

**Flagstaff Intermunicipal Partnership Committee Agenda
Regular Meeting January 10, 2011
Killam Senior Centre @ 7:30 p.m.**

- 1) Call to Order**
- 2) Approval of Agenda**
- 3) Approval of November 1, 2010 Minutes**
- 4) Delegation 7:35 p.m. – David Williamson of JADA Solutions – Bridge of Partnerships**
- 5) Financial Report**
- 6) Business**
 - a) Flagstaff Food Bank Funding Request – Flagstaff County's request for municipal requisition
 - b) Request for Board Member on Parents for Fun Group – Town of Killam
 - c) Flagstaff Intermunicipal Assessment Review Board Agreement – Review and Recommendation
- 7) Correspondence/Information**
 - a) Flagstaff Trades & Education Day – Update
 - b) 2011 Strategic Planning Session – Update
 - c) Networking Evening – February 3, 2011 in Hardisty – details to follow
 - d) Municipal Internship Program – Acknowledgement of Grant Funding
 - e) Flagstaff Community Medical Recruitment & Retention Committee minutes of November 16, 2010
- 8) Next Meeting Date**
- 9) Adjournment**

FLAGSTAFF INTERMUNICIPAL PARTNERSHIP COMMITTEE **Nov 1/10**

Minutes of the Flagstaff Intermunicipal Partnership Committee meeting, held at the Killam Senior Center, Killam, Alberta on Monday, November 1, 2010 commencing at 7:30 p.m.

PRESENT

L. Heck, FIP Coordinator	Flagstaff County
R. Bergseth, Councilor	Flagstaff County
S. Armstrong, CAO	Flagstaff County
S. Fossen, Mayor	Galahad
G. Poyser, CAO	Galahad
D. Smith, Mayor	Lougheed
J. Niehaus, CAO	Lougheed
Monica Northey, CAO	Forestburg
D. Oberg, Councilor	Forestburg
B. McArthur, Councilor	Sedgewick
T. Rogers, CAO	Sedgewick
L. Towers, CAO	Alliance
M. Fankhanel, Mayor	Alliance
B. Loesch, CAO	Heisler
C. Prendergast, CAO	Strome
B. Burtis, Mayor	Strome
B. James, Mayor	Killam
D. Eskra, Councilor	Killam
N. Saik, Mayor	Daysland
L. Welder, Councilor	Hardisty
A. Parkin, CAO	Hardisty

ELECTION OF OFFICERS

CHAIRPERSON

- B. James called for nominations for the position of Chairperson.
- D. Smith nominated R. Bergseth as Chairperson.
- B. James called for nominations for the position of Chairperson.
- B. James called for nominations for the position of Chairperson.
- **MOVED** by B. James that nominations cease.

CARRIED

R. Bergseth was declared Chairperson by acclamation.

VICE CHAIRPERSON

- R. Bergseth called for nominations for the position of Vice Chairