resources from Mutual Aid municipalities.
<input type="checkbox"/>	Provide a status update and Situation Report to the Director of Emergency Management, highlighting emergency problem areas or unusual resource requirements.
<input type="checkbox"/>	Alert and call in support staff, as required.
<input type="checkbox"/>	Activate senior facilities emergency plan if required.
<input type="checkbox"/>	Determine short term needs.
<input type="checkbox"/>	Assess long term needs.

1.4.11.13 School Facilities**SUPERINTENDENT OF SCHOOLS or SCHOOL REPRESENTATIVE CHECKLIST****COMPLETED TASK**

- | COMPLETED | TASK |
|--------------------------|---|
| <input type="checkbox"/> | Report to Director of Emergency Management for briefing on the emergency. |
| <input type="checkbox"/> | Alert school personnel and board officials. |
| <input type="checkbox"/> | Establish communications with local schools. |
| <input type="checkbox"/> | Be prepared to provide public information. |
| <input type="checkbox"/> | Activate school emergency plan, as required. |
| <input type="checkbox"/> | Liaise with Public Transportation Manager. |
| <input type="checkbox"/> | Maintain log of all actions taken. |
| <input type="checkbox"/> | Determine short term needs. |
| <input type="checkbox"/> | Assess long term plan. |

SCHOOLS

The Responsibilities of the Superintendent of Schools or designate during an emergency are to:

- a) Coordinate the school emergency operations with the Municipal Director of Emergency Management
- b) Activate emergency operations plans and procedures, as required
- c) Advise School Board officials of emergency operations in progress
- d) Maintain records of all activities

1.4.11.14 Other Agencies

Insert Other Agencies EOC representatives checklist here if there is one, if not, take this page out and remove this section from TOC.

NAME OF AGENCY EOC REPRESENTATIVE:

<input type="checkbox"/>	Complete EOC activation fan-out, if applicable
<input type="checkbox"/>	Report to DEM at EOC
<input type="checkbox"/>	Establish EOC – agency communications
<input type="checkbox"/>	Identify agency resources/contacts and additional resources and contacts
<input type="checkbox"/>	If not doing so during planning cycles, brief the DEM on agency services status and provide a situation report on the emergency - highlight problem areas or unusual resource requirements
<input type="checkbox"/>	Ensure agency services related information is displayed on operations map and main event log
<input type="checkbox"/>	Call in support staff
<input type="checkbox"/>	Assess long range needs
<input type="checkbox"/>	

1.4.12 Council

List here any municipal considerations during an emergency that may direct councilors to support the event coordination and response.

Council responsibilities during an emergency may include, but are not limited to:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Authorize "Declaration of State of Local Emergency" |
| <input type="checkbox"/> | Approve extraordinary emergency response measures |
| <input type="checkbox"/> | Conduct media information and briefings |
| <input type="checkbox"/> | Conduct public information sessions if required |
| <input type="checkbox"/> | Host dignitaries and officials |
| <input type="checkbox"/> | Receive regular updates during event |
| <input type="checkbox"/> | Be involved in executive decisions or senior event management |
| <input type="checkbox"/> | Do not micro-manage EOC! |

LEVEL 1 - LOW IMPACT / SHORT DURATION INCIDENT

When a potential Level 1, Level 2, or Level 3 emergency has been reported to one of the municipal emergency services, it is the responsibility of the agency receiving this information to immediately **notify all other emergency services including the Director of Emergency Management.**

- a) The local municipality is notified by the responding emergency service of a response being initiated in their jurisdiction.
- b) Based upon on-scene assessment, the local municipal administration may:
 - 1) Dispatch the Director of Emergency Management or designate to the scene
 - 2) Dispatch a Public Works representative to the scene
 - 3) Dispatch a Public Information representative to the scene.

LEVEL 1 - COMMUNICATIONS

The primary communication for first response emergency services will be the radio communications normally used "everyday".

PROCEDURES

- (a) Following the initial on-scene assessment, the responding emergency service will notify the municipality of the incident in their jurisdiction.
- (b) Should normal radio communications fail, back-up telephone contact from the Emergency Services dispatch centre to the municipality will be activated.
- (c) When notified of an incident within the municipality, radio communications should be monitored to provide assistance if required.

LEVEL 2 - HIGH IMPACT / SHORT DURATION INCIDENT

(UNDER 8 HOURS)

LEVEL 2 - ALERT PROCEDURES

- a) The local municipality is notified by the responding emergency service of a response being initiated in their jurisdiction.
- b) The local municipal administration may:
 - 1) Note the incident and take no further action

- 2) Request a status report once the emergency service arrives on scene
- 3) Dispatch the Director of Emergency Management and/or other personnel to the scene of the incident
- 4) Once on the scene, the Director of Emergency Management, or designate, shall take such action as is necessary to minimize the effects of the emergency on the municipality by doing those things not being done by the first responders.

LEVEL 2 - COMMUNICATIONS

The primary communication for first response emergency services will be the radio communications normally used "everyday". Municipal support services on-site will use the radio communications established and used in normal day-to-day operations.

PROCEDURES

- (a) The designated Emergency Site Manager will coordinate on-site communications.
- (b) The Director of Emergency Management or designate will coordinate municipal support services communications.
- (c) The municipal office will monitor and record communications from the Director to the municipal office.
- (d) Should radio communications fail, telephone back-up communications will be established.

LEVEL 2 - DIRECTOR OF DISASTER SERVICES

Responsibilities during a **Level 2 Emergency** are to:

- a) Coordinate the municipal response with the Emergency Site Manager on scene.
- b) Communicate with elected officials.
- c) Notify members of the Emergency Management Agency.
- d) Activate the Municipal Emergency Plan in whole or in part.
- e) Recommend to the Mayor and Council the need to declare a state of local emergency.
- f) Assist in control of emergency site operations by disseminating information for media inquiries.
- g) Provide information for public awareness.
- h) Take such action as is necessary to minimize the effects of the emergency on the residents of the municipality.

LEVEL 2 - MUTUAL AID EMERGENCY OPERATIONS

When the municipality is experiencing an event of such magnitude that their response is beyond their capability, assistance can be obtained from neighboring municipalities, industrial, and provincial government agencies.

(1) Disaster Mutual Aid Agreements

As signatories and party to mutual aid agreements, neighboring municipalities and other emergency services providers agree to assist each other in time of need.

(2) Procedure for Mutual Aid Assistance

- a) Requests for disaster services mutual aid from a responding party are initiated by an elected official or designate of the requesting party.
- b) Should the authorized official not be available, the responding party must confirm prior to their intended response with the requesting party.

(3) Emergency Site Management

- a) Emergency response personnel and equipment responding to a mutual aid request are at all times under the direct command of their own respective services.
- b) With the authority delegated by the municipal Director of Emergency Management, the appointed emergency site manager is ultimately in charge of the site operations.
- c) The decisions for deployment of on-site mutual aid resources to areas requiring the most attention is the responsibility of the site manager. It is essential that all actions be coordinated with the Director of Emergency Management for the overall response activities to be effective.

(4) Major Emergency Operations - Mutual Aid

A municipality involved with an incident that is of high community impact and long duration may need the support of a neighboring municipality to coordinate emergency operations of their behalf.

- a) The municipal Director of Emergency Management coordinates the overall emergency or disaster response from all parties responding to the incident within the municipality.
- b) The responding municipality may activate their "Level 3 - Emergency Response" by establishment of the Emergency Operations Centre to act as the "nerve centre" for the overall emergency or disaster response.

- c) Should the declaration of a state of local emergency be necessary, the elected officials of the impacted municipality may, by Council resolution, invoke the declaration.
- d) Subject to the disaster Mutual Aid agreement, the municipality providing the mutual aid response for emergency operations does so in a support role during a declared state of local emergency.
- e) Telephone numbers of local emergency and mutual aid resources are listed on the next page.

LEVEL 3 - HIGH IMPACT / LONG DURATION

(OVER 8 HOURS)

Major emergencies or disasters require response from multi-organizational multi-jurisdictional resources coordinated by activation of the Emergency Site Management System. The ESM System identifies a coordination of emergency site operations supported by the Emergency Operations Centre that acts as a "nerve centre" anticipating and supporting the needs of site and additional needs of the community as a whole.

(1) Emergency Site Manager (ESM)

The ESM is appointed by the Director of Emergency Management as the situation requires. It is the responsibility of the ESM to manage available resources by making the necessary decisions and coordinating the overall on-scene response.

(2) Emergency Operations Centre (EOC)

The establishment of an EOC including staffing procedures, identification of various roles with specific duties, and a listing of required resources are included in Part 2 of this plan. Under the direction of the Director of Emergency Management, the EOC may be activated to the degree necessary. The EOC must anticipate and support the needs of the ESM and the community. EOC personnel may include:

- a) Elected officials
- b) Director of Emergency Management
- c) Municipal Administrator
- d) Senior officers of the Police, Fire, and Emergency Services
- e) Senior officials from other municipal departments.
- f) Representatives from industry, institutions, Provincial and Federal Governments.

DECLARATION OF A STATE OF LOCAL EMERGENCY

Conditions under which a state of local emergency exists or may exist include:

- inadequacy of existing legal authority to deal effectively with the situation
- need for extraordinary legal authority
- a general warning to the population
- notification to other governments
- provision of liability protection for elected officials

Procedures:

The power to declare or renew a state of local emergency in accordance with Bylaw 543 is as follows;

- a) The Emergency Management Advisory Committee (composed of all members of Council) shall call an emergency meeting providing as much notice to fellow committee members and the public as possible.
- b) Those Councillors, including the Mayor, that are in attendance shall constitute a quorum and may declare or renew a state of local emergency.

- (1) Complete Declaration of a State of Local Emergency resolution of Council.
- (2) Ensure the Declaration is recorded in the Municipal Register.
- (3) Complete the public announcement following the Declaration of a State of Local Emergency form.
- (4) Publish the public announcement by such means considered most likely to make the Declaration known to the population of the area affected.
- (5) Forward a copy of the official declaration to Minister responsible for
Alberta Emergency Management Agency

Fax to: **780 422 1549** or **780 427 1044**, or give a copy to AEMA Field Officer.

- (6) Should the Declaration lapse after seven (7) days, be cancelled by the Minister, be terminated by Council, or be renewed by Council, the Minister must be notified.

References:

Should the need arise to declare a state of local emergency procedures to be followed are identified by the following sections of the Municipal Emergency Management By-Law.

- Authority and Delegation of Authority – Sections 4 & 5
- Declaration Procedures - Section 8
- Termination of a Declaration - Sections 8.5 – 8.7
- Powers of Council - Section 3
- Protection of Elected Officials - Sections 8.3

1.5 Site Management

1.5.1 Policy

MUNICIPAL POLICY: SITE MANAGEMENT

BACKGROUND

Most emergencies are site-specific (e.g. a hazardous material release, multiple casualty or tornado) while some are not (e.g. an ice-storm or pandemic event). When a site-specific emergency occurs, first responders are usually dispatched to the site and response operations begin according to standard operating procedures. In the event of a large or complex emergency or disaster, first response agencies require additional resources and support functions, usually provided through the activation of emergency coordination procedures in the Emergency Operations Centre (EOC). Complex first responder operations are facilitated through organized site operations. A site manager is identified within municipal policy or through established operating procedures (e.g. Site Manager appointed by the DEM).

RISK

In complex emergencies, the Site Manager function is vital to effectively and efficiently coordinate the overall emergency site operations of all agencies at an emergency site. Site Management training is recommended for those individuals that may function in this role. The municipality, where the emergency response is taking place, is responsible for all response operations including site management. To ensure that response operations are effective, site management should be addressed in municipal emergency procedures and may include a general policy to appoint an initial site manager through municipal operating procedures. The policy may also require subsequent confirmation or new appointment of the Site Manager by the DEM once the EOC is activated. It is recommended that site perimeters are clearly identified with every Site Manager appointment for operational and jurisdictional purposes. Failing to clearly establish site management operations, could result in ineffective site operations, potentially endangering public safety and increasing costs.

POLICY

To ensure the response to all emergencies is effective, site management procedures shall be part of the Town of Sedgewick's Municipal Emergency Management Plan. Upon an emergency there shall be the automatic appointment of a Site Manager when mutual aid is activated, government regulatory agencies arrive at an emergency, industry resources are called in the EOC is activated or complex or large emergencies require site coordination. The Site Manager shall be the highest ranking RCMP officer or Fire Chief/Deputy. When the EOC is activated, the DEM will confirm or reappoint the Site Manager. The appointment of the Site Manager should include the perimeters of the emergency site for which the Site Manager has operational and jurisdictional authority. All operations within this perimeter are the responsibility of the Site Manager. All operations outside the site perimeter and all support functions for the site are the responsibility of the EOC. Should the emergency not be restricted to a site, be it multiple or widespread, the activated EOC will direct the overall emergency response within the Town of Sedgewick and may appoint one or several Site Managers.

ACTION REQUIRED

1. Council approval of policy.
2. Regular review of policy as part of the Municipal Emergency Plan.

1.5.2 *Site Manager/Incident Commander***EMERGENCY SITE MANAGER CHECKLIST**

COMPLETED	TASK
<input type="checkbox"/>	Assess situation.
<input type="checkbox"/>	Ensure safety of personnel.
<input type="checkbox"/>	Establish communications between the Site and the EOC/DEM.
<input type="checkbox"/>	Coordinate site operations.
<input type="checkbox"/>	Establish inner and outer perimeters.
<input type="checkbox"/>	Establish command post.
<input type="checkbox"/>	Designate a scribe to maintain a log.
<input type="checkbox"/>	Establish Site security.
<input type="checkbox"/>	Establish Command Post security.
<input type="checkbox"/>	Designate a media centre or post, (if applicable).
<input type="checkbox"/>	Designate a site Public Information Officer (Site PIO)
<input type="checkbox"/>	Establish suitable staging areas.
<input type="checkbox"/>	Establish rehabilitation or rest area in outer perimeter.
<input type="checkbox"/>	Report operational status to DEM.
<input type="checkbox"/>	Determine short term needs.
<input type="checkbox"/>	Establish long term planning.
<input type="checkbox"/>	Develop shift schedules.

SITE PUBLIC INFORMATION MANAGER CHECKLIST

COMPLETE	TASK
<input type="checkbox"/>	Report to the Site Manager.
<input type="checkbox"/>	Participate in all planning cycles.
<input type="checkbox"/>	Consult with EOC PIO on significant developments.
<input type="checkbox"/>	Establish communications links as required (e.g. radio, telephones, fax, electronic mail, etc.)
<input type="checkbox"/>	Establish close link with EOC PIO.
<input type="checkbox"/>	Have all press releases and media briefings approved by DEM or EOC PIO before releasing to media
<input type="checkbox"/>	Verify operational status of Media Information Facility, if established.
<input type="checkbox"/>	Support news release to the public and include: <ul style="list-style-type: none"> • Main message to the public. • What happened. • Request public support. • Give telephone number for Public Info Line and Internet website address. • Any other information or instructions.
<input type="checkbox"/>	Schedule periodic site media interviews get approval for those from EOC PIO times and locations.
<input type="checkbox"/>	Monitor news reports (e.g. TV and Radio).
<input type="checkbox"/>	Call in support staff, as required.
<input type="checkbox"/>	Consider local radio station or cable channel for public information assistance.
<input type="checkbox"/>	Determine short term needs.
<input type="checkbox"/>	Assess long terms needs.
<input type="checkbox"/>	Conduct final media briefings/session.

1.6 Post Event

1.6.1 Post Event Debriefing

SAMPLE POST EVENT DEBRIEFING AGENDA

1. Introduction

- Welcome all participants
- Round table introduction including name and role
- Housekeeping
- Assign an individual to capture recommendations throughout the meeting

2. Rules

- Establish meeting rules (e.g. Objective and factual data, no names, no derogatory comments)
- Encourage all participants to speak out on the issues and provide their perspective and input

3. Purpose

- Explain the purpose of the meeting (e.g. To improve emergency procedures, to review organization, to provide opportunity for participants to actively assist in continuous improvement)

4. Review of event

- Provide an outline of the event including all data and main organization involved

5. Issues

- a) Legislation
- b) Responsibilities
- c) Communication
- d) Facilities
- e) Plan
- f) Personnel
- g) Reception and Inquiry
- h) Back-Up
- i) Others

6. Recommendations

- Review and gain consensus on all recommendations

7. Conclusion

- Thank all participants.
- Follow up by providing the list of recommendations to participants

1.6.2 *Post Event Counseling*

OUTLINE FOR THE DEVELOPMENT OF A MUNICIPAL POLICY: POST EMERGENCY EVENT COUNSELLING

BACKGROUND

An emergency impacts people negatively in different ways. Some suffer the effects of an emergency directly through death, injury, personal loss, property damage or environmental impact; others are affected by witnessing the event through responding to an emergency either as trained first responders, trained supporting agency members or volunteers. The impact of being involved in an emergency may be immediate or delayed, and may be severe and prolonged.

RISK

Proper and timely critical stress debriefing to responders by counselling services (also referred to as victim assistance services) to those directly impacted have proven very effective in helping people to overcome the effects of being involved in an emergency. Failing to provide these post event services has, in many cases, delayed or prevented people from returning to normal lives. Responders and victims need to be offered post incident stress debriefing and counselling services, especially if the event caused death or severe injury, considerable loss of property or severe environmental impact. It is recommended to include post event procedures in the Municipal Emergency Plan. These procedures should ensure that post event stress debriefing and counselling services are offered every time the municipal emergency management procedures are activated, to actively promote counselling to all impacted people and to require post incident stress debriefing by everyone who worked for the municipality as responders during the event, including all volunteers.

RECOMMENDED POLICY

To ensure early and complete physical, emotional and mental recovery of all people involved in and impacted by an emergency, the Town of Sedgewick emergency plan shall include post emergency event procedures. These procedures shall outline municipal resources and services to offer stress debriefing and counselling services to those impacted by an emergency and those responding to the emergency on behalf of the Town of Sedgewick, including all volunteers.

ACTION REQUIRED

1. Council approval of policy.
2. Regular review as part of the Municipal Emergency Plan.

2.0 Concept

2.1 Hazard –Specific Planning

DANGEROUS GOODS INCIDENT RESPONSE PLAN

General

In the event of a dangerous goods incident, where public safety, property or the environment are threatened, the municipality will activate its municipal emergency plan. The implementation procedures will be as follows:

Alert / Warning

Upon receipt of incident report from emergency response services, the Director of Emergency Management will activate the municipal emergency plan according to Level 1, 2, or 3 emergency response procedures.

Coordination Functions - Level 2 - Emergency Response

Director of Emergency Management (On-Scene):

- manage response and control procedures
- road closures
- air monitoring and environment impact
- arrange for specialized equipment and response personnel
- ensure the health and safety of workers at site
- provide enhanced communications
- monitor site clean-up and restoration
- provide situation reports to municipal administration
- release of information to media and the public

Municipal Administration:

- provide support to on-site personnel
- notify neighboring municipalities of actions taken and support needed
- process information from external inquiries and relay to media and public
- provide situation reports to Alberta Transportation & Utilities,
Compliance Information Centre - 1-800-272-9600 (24 hours)
- be prepared to declare a State of Local Emergency, as required.

2.2 Recovery

DISASTER RECOVERY PLAN

General

A disaster will cause extensive personal suffering and extensive loss or damage to property, requiring broad range of resources and assistance to those affected. The establishment of a Disaster Victims Assistance Centre is the most effective method of providing immediate and mid-term services to victims of the disaster.

Establishment of a Disaster Victims Assistance Centre

The Director of Emergency Management, in liaison with the local Disaster Services District Officer will conduct an on-site assessment of the situation and recommend the establishment of a Disaster Victims Assistance Centre. The Community Hall is designated as the Disaster Victims Assistance Centre.

Disaster Recovery Priorities

If the municipality suffers from widespread disaster or major emergency, the municipality must set priorities for:

- a) preparation of a damage and loss assessment for Disaster Recovery Program
- b) restoration of community services (utilities, transportation, community support services, schools, institutions, etc.)
- c) resumption of business operations
- d) rebuilding and restoration of social services/activities to pre-incident conditions.

Disaster Recovery Program

There is no disaster recovery program permanently in place. The provincial government may authorize a program after evaluation of all the circumstances following a widespread disaster.

If your municipality suffers from a disaster or emergency, and you think disaster recovery assistance may be appropriate, then take the following action:

- (1) Immediately advise your local Disaster Services District Officer or Alberta Emergency Management Agency (24-hour number 1 866 618 2362) of your request for recovery assistance.
- (2) Without delay, collect all available information as to the extent of the problem, including the cause, the number of people, homes, farms, businesses and public property affected and in what manner. Record all costs related to emergency operations.

3.0 Administration

3.1 Authority

3.1.1 Municipal Emergency Management Bylaw

**TOWN OF SEDGEWICK
BYLAW NO. 543/18
TOWN OF SEDGEWICK MUNICIPAL EMERGENCY MANAGEMENT BYLAW**

A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, TO PROVIDE DIRECTION AND CONTROL FOR EMERGENCY MANAGEMENT IN THE TOWN OF SEDGEWICK.

WHEREAS the Council of the Town of Sedgewick is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000, to appoint an Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency; and

WHEREAS it is desirable in the public interest, and the interest of public safety, that such a Committee be appointed and such an Agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

NOW THEREFORE, The Council of the Town of Sedgewick, duly assembled, enacts as follows:

1. Title

This Bylaw may be cited as the Municipal Emergency Management Bylaw.

2. Definitions

"Act" means the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000, as amended, repealed or replaced;

"CAO" means the Chief Administrative Officer of the Town of Sedgewick;

"Council" means the Council of the Town of Sedgewick pursuant to the *MGA*;

"Disaster" means an event that has resulted or may result in serious harm to the safety, health, or welfare of people, or in widespread damage to property;

"Emergency Advisory Committee" means the committee established under this Bylaw that is responsible to advise on the development of emergency plans and programs;

"Emergency" means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

"Mayor" means the elected Mayor of the Town of Sedgewick;

"Minister" means the Minister charged with administration of the Act;

“Emergency Management Agency” or **“Agency”** means the agency established under this Bylaw that is to act as the agent of the Town of Sedgewick in exercising the powers and duties as stipulated in the Emergency Management Act; and

“Municipal Emergency Plan” or **“MEP”** means the emergency plan prepared by the Emergency Advisory Committee to co-ordinate response to an emergency or disaster.

3. Emergency Management Advisory Committee

3.1 The Committee is hereby established.

3.2 All Councillors and Mayor are members of the Committee.

3.3 The Mayor shall be the chair of the Committee. If the Mayor is absent, the Deputy Mayor shall chair the meeting and in the absence of the Deputy Mayor, the Acting Mayor shall chair the Committee.

3.4 Business of the Committee may form part of the agenda of a regular Council Meeting and may be conducted during a regular meeting of Council.

3.5 The members of the Committee will be entitled to reasonable expenses in accordance with Council policy.

3.6 The Committee shall ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Sedgewick.

3.7 The Committee will approve the Municipal Emergency Plan and review on a regular basis.

3.8 The power to declare, renew or terminate a state of local emergency including the power to put emergency plans into operations, are hereby delegated to the Committee.

3.9 The CAO or member of the Committee may call an emergency meeting of the Committee where a Councillor, Mayor or the CAO considers that a major emergency exists or may exist in the Town.

3.10 The CAO or designate shall give as much notice as possible to the public and to as many Councillors as possible including the Mayor of the time and place of the emergency meeting.

3.11 Those Councillors, including Mayor, in attendance at any particular time during an emergency meeting of the Committee constitute a quorum.

3.12 The Committee may:

3.12.1 By Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency; and

3.12.2 Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

4. Emergency Management Agency

4.1 The Emergency Management Agency is hereby established.

4.2 The Agency shall be comprised of one or more of the following:

- 4.2.1 The Director of Emergency Management ;
- 4.2.2 The Deputy Director of Emergency Management;
- 4.2.3 The Chief Administrative Officer;
- 4.2.4 Other administrative staff member(s) of the Town of Sedgewick as may be required;

4.3 In addition to the members appointed in Section 9.2, some or all the following may be invited by the Director to Agency meetings:

- 4.3.1 The Police Chief or designate or the N.C.O. in charge, R.C.M P. or designate;
- 4.3.2 The Fire Chief or designate;
- 4.3.3 The Public Works Foreman or designate;
- 4.3.4 The Ambulance Service manager or designate;
- 4.3.5 The Health Unit Manager or designate;
- 4.3.6 The School Board Chairman or designate;
- 4.3.7 The Social Services Manager or designate;
- 4.3.8 Representative(s) from adjacent communities which have entered into mutual aid agreements;
- 4.3.9 Representative(s) from local business or business associations;
- 4.3.10 Representative(s) from local industry or industrial associations; and
- 4.3.11 Anybody else who might serve a useful purpose in the preparation or implementation of the Municipal Emergency Plan

4.4 The Agency shall:

- 4.4.1 Meet at least once each quarter;
- 4.4.2 Review the Municipal Emergency Plan and related plans and programs on a regular basis; and
- 4.4.3 Advise the Emergency Management Committee and/or Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year.
- 4.4.4 Coordinate an annual review and/or Table-top exercise of the MEP with the Municipal Emergency Management Agency.

5. Director of Emergency Management

7.1 A Director of Emergency Management shall be appointed by Council.

7.2 A Deputy Director of Emergency Management shall be appointed by Council and

7.3 The Director of Emergency Management shall:

7.3.1 Prepare and coordinate the Municipal Emergency Plan and related plans and programs for the Town of Sedgewick;

7.3.2 Act as Director of emergency operations, or ensure that someone is designated under the Municipal Emergency Bylaw to so act, on behalf of the Municipal Emergency Management Committee; and

7.3.3 Co-ordinate all emergency services and other resources used in an emergency; or

7.3.4 Ensure that someone is designated to discharge the responsibilities specified in paragraphs 7.1.1, 7.1.2 and 7.1.3.

8. Declaration of a State of Local Emergency

8.1 When a state of local emergency is declared, the person(s) making the declaration shall:

8.1.1 Ensure that the declaration identifies the nature of the emergency and the area of the Town in which it exists;

8.1.2 Cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and

8.1.3 Forward a copy of declaration to the Minister forthwith.

8.2 Subject to Section 8, when a state of local emergency is declared, the person(s) making the declaration may:

8.2.1 Cause the Municipal Emergency Plan or any related plans or programs to be put into operation;

8.2.2 Acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;

8.2.3 Authorize or require any qualified person to render aid of a type he or she is qualified to provide;

8.2.4 Control or prohibit travel to or from any area of the Town;

8.2.5 Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the Town;

8.2.6 Cause the evacuation of persons and the removal of livestock and personal property from any area of the Town that is or may be affected by a disaster and make arrangements from the adequate care and protection of those persons or livestock and of the personal property;

8.2.7 Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;

- 8.2.8** Cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
 - 8.2.9** Procure or fix prices for food, clothing fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within the Town for the duration of the state of emergency
 - 8.2.10** Authorize the conscription of persons needed to meet an emergency ; and
 - 8.2.11** Authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in Paragraph (b) through (j) in relation to any part of the municipality affected by declaration of state of local emergency.
- 8.3** When a state of local emergency is declared:
- 8.3.1** Neither Council nor any member of council, and
 - 8.3.2** No person appointed by Council to carry out measures relating to emergencies or disasters, are liable in respect of damage caused through any action taken under this Bylaw, nor are they subject to any proceedings by prohibition, certiorari mandamus or injunction.
- 8.4** Notwithstanding Section 8.3:
- 8.4.1** Council and any member of Council, and
 - 8.4.2** Any person acting under the direction or authorization of Council;
- are liable for gross negligence in carrying out their duties under this Bylaw.
- 8.5** When, in the opinion of the person(s) declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
- 8.6** A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
- 8.6.1** A resolution is passed under Section 15;
 - 8.6.2** A period of seven days has lapsed since it was declared, unless it is renewed by resolution;
 - 8.6.3** The Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - 8.6.4** The Minister cancels the state of local emergency.
- 8.7** When a declaration of state of local emergency has been terminated, the person(s) who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

9. Repeals

This rescinds Bylaw #485 and supersedes any pre-existing Bylaw in regards to Municipal Emergency Management.

10. Severability

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

11. Enactment

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

First Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this 23rd day of August, 2018.

Second Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this 23rd day of August, 2018.

Third Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this 23rd day of August, 2018.

4.0 Reference

4.1 *Municipal Emergency Plans*

4.1.1 *Evacuation Plan*

EVACUATION PLAN

General

If any emergency or disaster makes it necessary to evacuate all or any portion of the Town of Sedgewick, the following procedures will be followed:

Alert / Warning+5

- (1) The Director of Emergency Management will be notified by any first response agencies of a threat or need to evacuate residents.
- (2) The Director will issue a warning to the public to evacuate and then coordinate evacuation operations.
- (3) The Director will action the Level 1, 2, or 3 Emergency Response, and
 - a) alert Emergency Management Agency members, and mobilize those as required.
 - b) determine if all or any part of the municipality needs to be evacuated and, if so, in what order.
 - c) recommend to elected officials to declare a state of local emergency, if necessary.
 - d) advise the Directors of Emergency Management in neighboring communities intended to receive evacuees to activate their Reception Centre Plans. Also provide the expected numbers and times of arrival for evacuees.
 - e) alert all surrounding schools, the Regional Health Authority, institutions, etc.
 - f) assess need for mutual aid assistance.
 - g) notify Alberta Emergency Management Agency at 1 866 618 2362 (24 hours) of Dangerous Goods Incidents.

4.1.2 *Utility Failure Plan*

UTILITY FAILURE PLAN

General

In the event of a prolonged utility failure, the municipality may be required to activate its municipal emergency plan. Following are the implementation procedures:

Alert / Warning

Upon assessment of the situation, the Director of Emergency Management will activate the Level 1, 2, or 3 emergency response procedures.

Temporary Cold Weather Shelters

The following local shelters are designated as suitable for cold weather sheltering on a short-term basis:

Community Hall	780 384 3504 /780 384 2155
Sedgewick Central Public School	780 384 3817
Sedgewick Rec Centre	780 384 3751

Evacuation

Evacuation of people from their dwellings to neighboring municipalities will be coordinated by the Director of Emergency Management.

4.2 Support Plans

4.2.1 School Emergency Plan

MUNICIPAL SUPPORT TO SCHOOL EMERGENCY PLAN

General

In the event the Sedgewick Central Public School implements their emergency plan, the municipality will provide support as follows:

Additional Emergency Services

Requests for emergency services, above the normal police, fire, and ambulance service will be directed to the Municipal Director of Emergency Management.

On-Scene Operations

On-scene operations will follow the Level 1, 2, or 3 Emergency Response procedures.

Municipal Support

In coordination with school administration, the Director of Emergency Management will:

- a) establish communications links with school administration and site operations
- b) arrange for auxiliary transportation
- c) establish an evacuee holding area at the Community Hall.

4.2.2 Public Health Plan

PUBLIC HEALTH SUPPORT PLAN

General

The Alberta Health Authority Public Health Support Plan provides support to the municipality by assisting their emergency operations in an advisory capacity.

Advisory Functions

- a) hygiene
- b) making water safe for human consumption
- c) safe hygienic storage and distribution of food
- d) sewage disposal
- e) solid waste disposal
- f) communicable diseases
- g) safe, hygienic handling and storage of dead bodies
- h) vector control

Alert / Warning

The Municipal Director of Emergency Management will alert the Regional Health Authority of an emergency situation.

Public Health will alert their staff and prepare to assist with the emergency operations.

4.2.3 *Wildfire Response Plan*

WILDFIRE RESPONSE PLAN

General

In the event an uncontrolled brush or wild fire is endangering populated areas, threatening lives, or causing extensive damage to property, municipal response will be actioned as follows:

Alert / Warning

Procedures for alerting first response emergency services and warning the public are

- a) The local municipality is notified by the responding emergency service of a response being initiated in their jurisdiction.
- b) The local municipal administration may:
 - 1) Note the incident and take no further action
 - 2) Request a status report once the emergency service arrives on scene
 - 3) Dispatch the Director of Emergency Management and/or other personnel to the scene of the incident
 - 4) Once on the scene, the Director of Emergency Management, or designate, shall take such action as is necessary to minimize the effects of the emergency on the municipality by doing those things not being done by the first responders.

Evacuation

Procedures for evacuation are if any emergency or disaster makes it necessary to evacuate all or any portion of the Town of Sedgewick, the following procedures will be followed:

Alert / Warning+5

- (1) The Director of Emergency Management will be notified by any first response agencies of a threat or need to evacuate residents.
- (2) The Director will issue a warning to the public to evacuate and then coordinate evacuation operations.
- (3) The Director will action the Level 1, 2, or 3 Emergency Response, and
 - a) alert Emergency Management Agency members, and mobilize those as required.

- b) determine if all or any part of the municipality needs to be evacuated and, if so, in what order.
- c) recommend to elected officials to declare a state of local emergency, if necessary.
- d) advise the Directors of Emergency Management in neighboring communities intended to receive evacuees to activate their Reception Centre Plans. Also provide the expected numbers and times of arrival for evacuees.
- e) alert all surrounding schools, the Regional Health Authority, institutions, etc.
- f) assess need for mutual aid assistance.
- g) notify Alberta Emergency Management Agency at 1 866 618 2362 (24 hours) of Dangerous Goods Incidents.

Mutual Aid Assistance

Procedures for accessing mutual aid assistance from other municipalities shall be made in accordance with that/those agreement(s). There are three distinct types of mutual aid agreements:

- (1) Fire mutual aid agreements;
- (2) Disaster mutual aid agreements with neighboring communities;
- (3) Industrial mutual aid agreements.

Under Fire Mutual Aid Agreements, the Fire Chief has standing authority to activate mutual aid requests or respond to requests for assistance, subject to notification of council at the earliest opportunity.

Disaster mutual aid requests from neighboring communities may be initiated by the Director of Emergency Management subject to immediate notification and approval by council.

Industrial mutual aid requests may be initiated by the Director of Emergency Management or designate, subject to immediate notification and approval by council.

Requests for assistance from the Federal government shall be directed to the Department of Alberta Transportation & Utilities, Disaster Services Branch, Provincial Programs Director, who will coordinate requests for assistance through the Federal Regional Director, Emergency Preparedness Canada (EPC).

Canadian Transport Emergency Centre (CANUTEC), provides additional technical information on dangerous goods and communication links to international agencies. CANUTEC may be contacted directly by municipalities.

Atmospheric Environmental Service will provide specialized weather reports / forecasts as requested by the on-scene Manager or emergency operations centre.

4.3 Maps



4.4 Definitions

“council” means the Council of the Town of Sedgewick.

"declaration of a state of local emergency" means a resolution or order of a Council to create a legal state of affairs of a temporary nature in which extraordinary action may be taken to address prevailing conditions.

"director of emergency management" and “deputy-director of emergency management “ means the person(s) appointed by Council resolution as the Director and Deputy-Director of the Emergency Management Agency.

"disaster" means an event that results in serious harm to the safety, health, or welfare of people, or in widespread damage to property.

"emergency" means a present or imminent event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

"emergency management agency" means an organization that acts as an agent of the Council to carry out the Council's obligations as prescribed in the Municipal Emergency Management Bylaw.

"emergency operations centre" means the physical location in the municipality where representatives from the Emergency Managements Agency conduct emergency operations.

"emergency management advisory committee" is a committee of Council members that is appointed to advise and report to Council on the development of emergency plans and programs and has the power to declare, renew or terminate a state of local emergency.

"emergency site manager" means the person who has the authority to command and control operations at the site of the emergency or disaster.

"level 1 emergency" means an incident in which the municipality has the capability to manage and control the incident utilizing its own resources and expertise. Generally, this is an emergency of short duration (approximately under 8 hours) and low impact to the community.

"level 2 emergency" means an incident that requires, in addition to normal emergency services response, municipal support for coordination of on-site operations. It may require assistance of mutual aid partners. Generally, this is an incident of short duration (approximately under 8 hours) and high impact to the community.

"level 3 emergency" means an incident that requires level 2 response with additional government support to coordinate emergency activities. Generally, this is an incident of long duration (approximately over 8 hours) and high impact.

"risk assessment" means the document identifying known risks to the community, the degree of risk perceived and the assigned planning priority.

"site command post" means the location near the site of the emergency or disaster, from which the coordinated control of emergency operations is directed by the emergency site manager.



DISCOVER ALBERTA'S EAST COUNTRY MAGAZINE

EXECUTIVE SUMMARY

The East Central Review has contacted the Town of Sedgewick in regards to placing an advertisement in the 2019 edition of the 'Discover Alberta's East Country' magazine.

BACKGROUND

10,000 copies of the magazine are distributed throughout 92 communities. Purchasing an ad would also qualify the Town for a year on online advertising. A number of ad dimensions and pricing are available.

The Town of Sedgewick did not appear in the 2018 edition.

Deadline for submission is April 30th, 2019 with submissions prior to March 28th given a 4% discount.

BUDGET IMPLICATIONS

Prices range from \$130 to \$670 plus GST. The approved interim operating budget did not include an amount for advertising in this publication.

ALTERNATIVES

1. Council may approve increasing the 2019 advertising budget to accommodate placing an ad in the Discover Alberta's East Country magazine.
2. Council may decline advertising in the 2019 edition of the Discover Alberta's East Country magazine.

RECOMMENDATION

1. Administration has no recommendation at this time.

ATTACHMENTS

1. East Central Review Sponsorship background, rates and reach

East Central Alberta Community Guide

Discover east central Alberta

Guide to: • Emergency Services • Support Services

- Churches • Schools • Doctors • Pharmacists
- Dental & Dentures • Veterinarians
- Retail outlets • Antiques & Collectibles

Places: Map • Golf Courses • Campgrounds

- Museums • Fishing holes • Swimming Pools
- Splash Parks • Skateboard Parks • Playgrounds

Storytelling: read up on all the little and big communities in east central Alberta!

Happenings: Rodeos, Bullaramas, Picnics/ Homecomings, Music Festivals, Train Excursions, Hiking, Quadding, Markets, Parades, Show & Shines, Fairs & Horse Shows, Cruise nights

Where we get help • Where we eat

- Where to sleep! • Where to get gas/ propane
- Where to get automotive repairs/ tires/towing
- Where to get licenses
- Gun/Pistol ranges • Paint Ball
- Computers • Where to get liquor
- Where to get ice & ice cream! • Where to get gifts
- Where to get Second Hand treasures • Art • Flowers

Discounts BOOK & provide copy in March and get a 4% discount. April, no discount.

Deadline April 30, 2019

The Guides will be available for pick up at waiting rooms, hospitals, convenience and retail outlets, restaurants, gas stations throughout east central Alberta.

Full Page (colour)	\$669.76
1/2 Page (colour)	\$366.96
Banner (colour)	\$237.92
1/4 Page (colour)	\$224.78
Business Card (colour)	\$129.88

* Ask your sales rep for the black/white price.

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East Central Alberta
REVIEW

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Satellite office: 4910A-51 St, Stettler, 403-740-2492



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May 2019**

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Banner

\$195.92 + \$42.00 Colour

\$237.92 + tax

*** Discounts available for booking and providing copy early in 2019**

1/2 page

\$314.96

\$52.00 Colour

\$366.96 + tax

1/4 page

\$182.78

\$ 42.00 Colour

\$224.78 + tax

Business Card

\$97.88 + \$32.00 Colour

\$129.88 + tax

R East Central Alberta
REVIEW



DR. MEER RETIREMENT CELEBRATION – REQUEST FOR SUPPORT

EXECUTIVE SUMMARY

The Town of Sedgewick has been invited to partner in the planning of a retirement celebration for Dr. Meer, who is no longer practising. Killam Health Centre, Flagstaff County, the Town of Killam and RHPAP (Rural Health Professions Action Plan) complete the partnership.

BACKGROUND

The planning group would like to host the retirement celebrations at Sedgewick curling rink on May 23rd. The evening would consist of:

- **5pm to 7pm** – Roast beef supper to include local physicians and wives (approximately 20 people)
- **7pm to 10pm** – social featuring remarks from local dignitaries and an open mic to follow with veggies, fruit, desert, etc. (approximately 200+ people?)

The Town has been asked to supply the venue for the event and possibly help share in the other costs of catering, etc. The Town has also been asked to help advertise the event through the website, newsletter and social media. In addition, it has requested that the Mayor or a Council representative provide a tribute to Dr. Meer and Council may also want to consider providing a gift to the doctor.

The cost to the Town for the venue has been established at \$200 and this includes set-up and take-down of tables and chairs. A rough estimate for catering fees is \$2000.

BUDGET IMPLICATIONS

Council has a goodwill budget of \$5000 for 2019 of which \$4750 remains.

ALTERNATIVES

1. Council may approve supporting the retirement celebration for Dr. Meer by providing \$200 towards venue rental fees, \$500 towards catering costs, up to \$250 for a gift to be presented to Dr. Meer and advertising support at no cost.
2. Council may direct Administration in another manner.

RECOMMENDATION

1. That Council approve supporting the retirement celebration for Dr. Meer by providing \$200 towards venue rental fees, \$500 towards catering costs, up to \$250 for a gift to be presented to Dr. Meer and advertising support at no cost.

ATTACHMENTS

1. None

**PRL Board Meeting Minutes
February 21, 2019**

The regular meeting of the Parkland Regional Library Board was called to order at 1:08 p.m. on Thursday February 21, 2019 in the PRL Board Room, Lacombe.

Present: Debra Smith (Board Chair), Jean Bota, Darlene Dushanek, Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Robyn Gray, Bob Green, Megan Hanson, Jeanette Herle, Donnie Hill, Tim Hoven, Cora Knutson, Dana Kreil, Gord Lawlor, Stephen Levy, Ray Olfert, Corby Parsons, Norma Penney, Rosella Peterman, Bill Rock, Chris Ross, Heather Ryan, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Sonia Temple, Patricia Toone, Cindy Trautman, Sharon Williamson, Ann Zacharias

With Regrets: Terilyn Paulgaard, Leonard Thompson, Bonita Wood, Jason Alderson, Doug Weir

Absent: Jackie Almberg, Jacqueline Boulet-Boden, Roger Gaetzman, Rhonda Hunter, Trudy Kilner, Lonnie Kozlinski, Faye Leicht, Angela Lorente, Brenda McDermott, Josephine McKenzie, Blair Morton, Leah Nelson, Roger Nichols, Gayle Rondeel, Jeannette Ruud

Staff: Ron Sheppard, Donna Williams, Tim Spark, Colleen Schalm, Kara Hamilton

Call to Order

Meeting called to order at 1:08 p.m. by Smith.
Smith welcomed everyone.

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Levy, seconded by Lawlor to accept the agenda as presented.

CARRIED UNANIMOUSLY
PRL 13/2018-19

1.2. Approval of minutes

Motion by Stulberg, seconded by Temple to approve the minutes of the November 8, 2018 meeting as presented.

CARRIED UNANIMOUSLY
PRL 14/2018-19

1.3. Business arising from the minutes of November 8, 2018 meeting

Smith asked if there was any business arising from the minutes. There was none.

2.5. Business Arising from the Consent Agenda

Smith asked if there was any business arising from the consent agenda. There was none.

Motion by Sanchez, seconded by Herle to approve the consent agenda as presented.

CARRIED UNANIMOUSLY

PRL 15/2018-19

Goodwillie and Papst entered the meeting.

3.1. Staff Long Service Awards

Smith explained that according to PRL's *Human Resource Manual*, "employees will be recognized with a monetary reward for long service with Parkland Regional library ". A pin and a monetary award is provided to staff. Long service awards for 2019 were presented to:

Tim Spark – 15 years – pin and \$1000 cheque

Karyn Goodwillie – 10 years – pin and \$500 cheque

Victoria Papst – 10 years – pin and \$500 cheque

Smith presented Spark, Goodwillie, and Papst with their awards.

Goodwillie and Papst left the meeting.

3.2. Vacant Positions on Parkland's Executive Committee

PRL's Executive Committee has the ten-member maximum allowed by the *Libraries Regulation*. The *Regulation* allows for:

25(1) (e) provision for the establishment of an executive committee of not more than 10 persons when the number of members of the library system board is more than 20, and a statement of the powers and duties of that committee;

The Board Chair accounts for one seat on the committee.

In accordance with Parkland's master agreement with the municipalities,

"Members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRL Board members representing that geographical area."

At the November 8, 2018 organizational meeting, two of Parkland's electoral constituencies were left vacant. These were area #2 and #10. Robyn Gray, the board member representing the City of Camrose, and Megan Hanson, representing the Town of Sylvan Lake had come forward to volunteer to be on the Executive Committee after the November 8, 2018 board meeting.

Smith asked for volunteers to the Executive Committee three times, with no additional volunteers.

Motion by Trautman, seconded by Boda to appoint Robyn Gray from the City of Camrose to Parkland's Executive Committee representing electoral constituency #2.

CARRIED UNANIMOUSLY

PRL 16/2018-19

Motion by Kreil, seconded by Ryan to appoint Megan Hanson from the Town of Sylvan Lake to Parkland's Executive Committee representing electoral constituency #10.

CARRIED UNANIMOUSLY
PRL 17/2018-19

3.3. PRL Strategic Plan 2019-2021

At the November 2018 board meeting, the board supported the idea that the goals from the 2016-2018 strategic plan were still valid and should be used as the basis for a new 2019-2021 strategic plan. Staff were tasked to work with the Executive Committee to review the objectives of the current strategic plan to determine whether new objectives were necessary, any old objectives were no longer relevant, or if any objectives needed to be modified.

Schalm explained that the new Strategic Plan is a continuation of what Parkland has been doing for the last three years. The four goals are the same, with slightly different wording than the 2016-2018 Strategic Plan. The Objectives have been re-written so that the outcomes are included in and measurable within the Objectives themselves.

Due to some recent pronouncements from the Public Library Services Branch (PLSB), a new section has been included in the plan. The new section "Activities that Support the Strategic Plan," describes ongoing activities by PRL that require identification by the Alberta *Libraries Regulation*, as tasks that library systems must carry out.

The needs assessment process for developing the new strategic plan, which is also required by the *Libraries Regulation*, was put at the end of the plan. (see Part 4, 18 (1) of the *Libraries Regulation*).

PRL's old mission statement was replaced with a new mission statement. The new mission statement was developed by Parkland staff and Executive Committee members during a facilitated session at their January 24th meeting. A mission statement is another requirement of the *Libraries Regulation*.

The Strategic Plan is an extremely important document as it drives all the work that Parkland does. It is a broad, high level document.

After some discussion the board decided to adopt the plan as presented.

Motion by Green, seconded by Olfert to approve the Parkland Regional Library Strategic Plan for 2019-2021 as presented.

CARRIED UNANIMOUSLY
PRL 18/2018-19

3.4 Advocacy Committee Terms of Reference

At the November board meeting, the board mandated that an Advocacy Committee be created and terms of reference developed. The Executive Committee was assigned the task of developing terms of reference for presentation at the February 21st board meeting. Staff and the Executive Committee

developed a draft terms of reference for an Advocacy Committee during their meetings on December 13th and January 24th.

Board volunteers who sit on the Advocacy Committee will be reimbursed for participating in meetings. In accordance with PRL policy, trustees will receive \$100 per half day of honorarium for attending meetings and mileage reimbursement at a rate of \$0.505 per km. for travel to attend in-person meetings.

The terms of reference state that the committee should have a membership of between 7 and 10. Smith asked for volunteers, and 8 board members volunteered. The Board Chair is on the committee ex-officio.

Meetings will be in-person or virtual depending on the preference of the Advocacy Committee. The first meeting of the advocacy meeting will be at 10:00 a.m. on March 14, 2019.

Motion by Temple, seconded by Levy to approve the Advocacy Committee terms of reference as presented.

CARRIED UNANIMOUSLY
PRL 19/2018-19

Motion by Sanchez, seconded by Rock to appoint Steven Levy, Norma Penney, Barb Gilliat, Jeannie Fisher, Gord Lawlor, Jeanine Stannard and Cora Knutson to the Advocacy Committee.

CARRIED UNANIMOUSLY
PRL 20/2018-19

3.5. 2018 in Review – Approval of the 2018 Annual Report

Each year the PRL Board is required to approve Parkland Regional Library's annual report for submission to Alberta Municipal Affairs.

Sheppard and Schalm had prepared a handout outlining information and statistics from the last 2 annual reports. Sheppard highlighted some of the information in the handout. One area of concern is that the drop in materials allotment has meant fewer physical items (books, DVDs, etc.) are being purchased by member libraries. In many cases, the allotment collected by Parkland is the only money many libraries receive for materials. Unfortunately, Parkland has had to reduce allotment to pay for eContent and computers for libraries. Sheppard encouraged municipalities to increase funding at the local level to support library collections.

A few other highlights include:

- eContent collection and use have increased significantly.
- Circulation has continued to rise.
- Resource sharing (interlibrary loan) has increased substantially.
- Visits to library websites and the online catalogue has also increased significantly.

Some narrative comments to the Annual Report include:

- Our regular purchase of computers for member libraries in 2018 = 93 desktops and 11 laptops.
- The decision to go for a new building rather than a renovation. Staff anticipate opening in the summer of 2020.
- Parkland managed to get the right to sell the building and the caveat by the province removed on our land title document.
- PRL made the decision to switch to the Polaris ILS for implementation in early March.
- Parkland subscribed to core of eResources that include:
 - Consumer Reports
 - Solaro
 - Ancestry Library Edition
 - Tumblebooks (coming later)
- PRL completed a new strategic plan.
- The board decided to create an Advocacy Committee.
- PRL also extended thanks to the Public Library Services Branch for the building funding and for the funding for First Nations activities but it needs to be sustained.

The board also added to the report that if possible SuperNet bandwidth increases be made for libraries with high computer use and that stable operating funding be maintained.

Motion by Stannard, seconded by Fossen to approve the 2019 Survey and 2018 Annual Report for Parkland Regional Library as amended.

CARRIED UNANIMOUSLY
PRL 21/2018-19

3.6. Consequences of Withdrawal from System Membership

Last fall, the Executive Committee requested a list detailing the consequences of withdrawal from system membership by a municipality with a local municipal library board.

Should Parkland ever be in a situation where a municipality was going to withdraw, cost could be assigned to the items on the list tailored to each municipality. It would clearly demonstrate how cost effective it is to belong to a regional system. In addition, there are many services a municipal library would be unable to provide without being part of a regional system due to provincial policies and licensing contracts.

Of Parkland's 64 member municipalities, there are a number that do not appoint a library board. Most of these are counties or summer villages. In the case of the counties, four of the ten have service points where the Parkland board is the governing board. Should they withdraw from the system, they would be forced to form a library board which would be onerous for them or they would have to cease regular public library services.

For any municipality that withdrew, a minimum \$60 non-member fee would be applied to anyone from their community wanting service from a Parkland member library.

Motion by Olfert, seconded by Stulberg to receive for information.

CARRIED UNANIMOUSLY
PRL 22/2018-19

3.7. Building Update

Included in the board package is a copy of the Certificate of Title showing that the Parkland Library Board now owns, and has full discretion related to the disposition of the current headquarters building. The board can now sell the building. Notice of the discharge of the caveat preventing the sale of the building arrived on the afternoon of December 21, 2018.

Parkland staff met with Tricon Development Inc. on January 23, 2019 to discuss next steps. Tricon confirmed that they were still planning to go ahead with the purchase of the current headquarters building despite the delay.

The plan is to have the new headquarters building ready for occupancy in the summer of 2020. That gives time for the provincial grant for the new building to be spent by the deadline of December 2020. Tricon, PRL's builder, wanted details on the required functionality of the new headquarters building by mid-March, 2019. Staff completed this task and are now working on buying land. Impacting the overall land cost is the availability of a SuperNet connection to the property. Staff are considering a property adjacent to where Alberta Health Services is constructing a new building which may have the SuperNet run to it. Running some extra fibre optic lines through an existing connection could be hundreds of thousands of dollars less expensive than trenching and installing an entirely new line at a different location.

PRL will have to pay Tricon a leasing fee for the current headquarters building from the time of the sale of the current building until staff is ready to move into the new headquarters building. Tricon will inform PRL staff of the fee.

Motion by Stulberg, seconded by Green to receive for information

CARRIED UNANIMOUSLY
PRL 23/2018-19

3.8. CEFP Grant

Williams outlined the application for the Community Facility Enhancement Program (CFEP) Grant for the new headquarters building.

The following statement from the application guidelines clarifies the grant program's requirements.

Is there a matching funding requirement?

CFEP funding is approved on a matching basis. This means that the applicant must contribute an amount equal to or exceeding the actual CFEP grant. The matching funding may be in the form of cash or donated labour, equipment or materials, all of which must be specifically related to the project.

Also, in total, CFEP and any other Government of Alberta funding cannot exceed 50% of the total project cost.

The Government of Alberta has already provided \$2.4 million towards PRL's building fund which will be more than 50% of the total funding required for our new building project. At this point, Parkland is only able to contribute a little over \$2 million.

Parkland staff will investigate options for a "small stream" CFEP grant for furniture and fixtures once we get closer to making those purchases.

Motion by Bota, seconded by Trautman to receive for information.

CARRIED UNANIMOUSLY
PRL 24/2018-19

3.9. Policy Updates

2018 was a year of significant change for Parkland due to retirements and organizational restructuring. As a result, Parkland has made some editorial changes to our governance policies and bylaws.

Two sections within Parkland's Finance Policy required revision due to the recent change in position titles. In policy 4.4.7 the position title of "Assistant Director of Operations" has been changed to "Manger of Finance and Operations".

4.4.7 Capital Assets

All assets over \$1,000 will be capitalized. Assets under \$1,000 will be capitalized at the discretion of the Manager of Finance and Operations.

In similar fashion the "Assistant Director of Operations" has been changed to "Manager of Finance and Operations" in policy 4.4.19. Also in policy 4.4.19, the title of "Finance Clerk" has been changed to "Finance Technician".

In policy 4.5, an "s" was added to the title, "Gifts and Donation".

In the policy 4.7 "Information and Document Management", there is a sub policy 4.7.2 "Personal Information Banks". This policy is required under the "Freedom of Information and protection of Privacy Act (FOIP). This policy describes which administrative units of Parkland are responsible for the storage and maintenance of confidential information. As a result of last year's organizational changes, Parkland's departments were renamed. These name changes have to be reflected in our policies. So in policies:

4.7.2.1

4.7.2.2

4.7.2.3

"Administration" has been replaced with "Finance and Operations Unit".

In policy 4.7.2.4, "Administration and Finance" is replaced with "Finance and Operations Unit and Director's Office".

In policy 4.7.2.5 "System/IT" is replaced with "Technology Infrastructure Unit".

Due to a FOIP requirement, PRL is also adding a section to our personnel Information Banks related to the sign in sheet at the reception desk by the front door.

4.7.2.6 Sign in Sheets

- Location: Finance and Operations Unit
- Information Maintained: name, date, time in, time out, and depending on which sign in sheet it is, the organization a person represents.
- Legal Authority: *FOIP Act*
- Accessed By: all Parkland Regional Library staff, member library staff, Parkland Board members, and members of the public
- Used for: Monitoring when staff and guests are in the building for security and emergency evacuation purposes.

A new appendix has been added to PRL's policy manual for dealing with responsibility for FOIP requests. Appendix III contains the Delegation and Assignment of Responsibility Tables in compliance with the *FOIP Act*.

There was also a change to the Appendix I, the Finance Reimbursement Schedule. The following sentence was added: "Expenses incurred by trustees for attending regular board meetings will not be reimbursed". There was a recent request by a board member to have their travel expenses reimbursed for attendance at board meetings. For the sake of clarity, it was decided to add that sentence to the PRL policy manual. Board meeting participation is viewed as an obligation expected of member municipalities. Therefore, board members are expected to seek reimbursement for associated board meeting expenses from their appointing municipalities.

The final change to the policy manual is found much earlier under the "Role of the Executive Committee" in policy 2.5.7. The words "the municipality or" have been removed since PRL does not allow large, individual municipalities or counties to obtain seats automatically on PRL's Executive Committee. Previously municipalities with a population over 15,000 automatically got a seat on Parkland's Executive Committee.

Sheppard asked if there was any input from the board to change or amend any of the mentioned policies. There were no comments.

Motion by Stannard, seconded by Gamble to approve the changes to PRL's policies as presented.

CARRIED UNANIMOUSLY
PRL 25/2018-19

3.10. Bylaw Updates

Sheppard explained that while policies can be approved by a single motion of the board, bylaws require three readings and therefore need to be dealt with separately from the policies.

In 5.5 the "*Freedom of Information and Protection of Privacy* Bylaw", the Manager of Finance and Operations is being removed as having secondary authority as "Head" as it relates to FOIP legislation. It is better to leave the Director as "Head" exclusively since the "Head" is responsible for all decisions made under the FOIP Act relating to requests for private information that Parkland might have. The authority to delegate decision making authority related to FOIP cannot be done easily, if at all.

Staff also removed the sentence "A list of acceptable fees are found in the accompanying documents." Organizations can charge fees for responding to requests for information covered by FOIP legislation. However the fees are set by the provincial government and are subject to change. Since this is the case, it is easier to look up online the current fees allowed under FOIP than it is to keep printed copies of the fee schedule in the policy manual. This is the reason for removing the reference.

Motion by Knutson, seconded by Stannard to accept the "Freedom of Information and Protection of Privacy Bylaw" as presented. (First Reading)

CARRIED UNANIMOUSLY
PRL 26/2018-19

Motion by Green, seconded by Levy to accept the "Freedom of Information and Protection of Privacy Bylaw" as presented. (Second Reading)

CARRIED UNANIMOUSLY
PRL 27/2018-19

Motion by Stannard, seconded by Temple to proceed to the third reading of the "Freedom of Information and Protection of Privacy Bylaw".

CARRIED UNANIMOUSLY
PRL 28/2018-19

Motion by Ryan, seconded by Herle to accept the "Freedom of Information and Protection of Privacy Bylaw" as presented (Third Reading)

CARRIED UNANIMOUSLY
PRL 29/2018-19

3.11. Cost Analysis for Trade Show Attendance

At the September 2018 board meeting, staff were instructed to conduct an analysis of the cost for attending the trade shows associated with the AUMA and RMA conventions. Costs for trade show attendance have been shared among the seven regional library systems for many years. This occurs even in years when some of the directors have not been able to attend. Yearly expenses are hard to define because often times promotional items to give away at the trade shows are purchased sporadically and in varying amounts. Also, depending on how many delegates stop by the trade show booth, promotional items may last two or more years, or be used up in a single year.

To try and provide a best estimate, the direct costs from attending trade shows in 2018 are shown below. The costs outlined are equal to one seventh of the total cost and reflect what Parkland had to pay as PRL's portion shared among the seven systems. The costs do not include the expense for the creation of the regional systems banners used for display at the trade shows and other events. These have only been replaced once since 2005. As with everything else, the cost of the banners was shared equally by the seven regional systems.

AAMDC/RMA Spring 2018	
Two booths, carpet, counter, name tags	\$461.71
AUMA fall 2018	
Two booths, counter, name tags	\$468.43
Bill for pad folios and systems promotional brochures for the year	\$567.20
Grand Total for 2018	\$1,497.34

The costs do not include the cost of the director's time to attend these events, travel or hotel costs. Some years PRL's director is unable to attend one or more of these events, or a trade show might only last one day so hotel is not required. So on average, it would be reasonably accurate to say that even with hotel, meal, and travel costs, attending the two trade shows yearly costs approximately \$2000 excluding the director's wages.

No objections to Parkland's continued participation in the trade shows was voiced by the board.

Motion by Green, seconded by Stannard to receive for information.

CARRIED UNANIMOUSLY
PRL 30/2018-19

3.12. Human Resource Manual

A significant number of organizational changes have occurred over 2018 as a result of the compensation report provided by consultant Dr. Margaret Law. As a consequence, a full review of Parkland's Human Resource Manual was undertaken. This was a timely endeavor since changes in Alberta's Employment Standard's code had to be integrated into Parkland's procedures. Some highlights of the changes to the Human Resources Manual include:

- The probationary period has been extended from three months to one year for professional staff and six months for paraprofessional and clerical staff.
- Annual salary increases are no longer linked to a single, annual performance appraisal and the performance appraisal process has been changed drastically.
- The way lieu time is calculated has changed to comply with the new parameters established by Employment Standards.

- Whole new categories of leave have been added to comply with Employment Standards. The new types of leave are as diverse as Citizenship Ceremony Leave, Reservist Leave, or Disappearance of a Child Leave.
- Blue Cross rates went up (see Appendix I) mostly due to staff leaving the organization and using benefits while they still had access to them. Parkland also added an orthodontic benefit to the dental plan at nominal cost.
- Parkland has a new organizational chart.
- And PRL had to expand and clarify Parkland's position on workplace impairment due to the legalization of cannabis.

Due to the highly operational nature of much of the Human Resource Manual's contents, changes to it do not require approval by the board. However the board is to be informed of all changes to the HR Manual in case board members take exception to some aspect of the manual.

Sheppard asked if there were any questions related to the Human Resource Manual. After a few questions regarding benefits and wages, the board was satisfied.

Motion by Fossen, seconded by Lawlor to receive for information.

CARRIED UNANIMOUSLY
PRL 31/2018-19

3.13. Parkland Community Update Didsbury Municipal Library

Inez, the manager of the Didsbury library retired and Monique Fiedler has taken her place.

Olds & District Municipal Library

Olds is celebrating their 60th anniversary on June 6, 2019. Staff are trying to get some of the original staff members to attend.

Stettler Public Library

Stettler had started a pilot project to deliver books to the Hutterite children. It has been so successful that it is now a regular outreach of the library. They have even been nominated for the Premiers award for this work!

They also hosted a wine tasting event with a wine connoisseur and were able to raise \$2,600 for the library.

Stettler hosted a Raymond Cook Public event where they sold DVD's. The event exploded and they ended up having 400+ attendees and sold 147 DVD recordings of the event. It was wildly successful.

Lastly, the County and Town of Stettler increased the library's funding by 3%.

Eckville Municipal Library

Eckville Library received new (to them) shelving from Ponoka Jubilee Library and they are so grateful for Ponoka's generosity. Their library looks great!

Sylvan Lake Municipal Library

Sylvan has a new program bringing in animals for animal therapy. It is quite effective for bringing in new clientele that normally wouldn't come to the library.

Amisk Public Library

Amisk Library recently partnered with the RCMP and TransCanada for a butterfly release event. 185 people attended and the library received money towards solar panels.

3.14.1. Director's Report

3.14.2. Library Services

3.14.3 IT

3.14.4. ALTA

Smith asked if there were any questions or comments about the Director's, Library Services, IT and ALTA Reports. Since there was nothing to add, the meeting proceeded to adjournment.

4. Adjournment

Motion by Ferguson to adjourn the meeting at 2:42 p.m.

CARRIED UNANIMOUSLY
PRL 32/2018-19

Meeting adjourned at 2:42 pm.

Chair

Sedgewick Community Hall Board

March 5, 2019

Members present: Kim and Cheryl Rempel, Lorna Polege, Tim Schmutz – town rep

Call meeting to order at 7:00 pm

Lorna read the Treasurers Report -
Reviewed Financials as of January 31/19
Balance of \$11,362.31

Cheryl read the minutes from September/18.

Old Business: Internet into the hall? Lorna reported that the museum is good with sharing their internet with the hall. We will pay for the cable/hook up and Kim will ask Higster Computer to help us with that.

Thermostat issues between the Mason and Lions Room – We will get the internet first and then install the “Nest” thermostat so that the temperature can be monitored and controlled by both meeting rooms.

Recreation Grant: Initially the hall board was awarded \$5000.00 from the Recreation Grant. As there were residual funds, the Sedgewick Hall Board received another \$1417.90 for a total of \$6417.90. Lorna and Cheryl submitted the follow up form for the project last month.

We still have loose carpet in the main hall. Kim will look into it.

New Business: Steen Hardon has resigned from the Sedgewick Community Hall Board as of February, 2019. Barb St. Pierre, the Vice President will take over Steens’ duties, as acting President until we have an election at the AGM in May, 2019. Lorna Polege has agreed to run for the position as President. At that time we will elect the new executive and change the signing authority at the bank. Michelle, our Treasurer, will send in the Hall Boards “Annual Society Return” after the election.

Cheryl requested a copy of the “Sedgewick Community Hall Bylaws” from S. James Agencies to keep in the minute binder.

Lorna reported, through Public Works, the sewer has been backing up at the hall. We are hoping that with the main street upgrade, the sewer issue will be resolved. Cheryl will ask Kelly, the janitor, to flush all toilets weekly and run hot water in kitchen and bathrooms during December to April when there is a cold snap of below -25. (Start running the kitchen sink first then let it run while you go around and flush)

Kim will contact Jamie Hale to run heat trace on the roof of the hall to prevent the roof leaking in the spring thaw as last year it was a big problem.

On Feb. 25/19 the hall board members attended a meeting organized by the Town of Sedgewick CEO, Mayor and Councillors. Board members from the Rec Center, Spray Park, Ag. Society, Golf Course, Lake, Community Hall were asked to attend. Main Topic: The town wants to hire a person to work with all the boards and then each board would pay him/her for work done. Would the hall board be able to utilize this person? If so how much? Other discussion was to do with the boards having better communication between each other. They requested two board members from each organization to attend the next meeting on March 25 at 7:00 pm. Hall board members Kim and Cheryl offered to attend.

Michelle, our Treasurer, has sent out the Yearly Hall Room Rental invoices to the following groups: Masons \$600.00, Legion \$600.00, Lions \$1000.00, Players Group \$1000

We have an interest from Amanda Rahmoun to join the hall board. Everyone in attendance voted in favor of her joining the board. Cheryl will let Amanda know when our next meeting is.

Cheryl sent a letter to Inter Pipeline requesting \$900.00 for the annual July 1st breakfast supplies. **Note-July 2018 we deposited \$1682.00 from the breakfast. Kim and Cheryl will not be able to work at the breakfast this year but Steen Hardon has offered to continue helping with the July 1st breakfast.

Arnett & Burgess borrowed a coffee urn from the kitchen - *both urns were cleaned with vinegar and should be done yearly as the scale really builds up

Lorna contacted Glen Poyser, Fancy Shine to clean the carpets in the main hall area. He is scheduled to do the job on April 23 as long as there are no renters.

We briefly discussed the 5 Multi-Year Capitol plan:

2020 Replace flourescents in Main Hall with LED lighting
2021 Replace carpet in Main Hall
2022 -2024 nothing to consider at this time.

Meeting adjourned at 8:30 pm



Operations

Strategy

Branch

"K" Division

2018 Detachment Profile:

Killam Provincial Detachment

March 7, 2019



Killam Provincial Detachment

The information in this report is based on Line 1 UCR scoring only. This differs from the standard monthly reports that count all lines of scoring. Counting all lines of scoring provides a more complete picture of the criminal activity in a given jurisdiction. The move to the Line 1 UCR method to calculate metrics is due to inconsistencies in PROS scoring among several Detachments.

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Killam Provincial Detachment

Killam Provincial Detachment "Actual" - Counts (Line 1 Only) 2013 - 2018

All categories contain "Attempted" and/or "Completed"

CATEGORY	Trend	2013	2014	2015	2016	2017	2018	% Change	
								13-18	17-18
Offences Related to Death		1	0	0	0	0	1	n/a	n/a
Robbery		0	1	4	3	1	1	n/a	n/a
Sexual Assaults		5	2	10	7	7	8	n/a	n/a
Other Sexual Offences		2	2	2	2	3	3	n/a	n/a
Assault		67	47	54	46	62	56	-16%	-10%
Kidnapping/Hostage/Abduction		0	3	1	2	0	0	n/a	n/a
Extortion		0	0	0	0	0	1	n/a	n/a
Criminal Harassment		29	16	19	26	20	15	n/a	n/a
Uttering Threats		27	19	22	19	26	15	n/a	n/a
TOTAL Persons		131	90	112	105	119	100	-24%	-16%
Break & Enter		72	73	75	100	131	77	7%	-41%
Theft of Motor Vehicle		18	29	50	40	77	34	89%	-56%
Theft Over \$5,000		7	21	14	26	17	12	n/a	n/a
Theft Under \$5,000		36	90	104	137	128	84	133%	-34%
Possn Stn Goods		1	4	24	16	71	48	4700%	-32%
Fraud		47	38	30	38	45	45	-4%	0%
Arson		2	2	0	1	1	0	n/a	n/a
Mischief To Property		79	87	81	96	95	57	-28%	-40%
TOTAL Property		262	344	378	454	565	357	36%	-37%
Offensive Weapons		4	5	4	9	12	3	n/a	n/a
Disturbing the peace		30	26	17	22	16	10	n/a	n/a
Fail to Comply & Breaches		18	20	19	25	16	23	28%	44%
Other Criminal Code		9	4	10	13	17	25	178%	47%
TOTAL Other Criminal Code		61	55	50	69	61	61	0%	0%
TOTAL CRIMINAL CODE		454	489	540	628	745	518	14%	-30%

n/a = if count is lower than 20. Percent change is not statistically valid with small numbers



Killam Provincial Detachment

Killam Provincial Detachment "Actual" - Counts (Line 1 Only) 2013 - 2018

All categories contain "Attempted" and/or "Completed"

CATEGORY	Trend	2013	2014	2015	2016	2017	2018	% Change	
								13-18	17-18
Drug Enforcement - Production		1	1	0	1	0	1	n/a	n/a
Drug Enforcement - Possession		8	6	10	4	4	9	n/a	n/a
Drug Enforcement - Trafficking		2	0	4	2	4	7	n/a	n/a
Drug Enforcement - Other		0	0	0	0	0	0	n/a	n/a
Total Drugs		11	7	14	7	8	17	n/a	n/a
Cannabis Enforcement		0	0	0	0	0	0	n/a	n/a
Federal - General		6	4	1	0	2	2	n/a	n/a
TOTAL Federal		17	11	15	7	10	19	n/a	n/a
Liquor Act		14	16	8	13	21	12	n/a	n/a
Cannabis Act		0	0	0	0	0	0	n/a	n/a
Mental Health Act		23	23	33	41	37	43	87%	16%
Other Provincial Stats		106	81	96	84	137	123	16%	-10%
Total Provincial Stats		143	120	137	138	195	178	24%	-9%
Municipal By-laws Traffic		2	1	2	0	0	2	n/a	n/a
Municipal By-laws		6	5	11	12	15	9	n/a	n/a
Total Municipal		8	6	13	12	15	11	n/a	n/a
Fatals		3	8	3	0	1	1	n/a	n/a
Injury MVC		26	27	13	24	30	21	-19%	-30%
Prop. Damage MVC (Reportable)		291	253	294	235	312	306	5%	-2%
Prop. Damage MVC (Non Reportable)		28	27	33	16	28	36	29%	29%
TOTAL MVC		348	315	343	275	371	364	5%	-2%
Provincial Traffic		599	432	725	414	445	898	50%	102%
Other Traffic		3	2	6	3	3	3	n/a	n/a
Criminal Code Traffic		90	82	52	39	39	44	-51%	13%

n/a = if count is lower than 20. Percent change is not statistically valid with small numbers

Line 1 Data does not include "Bulk" files/counts



Killam Provincial Detachment

Established Positions

General Duty Members

Inspector:	0
Staff Sergeant:	0
Sergeant:	1
Corporal:	1
Constable:	5
Total General Duty:	7

Specialized Sections

GIS	0
FNP/CTA	0
FIS	0
Enhanced	1
SRO/CPVS/PDS:	0
PS	2

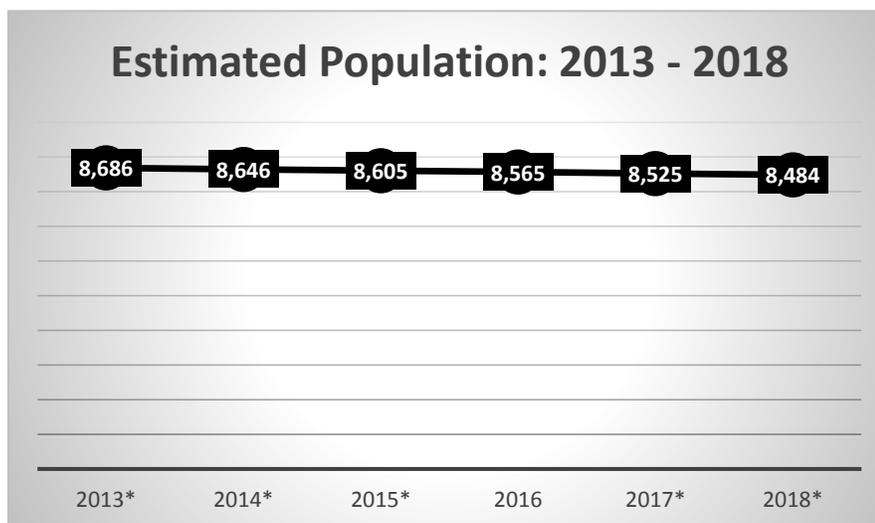
2018 Total RM's (all positions): 8

RM's Used for Metrics*: 7

*RM counts used to calculate CC/RM and PPR do not include FIS, PDS, Enhanced Positions, or CTA/FNP. GIS positions are only included if the position is specific to the Detachment.

Detachment Area Population

The 2016 Census population for the Killam Provincial Detachment was 8,565. There was an estimated 2.3% decrease in population between 2013 and 2018.



*The Detachment area population is estimated from the 2011 and 2016 Census. The difference between the two Census calculations is averaged over the 6 year time period using a simple linear slope.



Killam Provincial Detachment

Detachment Metrics

Killam Provincial Detachment 2018 Metrics						
Metric	2013	2014	2015	2016	2017	2018
CC/RM	64.9	69.9	77.1	89.7	106.4	74.0
CSI	68.1	75.7	88.1	104.1	132.4	N/A
CC/1000	52.3	56.6	62.8	73.3	87.4	61.1
PPR	1,241	1,235	1,229	1,224	1,218	1,212

Criminal Code per Regular Member (CC/RM):

Criminal code incidents per Regular Member refers to the proportion of criminal code incidents to the number of police officers.

Crime Severity Index (CSI)

The Crime Severity Index tracks changes in the severity of police-reported crime by accounting for both the amount of crime reported by police in a given jurisdiction and the relative seriousness of these crimes. It tells us not only how much crime is coming to the attention of police, but also about the seriousness of that crime.

By design, the specific Crime Severity Index value in a given jurisdiction depends on its mix of crimes and their relative seriousness. If a jurisdiction has a high proportion of less serious, and hence lower-weighted, offences, it will have a lower Index value. Conversely, a jurisdiction with a high proportion of more serious crimes will have a higher Index value. The base line for measurement of the CSI is 100.

Detachments with a population less 5,000 should compare CSI rates with caution. A few serious files could cause large increases the overall CSI. The 2018 CSI will be published in July or August, 2019.

Criminal Code Cases per 1,000 (CC/1000):

The traditional crime rate is expressed as a rate per 1,000 population. The crime rate is calculated by summing all Criminal Code incidents and dividing by the population.

Police to Population Ratio (PPR):

The police to population ratio (PPR) quantifies the relationship between the number of police officers and the total population served.

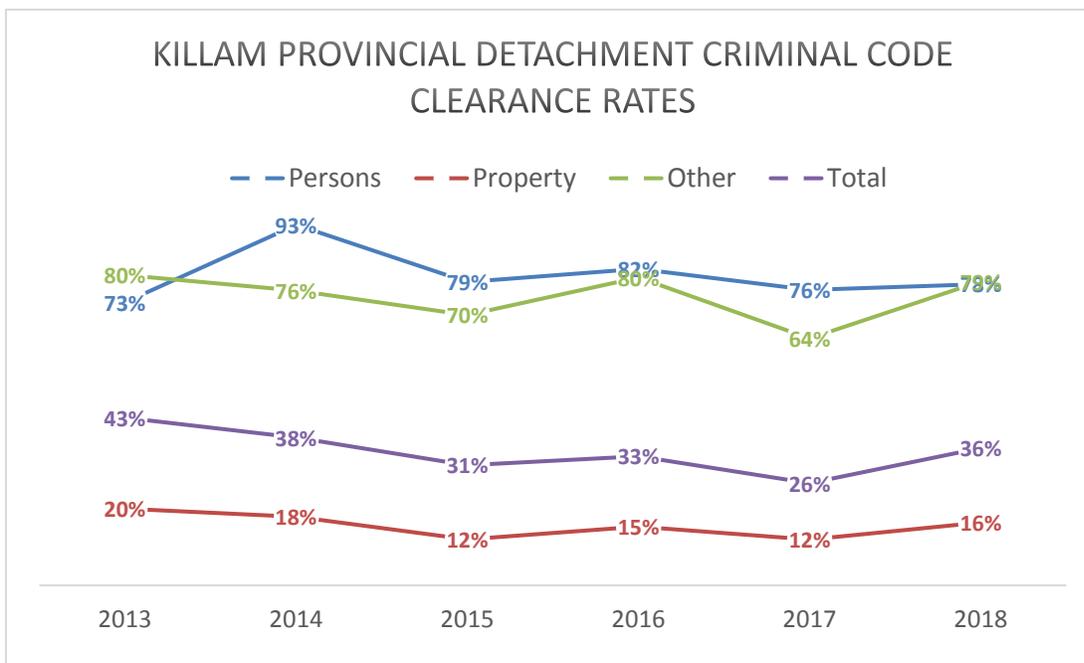


Killam Provincial Detachment

Clearance Rates

When a police investigation leads to the identification of a suspect against whom a charge could be laid, then that incident can be cleared. Criminal incidents can either be “cleared by charge” or “cleared otherwise”. When an information is laid against the suspect (i.e., the person is formally charged), then from a statistical point of view the related actual incident can be cleared by charge. In cases where the police do not lay an information, even though they have identified a suspect and have enough evidence to support the laying of such, the incident is cleared otherwise.

CC Category	2013	2014	2015	2016	2017	2018
Persons	73%	93%	79%	82%	76%	78%
Property	20%	18%	12%	15%	12%	16%
Other	80%	76%	70%	80%	64%	79%
Total	43%	38%	31%	33%	26%	36%





Killam Provincial Detachment

Adults Charged

Adults Charged in Criminal Code Offences							
CC Category	Trend	2013	2014	2015	2016	2017	2018
Persons		31	25	38	23	34	39
Property		10	21	17	23	33	40
Other		14	16	10	24	13	28
Total		55	62	65	70	80	107

There were 107 people charged with Criminal Code Offences in 2018. This represents a 33.8% increase from 2017. In 2018 adult males accounted for 75.4% of those charged.

Youth Charged

Youths Charged and Not Charged in Criminal Code Offences							
CC Category	Trend	2013	2014	2015	2016	2017	2018
Persons		10	11	4	5	8	4
Property		7	6	8	9	6	6
Other		4	3	7	2	1	2
Total		21	20	19	16	15	12

There were 12 youth charged (or not charged) with Criminal Code Offences in 2018. This represents a 20.0% decrease from 2017.

Top Youth Involved File Types (Not including Provincial Traffic)

Top Youth Involved File Types							
File Type	Trend	2013	2014	2015	2016	2017	2018
Break and Enter - Residence		0	0	1	0	0	4
Possess Cannabis Marihuana - <30g		0	2	4	0	0	2
Assault		3	2	0	1	5	2
MVC - Property Damage - Reportable		4	0	1	0	3	2
Liquor Act - Other Activities		0	0	0	0	0	2



Killam Provincial Detachment

Killam Provincial Detachment Clearance Rates - by Category 2013 - 2018

All categories contain "Attempted" and/or "Completed"

CATEGORY	Trend	2013	2014	2015	2016	2017	2018
Offences Related to Death		0.0%	N/A	N/A	N/A	N/A	100.0%
Robbery		N/A	0.0%	50.0%	66.7%	0.0%	100.0%
Sexual Assaults		0.0%	50.0%	70.0%	71.4%	14.3%	62.5%
Other Sexual Offences		50.0%	100.0%	50.0%	50.0%	66.7%	33.3%
Assault		79.1%	102.1%	88.9%	102.2%	88.7%	92.9%
Kidnapping/Hostage/Abduction		N/A	100.0%	100.0%	100.0%	N/A	N/A
Extortion		N/A	N/A	N/A	N/A	N/A	0.0%
Criminal Harassment		65.5%	75.0%	57.9%	57.7%	75.0%	40.0%
Uttering Threats		85.2%	94.7%	81.8%	73.7%	69.2%	80.0%
TOTAL Persons		73.3%	93.3%	78.6%	81.9%	76.5%	78.0%
Break & Enter		11.1%	11.0%	8.0%	11.0%	6.1%	9.1%
Theft of Motor Vehicle		33.3%	13.8%	4.0%	25.0%	9.1%	14.7%
Theft Over \$5,000		0.0%	19.0%	0.0%	7.7%	11.8%	16.7%
Theft Under \$5,000		2.8%	6.7%	8.7%	9.5%	6.3%	13.1%
Possn Stn Goods		0.0%	75.0%	33.3%	31.3%	18.3%	25.0%
Fraud		10.6%	18.4%	16.7%	36.8%	24.4%	26.7%
Arson		0.0%	50.0%	N/A	0.0%	0.0%	N/A
Mischief To Property		40.5%	32.2%	18.5%	14.6%	18.9%	15.8%
TOTAL Property		19.8%	17.7%	11.9%	15.2%	11.9%	16.2%
Offensive Weapons		25.0%	100.0%	50.0%	88.9%	75.0%	133.3%
Disturbing the peace		83.3%	65.4%	52.9%	59.1%	50.0%	60.0%
Fail to Comply & Breaches		88.9%	95.0%	89.5%	100.0%	87.5%	95.7%
Other Criminal Code		77.8%	25.0%	70.0%	69.2%	47.1%	64.0%
TOTAL Other Criminal Code		80.3%	76.4%	70.0%	79.7%	63.9%	78.7%
TOTAL CRIMINAL CODE		43.4%	38.2%	31.1%	33.4%	26.4%	35.5%



Killam Provincial Detachment

Killam Provincial Detachment Clearance Rates - by Category 2013 - 2018

All categories contain "Attempted" and/or "Completed"

CATEGORY	Trend	2013	2014	2015	2016	2017	2018
Drug Enforcement - Production		0.0%	0.0%	N/A	100.0%	N/A	100.0%
Drug Enforcement - Possession		50.0%	83.3%	90.0%	75.0%	50.0%	66.7%
Drug Enforcement - Trafficking		50.0%	N/A	25.0%	50.0%	0.0%	14.3%
Drug Enforcement - Other		N/A	N/A	N/A	N/A	N/A	N/A
Total Drugs		45.5%	71.4%	71.4%	71.4%	25.0%	47.1%
Cannabis Enforcement		N/A	N/A	N/A	N/A	N/A	N/A
Federal - General		16.7%	25.0%	100.0%	N/A	100.0%	0.0%
TOTAL Federal		35.3%	54.5%	73.3%	71.4%	40.0%	42.1%
Liquor Act		100.0%	93.8%	75.0%	100.0%	95.2%	100.0%
Cannabis Act		N/A	N/A	N/A	N/A	N/A	N/A
Mental Health Act		4.3%	4.3%	9.1%	2.4%	0.0%	4.7%
Other Provincial Stats		17.0%	21.0%	11.5%	7.1%	5.1%	4.1%
Total Provincial Stats		23.1%	27.5%	14.6%	14.5%	13.8%	10.7%
Municipal By-laws Traffic		100.0%	0.0%	0.0%	N/A	N/A	50.0%
Municipal By-laws		33.3%	80.0%	36.4%	25.0%	13.3%	0.0%
Total Municipal		50.0%	66.7%	30.8%	25.0%	13.3%	9.1%
Fatals		0.0%	25.0%	0.0%	N/A	0.0%	0.0%
Injury MVC		15.4%	51.9%	23.1%	4.2%	16.7%	14.3%
Prop. Damage MVC (Reportable)		13.1%	15.4%	6.8%	2.6%	3.5%	4.2%
Prop. Damage MVC (Non Reportable)		10.7%	0.0%	6.1%	0.0%	0.0%	0.0%
TOTAL MVC		12.9%	17.5%	7.3%	2.5%	4.3%	4.4%
Provincial Traffic		88.5%	92.1%	81.0%	70.3%	61.8%	82.6%
Other Traffic		66.7%	100.0%	16.7%	0.0%	0.0%	0.0%
Criminal Code Traffic		28.9%	31.7%	53.8%	41.0%	23.1%	50.0%



Killam Provincial Detachment

Provincial Detachment Averages

Comparisons between detachments should be made with caution as each detachment has unique issues due to location, population, demographics and other factors.

Provincial Detachments with Under 5,000 Population (34 Detachments)

Metric	2013	2014	2015	2016	2017	2018
CC/RM	73	70	70	73	78	81
CC/1000	129	128	130	137	147	152
CSI (Average Rate)	153.9	155.7	146.0	155.8	172.4	N/A
PPR	561	548	538	535	532	532
Clearance Rates						
CC Persons	86%	89%	82%	82%	72%	67%
CC Property	34%	35%	30%	27%	26%	26%
CC Other	77%	77%	76%	75%	74%	74%
Total CC	54%	54%	48%	45%	43%	42%

Provincial Detachments with 5,000 - 10,000 Population (49 Detachments)

Metric	2013	2014	2015	2016	2017	2018
CC/RM	83	83	94	94	99	96
CC/1000	96	99	111	111	116	111
CSI (Average Rate)	101.4	109.1	133.4	139.5	142.9	N/A
PPR	857	835	846	847	855	866
Clearance Rates						
CC Persons	81%	81%	80%	80%	73%	68%
CC Property	28%	27%	24%	23%	22%	22%
CC Other	70%	73%	73%	76%	71%	72%
Total CC	47%	46%	42%	41%	38%	38%

Population calculated from the 2016 Census



Killam Provincial Detachment

Provincial Detachment Averages (cont'd.)

Comparisons between detachments should be made with caution as each detachment has unique issues due to location, population, demographics and other factors.

Provincial Detachments with 10,000 - 20,000 Population (17 Detachments)

Metric	2013	2014	2015	2016	2017	2018
CC/RM	85	86	97	102	110	102
CC/1000	68	73	85	88	95	84
CSI (Average Rate)	81.7	89.0	109.1	112.2	120.0	N/A
PPR	1,247	1,172	1,142	1,154	1,166	1,203
Clearance Rates						
CC Persons	79%	81%	76%	76%	70%	64%
CC Property	26%	24%	24%	22%	18%	18%
CC Other	72%	73%	71%	73%	68%	66%
Total CC	45%	44%	39%	40%	33%	33%

Provincial Detachments with greater than 20,000 Population (4 Detachments)

Metric	2013	2014	2015	2016	2017	2018
CC/RM	82	80	105	100	101	102
CC/1000	61	61	79	71	72	71
CSI (Average Rate)	66.2	71.9	103.4	90.5	91.1	N/A
PPR	1,343	1,312	1,328	1,393	1,410	1,426
Clearance Rates						
CC Persons	78%	75%	73%	68%	63%	61%
CC Property	22%	19%	17%	16%	15%	15%
CC Other	63%	61%	56%	57%	59%	59%
Total CC	41%	37%	33%	31%	30%	29%

Population calculated from the 2016 Census



TOWN OF SEDGEWICK

DEPARTMENTAL REPORT

MEETING DATE: MARCH 21ST, 2018

DEPARTMENT: PUBLIC WORKS

SUMMARY

Upgrades to the waterplant and lift station will be starting and continuing over the next month.
Steaming water, sewer and storm lines and grading streets will be taking up most of our time over the next couple of weeks.

ACCOMPLISHMENTS

- Public Works staff received their First Aid on Feb. 26/19
- The rotating circuit board was replaced again for the new genset at the water treatment plant; the generator has since come on twice by itself and so far seems to be working fine.
- Traffic and street signs are all in good condition; there are only a few that need to be straightened a little.
- So far we've only had a few frozen sewers to deal with; Community Hall, on Bluejay Cres., Warren Sarasin, Skyway Lounge and Conrad's Video. The last two are on the same sewer line.
- We have picked up the McCormick tractor for operating the new snowblower, which should be here in about a week; we are waiting on the adapter.
- The new fence has gone up around the ball diamond north of the men's hardball diamond.
- Dee-Jay has installed the hot water heater, eye washing station and new sink in the waterplant.

PRESENT AND FUTURE ACTIVITIES

- Bi-Systems is wanting to start upgrades in the lift station the week of the eighteenth, I think we are going to have to put them off for awhile because I'm sure we will be steaming out one thing or another and I don't think the vac trucks will get out to the lagoons to dump.
- Upgrades in the waterplant are kind of at a stand still until the MUA and exhaust fan come in April.
- Well it has already started and with the continuing warm weather I am expecting to be steaming water, sewer and storm lines for the next couple of weeks.
- We will also be having to grade streets because I'm sure it will get awfully sloppy.

APPENDIX:

NONE

PREPARED BY:

DARYL JOHNSON FOREMAN



TOWN OF SEDGEWICK

CAO REPORT TO COUNCIL

MEETING DATE: MARCH 21ST, 2019

SUMMARY

Design for Main Street is nearing completion. The project will go out to tender later this month.

Budgets are ongoing final revisions and tax rate scenarios being developed to be presented to Council in April.

MEETINGS

- Conference call regarding Main Street 60% design with Assoc. Engineering on February 25th
- Attended Dr. Meer retirement planning meeting on March 14th
- Attended FIP meeting on March 18th
- Attended Main Street 90% design meeting on March 20th with public works and Assoc. Engineering.

ACCOMPLISHMENTS

- MAP review report received on March 1st
- Auditor on site March 8th, 12th and 13th
- Have advertised for two summer students for public works assistance
- Liquor license for Clay Walker concert has been applied for. It is to include the arena, curling rink and lobby until 2am.
- Dealing with Bylaw complaint – dog jumped backyard fence and attacked a smaller leashed dog.

PRESENT AND FUTURE ACTIVITIES

- Budgets and tax rate bylaw to be finalized in April and brought to Council
- Tendering of Main Street and sanitary sewer rehab
- Meeting with recreation board's subcommittee on March 25th
- Completion of water license application
- Address legislative gaps as per MAP report
- Waiting for make-up air unit before remainder of WTP work can proceed. Expected in April.
- Work at lift station to proceed shortly
- Attending CLGM conference May 17-20

APPENDIX:

NONE

PREPARED BY:

JIM FEDYK, CAO



ALBERTA
CULTURE AND TOURISM

*Office of the Minister
MLA, Calgary-Cross*

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

Dear His Worship Robinson:

As Minister of Culture and Tourism responsible for sport in Alberta, I am pleased to invite your community to submit a bid to host either the 2022 Alberta Winter Games or the 2022 Alberta Summer Games. A brochure with background information and details on how to apply is enclosed.

I encourage your community to strongly consider this invitation and the many benefits that can result from hosting this event. The economic benefits associated with hosting the Alberta Winter or Summer Games, along with the legacy of developing an experienced base of volunteers, has proven to be outstanding. The successful host municipality is offered the opportunity to showcase its community and talents to approximately 3,000 participants from all regions of the province, along with numerous spectators and special guests. Communities with populations of less than 10,000 are encouraged to collaborate with neighbouring communities to submit a joint bid.

The community awarded a 2022 Alberta Games will receive base financial support for operational, cultural, and legacy aspects of the Games. A Guidelines for Communities Bidding to host the 2022 Alberta Winter or Summer Games document is available from the Alberta Sport Connection upon request. In addition, Alberta Sport Connection staff are available to provide assistance in preparing your bid. For more information, please contact Ms. Suzanne Becker at 403-297-2709, toll-free by first dialing 310-0000 or email suzanne.becker@albertasport.ca.

Best regards,

Ricardo Miranda
Minister

Enclosure

The Honourable
RIGARDO MIRANDA
Minister of Culture & Tourism
Responsible for Sport

extends an invitation
to communities in Alberta
to bid to host the

**2022 ALBERTA
WINTER GAMES
FEBRUARY 2022**
&
**2022 ALBERTA
SUMMER GAMES
JULY 2022**

The Alberta Games are a significant amateur sport and cultural event in our province, providing many benefits to both the host community and to the thousands of Albertans who participate at the local, zone and provincial level.

The Alberta Games have been awarded to communities of all sizes, located throughout the province. Interested communities must be capable of feeding and accommodating approximately 3,000 athletes, coaches and technical officials. Municipalities with populations less than 10,000 are encouraged to join together with neighbouring communities to submit a joint bid.

For more information visit www.albertasport.ca

GRANT FUNDING

Operating Grant	\$ 300,000
Cultural Grant	\$ 70,000
Legacy Grant	\$ 50,000
	\$ 420,000

IMPORTANT DEADLINES

A letter of interest to host the 2022 Summer Games, together with a letter of support from Municipal or Band council must be received by **April 12, 2019**.

Completed bids must be received by the Alberta Sport Connection no later than **June 3, 2019**.



2022 ALBERTA WINTER & SUMMER GAMES



2022 ALBERTA WINTER & SUMMER GAMES



FOR BID GUIDELINES

Please contact

Alberta Sport Connection
620 – 615 Macleod Trail SE
Calgary, AB T2G 4T8

T 403.297.2909 F 403.297.6669
E suzanne.becker@albertasport.ca



www.albertasport.ca



Alberta Sport Connection supports the delivery of sport programs and services on behalf of the Government of Alberta





February 28, 2019

Flagstaff Intermunicipal Partnership Committee
Box 210
Forestburg, AB T0B 1N0

Dear Chair Coutts:

Re: Flagstaff Intermunicipal Partnership (FIP) 2019 Operating Budget

On behalf of Flagstaff County Council, we would like to thank you for your attendance and participation at the February 27, 2019 Council meeting.

Please be advised that Council reconsidered the defeated motion from the February 13, 2019 Council meeting and approved the proposed 2019 Flagstaff Intermunicipal Partnership (FIP) operating budget in the amount of \$146,650, with a requisition amount of \$71,650 with Flagstaff County's total requisition being \$41,608.86.

If you have any questions, please advise.

Yours truly,

A handwritten signature in black ink, appearing to read 'S. Armstrong', is written over the typed name.

Shelly Armstrong, CLGM
Chief Administrative Officer

/gb

c. Towns and Villages



February 19th, 2019

Flagstaff Intermunicipal Partnership Committee

Attn: Debra Moffatt, FIP Co-Ordinator

PO Box 210,

Forestburg, AB T0B 1N0

RE: Re-Appointment of Leslie Cholowsky – Flagstaff SDAB

Dear Debra,

At the February 12th, 2019 regular Council Meeting of the Town of Hardisty, Council reviewed the request to re-appoint Leslie Cholowsky as a member of the Flagstaff Intermunicipal Subdivision & Development Appeal Board for another 3yr term. The Town of Hardisty Council approved the request as follows:

Moved by Councillor Wurz, THAT Council re-appoint the following member to the Flagstaff Regional Subdivision and Development Appeal Board: Leslie Cholowsky for a three year term effective immediately. CARRIED.

Thank you for your assistance in this matter.

Yours truly,

Sandy Otto

Sandy Otto

CAO

SO

Cc All Flagstaff Municipalities



February 19th, 2019

Flagstaff Intermunicipal Partnership Committee

Attn: Debra Moffatt, FIP Co-Ordinator

PO Box 210,

Forestburg, AB T0B 1N0

RE: Approval of the 2019 FIP Operating Budget

Dear Chair Bob Coutts & FIP Member Municipalities,

At the February 12th, 2019 regular Council Meeting of the Town of Hardisty, Council reviewed the request to approve the FIP 2019 Operating Budget. Council moved to approve the FIP 2019 Budget as follows:

Moved by Councillor Wurz, THAT the Town of Hardisty approve the proposed 2019 operating budget for the Flagstaff Intermunicipal Partnership WHEREAS the requisition amount for the Town of Hardisty based on our 2019 Equalized Assessment is: \$6,485.98. CARRIED.

Thank you for your assistance in this matter.

Yours truly,

Sandy Otto

Sandy Otto

CAO

SO

Cc All Flagstaff Municipalities



February 19th, 2019

Flagstaff Intermunicipal Partnership Committee

Attn: Debra Moffatt, FIP Co-Ordinator

PO Box 210,

Forestburg, AB T0B 1N0

**RE: Regional Governance Public Engagement Report &
Support for an ACP Grant in the amount of \$75,000 to fund a transition plan &
budget for the new amalgamated municipality**

Dear Chair Bob Coutts & FIP Member Municipalities,

At the February 12th, 2019 regular Council Meeting of the Town of Hardisty, Council reviewed the report prepared by New West Opportunities and made the following motion:

Moved by Mayor Irving, THAT the Town of Hardisty approve the Regional Governance Public Engagement Report, prepared by New West Opportunities, as information. CARRIED.

Council also discussed the recommendation prepared by New West Opportunities, which was summarized by the results of the surveys received through the public engagement and community consultations regarding a Single Tier Governance Model completed during the period November 7, 2018 and January 20, 2019. As follows is the motion of Council regarding the recommendation:

Moved by Mayor Irving, THAT the Town of Hardisty directs the CAO to advise the Flagstaff Intermunicipal Partnership, that they support the recommendation in the Regional Governance Public Engagement Report WHEREAS the next step of information gathering would be to create a **non-binding**, detailed operational and informational data plan where participating municipalities would discuss/negotiate the specific terms and conditions of what a single tier government would resemble within the Flagstaff region. Council also supports sending a letter to Hon. Minister of Municipal Affairs, Shaye Anderson, notifying THAT the Town of Hardisty is exploring this option in collaboration with Flagstaff municipalities and once a detailed operational plan has been met with approval would engage their residents for a response to move forward or not with a single tier regional government / amalgamation. CARRIED.

In order to complete this last step of due diligence, Council also made the following motion:

Moved by Deputy Mayor Lane, THAT the Town of Hardisty support the ACP grant application in the amount of \$75,000 which will be for the development of the next phase of the Regional Governance Project the preparation of a detailed transitional and budget plan for what the new amalgamated municipality would resemble. CARRIED.

Yours truly,

Sandy Otto

Sandy Otto

CAO

SO

Cc All Flagstaff Municipalities



The Village of Alliance

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

February 25, 2019

Flagstaff Intermunicipal Partnership
Box 210
Forestburg, AB
T0B 1N0
ATTN; Deb Moffatt

RE: FIP Recommendations

At the Village of Alliance regular council meeting held February 21, 2019 Village Council passed the following motions;

Councillor Mackenzie made a motion to send a letter of support for the ACP Grant application for the next phase of the Regional Governance Project.

CARRIED

Mayor Ganshirt made a motion to approve the Flagstaff Intermunicipal Partnership 2019 Operating budget and requisition for FIP in the amount of \$146,650 with Alliance's requisition amount being \$559.00

CARRIED

Deputy Mayor Wickstrom made a motion to support the recommendation in the Regional Governance Public Engagement Report, whereas the next step of information gathering would be to create a non-binding, detailed operational and informational data plan.

CARRIED

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

Yours sincerely

Jolene Sinclair - CAO
Village of Alliance

Cc: FIP members



March 11, 2019

Dear Donors to the 2018 Flagstaff Rural Crime Watch "Crime Prevention Trade Show":

YOUR CONTRIBUTION IS HARD AT WORK!

Almost one year has passed since the Flagstaff Rural Crime Watch Society hosted the "2018 Crime Prevention Trade Show". You were personally approached at that time to help us, either financially or in kind, stage this event. The Trade Show was a resounding success, with over 200 Flagstaff County residents taking part. All proceeds raised from this venture were allocated to a "special fund" within Flagstaff Rural Crime Watch...and yes, you guessed it...we are hosting yet another major event. And it's all thanks to you!!

As we have an impending provincial election looming on the horizon, Flagstaff Rural Crime Watch has invited the three nominated candidates (as of March 11, 2019) from the Camrose Constituency to participate in a Political Forum, focused solely on **RURAL CRIME**. The event will commence with light snacks and refreshments offered during a 'meet & greet' with the candidates, followed by a moderated question and answer period, and punctuated by comments from a federal legislation representative.

The event will be held at the Killam Community Hall on Thursday, March 28th, 2019 at 6:00pm. Please watch for posters and advertisements announcing the event to the public. Once again, this event will be offered to the residents of Flagstaff County completely free of charge, due to your support one year ago. And of course, we extend this invitation especially to you!

We wanted you to know that by virtue of your past support, your contributions are carrying on. Your business will be acknowledged during the Political Forum, and once again residents of Flagstaff County will see that your business "gives back".

Events such as this are not possible without the support of strong, community-minded individuals who make up our local businesses. Please join us for the "Rural Crime Political Forum". If you have any questions or comments, please do not hesitate to contact me.

Yours truly,

A handwritten signature in cursive script that reads "M Macdonald".

Marion Macdonald, President
Flagstaff Rural Crime Watch Society
president.frcw@gmail.com

RECEIVED
MAR 15 2019

March 1, 2019

Town of Sedgewick, AB

RE: Village of Forestburg Parade invitation

On behalf of the Village of Forestburg 100th Anniversary Committee, I would like to extend an invitation to your community to participate in the 100th Anniversary celebrations Parade on August 3, 2019.

Please see the attached parade registration form and RSVP by July 26, 2019 to:

Village of Forestburg
P.O. Box 210
Forestburg, Alberta T0B 1N0

Or by email to: acao@forestburg.ca

The Village would thank you in advance for your entry and helping make our 100th Anniversary parade one to remember.

Forestburg anticipates that approximately 600 people will attend the celebrations that will take place from August 2nd to August 4th. Forestburg will have a shortfall of picnic tables and are asking if any communities would have any to spare for the weekend.

Yours Sincerely,



Sharon Duncan
Assistant Administrator, Village of Forestburg

RECEIVED

MAR 04 2019



Parkland Regional Library 2018 Statistical Review

The number of new items added to the region-wide collection through new purchases and donations has remained stable for the past few years since the materials allotment provided by PRL to each library of **\$1.13** per capita has remained constant since 2017. However, this is an indication that libraries rely predominantly on their PRL allotment for their materials budget and that there is little additional support from local funding sources. At PRL, materials allotment is established as part of the budgeting process. At one time materials allotment was set at \$1.60 per capita. However due to the demand for eContent and IT costs (PRL buying computers for member libraries) the money available for physical materials has diminished over time.

Physical Collections	2017	2018	Change
Items Ordered	20,212	21,520	6%
Items Processed	28,095	27,953	-1%
Items in catalogue	652,145	649,878	0%

PRL and some member libraries have recognized the interest in, and demand for, more eContent and have put additional resources towards eBooks and eAudio materials. This has resulted in a 16% increase of eContent available in PRL's eLibrary. It is only through Parkland that eContent can be made available to member library patrons.

eLibrary Collections	2017	2018	Change
eBooks	5,700	6,166	8%
eMagazines	83	73	-12%
eAudio	2,323	3,204	38%
Total eContent	8,106	9,443	16%

The demand for eContent and growth of these collections is also demonstrated in the circulation of library materials across the region. While physical item checkouts have seen slight growth, eContent circulation has increased dramatically since 2017. Circulation equals approximately **six items** per resident of Parkland based on the 2018 population of 218,348.

Circulation	2017	2018	Change
Circulation of physical items	1,196,871	1,219,152	2%
Circulation of eContent	79,107	93,126	18%
Total circulation for the region	1,275,978	1,312,278	3%

Library patrons take full advantage of system services, including access to materials in all 49 member libraries. System-wide and province-wide resource sharing and the movement of materials around the system continues to rise steadily year over year.

Resource Sharing & Deliveries	2017	2018	Change
Total interlibrary loan items borrowed	252,863	265,174	5%
Total interlibrary loan items lent	246,693	256,255	4%
Van Delivery Volume	973,100	1,094,750	13%
Government Courier & Mail	49,100	67,750	38%
Total volume per year	1,022,200	1,162,500	14%

Total system cardholders has also shown slight but steady growth, **up by 2% from 2017**. This is an encouraging trend and demonstrates that libraries can and do remain relevant in our communities. The **44,973 cardholders** borrowed an average of **29** items in 2018. Central Albertans also increased their use of library websites and the online catalogue; and both residents and visitors took advantage of free library wi-fi hotspots with an average of 5 uses per resident, based on a population of 218,348.

Virtual Library Use	2017	2018	Change
Visits to member library websites	366,615	401,918	9%
Total visits to library catalogue	272,062	289,351	6%
Total virtual visits	638,677	691,269	8%
Wi-fi sessions in member libraries	982,619	995,243	1%

In addition to purchasing and cataloguing library materials, providing eContent and special collections (e.g. large print, audio books, program kits), and managing and maintaining computer network, catalogue, and websites for our libraries, Parkland staff provide professional support to member library staff and trustees.

In 2018, Parkland's consultant librarians visited **38** member libraries, providing **72** on-site visits plus **155** remote consulting sessions. In addition to a very successful conference that drew **118** library staff and trustees, Parkland provided **5** workshops attended by **88** library staff and **6** trustee workshops with **49** attendees.

An educational component was included in all four PRL Board meetings in 2018 and consultants facilitated **two advocacy workshops** for the Parkland board. We also made presentations to **14** member councils as part of our continued efforts to educate municipal councillors on the importance of public and regional library services in their communities.



PRL BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

FEBRUARY 21, 2019

Staff Long Service Awards

Three PRL staff received long service awards at the February board meeting.

Tim Spark – 15 Years
Karyn Goodwillie – 10 Years
Victoria Papst – 10 Years

Parkland Regional Library Annual Report

Ron Sheppard presented the 2018 annual report data. Items ordered through Parkland were up by 6%. Circulation overall throughout the region was up by 3% with eContent circulation increasing by a hefty 18%. Interlibrary loans continued to rise with a 14% increase in the amount of materials moving around the region. This includes material being delivered by mail, government courier, and PRL's van delivery system. The number of library card holders rose by 2% to almost 45,000 and use of library websites or, total virtual visits, increased by 8%. A more detailed annual report will be forthcoming.

Executive Committee Seats

At the November 8, 2018 organizational meeting, two of Parkland's electoral constituencies were left vacant. These were area #2 and #10. Robyn Gray, the board member representing the City of Camrose, and Megan Hanson, representing the Town of Sylvan Lake came forward to volunteer to be on the Executive Committee after the November 8, 2018 board meeting, and were appointed by the board in February.

PRL Strategic Plan

At the November 2018 board meeting, the board supported the idea that the goals from the 2016-2018 strategic plan were still valid and should be used as the basis for a new 2019-2021 strategic plan. Staff were tasked to work with the Executive Committee to review the objectives of the current strategic plan to determine whether new objectives were necessary, any old objectives were no longer relevant, or if any objectives needed to be modified.

The new Strategic Plan is a continuation of what Parkland has been doing for the last three years. The four goals are the same, with slightly different wording than the 2016-2018 Strategic Plan. The Objectives have been re-written to reflect the anticipated outcomes desired over the next three years.

PRL also has a new mission statement. The new mission statement was developed by Parkland's Executive Committee members during a facilitated session at their January 24th meeting.

The Strategic Plan is an extremely important document as it drives all the work that Parkland does, and is linked directly to PRL's budgetary requirements.

PRL Advocacy Committee

Advocacy has been identified as a very important part of Parkland and the work that we do.

At the November board meeting, the board mandated that an Advocacy Committee be created and terms of reference developed. PRL's Executive Committee was assigned the task of developing terms of reference for presentation at the February 21st board meeting.

The terms of reference were approved at the February board meeting and a committee was appointed. Eight board members volunteered. The new Parkland Advocacy Committee members are Deb Smith, Steven Levy, Norma Penney, Barb Gilliat, Jeannie Fisher, Gord Lawlor, Jeanine Stannard and Cora Knutson. Thank-you for volunteering for this very important work.

Building Update

The board can now sell the building. Notice of the discharge of the caveat preventing the sale of the building arrived on the afternoon of December 21, 2018.

Parkland staff met with Tricon Development Inc. on January 23, 2019 to discuss next steps.

The plan is to have the new headquarters building ready for occupancy in the summer of 2020.

Policy and Bylaw Updates

2018 was a year of significant change for Parkland due to retirements and organizational restructuring. As a result, Parkland has made some editorial changes to our governance policies and bylaws. The policies affected were the *Finance Policy*, *Information and Document Management Policy*, *the Role of the Executive Committee Policy*, and the schedules related to board member reimbursement and FOIP Legislation. The bylaw affected was 5.5: *Freedom of Information and Protection of Privacy Bylaw*.

Community News from Trustees

Didsbury Municipal Library Inez, the manager of the Didsbury library retired and Monique Fiedler has taken her place.

Olds & District Municipal Library Olds is celebrating their 60th anniversary on June 6, 2019. Staff are trying to get some of the original staff members to attend.

Stettler Public Library Stettler had started a pilot project to deliver books to the Hutterite children. It has been so successful that it is now a regular outreach of the library. They have even been nominated for the Minister's Award for Excellence in Public Library Service for this work!

They also hosted a wine tasting event with a wine connoisseur and were able to raise \$2,600 for the library.

Stettler hosted a Raymond Cook Public event related to his trial, where they sold DVD's. The event exploded and they ended up having 400+ attendees and sold 147 DVD's. It was a wildly successful event.

Lastly, the County and Town of Stettler increased the library's funding by 3%.

Eckville Municipal Library Eckville Library received new (to them) shelving from Ponoka Jubilee Library and they are very grateful for Ponoka's generosity. Their library looks great!

Sylvan Lake Municipal Library

Sylvan has a new program bringing in animals for animal therapy. It is quite effective for bringing in new clientele that normally wouldn't come to the library.

Amisk Public Library

Amisk Library recently partnered with the RCMP and TransCanada for a butterfly release event. 185 people attended and the library received money towards solar panels.

Board Members Present

Debra Smith (Board Chair), Jean Bota, Darlene Dushanek, Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Robyn Gray, Bob Green, Megan Hanson, Jeanette Herle, Donnie Hill, Tim Hoven, Cora Knutson, Dana Kreil, Gord Lawlor, Stephen Levy, Ray Olfert, Corby Parsons, Norma Penney, Rosella Peterman, Bill Rock, Chris Ross, Heather Ryan, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Sonia Temple, Patricia Toone, Cindy Trautman, Sharon Williamson, Ann Zacharias

With Regrets

Terilyn Paulgaard, Leonard Thompson, Bonita Wood, Jason Alderson, Doug Weir

Absent

Jackie AlMBERG, Jacqueline Boulet-Boden, Roger Gaetzman, Rhonda Hunter, Trudy Kilner, Lonnie Kozlinski, Faye Leicht, Angela Lorente, Brenda McDermott, Josephine McKenzie, Blair Morton, Leah Nelson, Roger Nichols, Gayle Rondeel, Jeannette Ruud

PRL Staff

Ron Sheppard, Donna Williams, Tim Spark, Colleen Schalm, Kara Hamilton

Next Meeting: May 23, 2019, 1:00 PM.

For more information or if you want a copy of the draft minutes from this board meeting, please contact PRL.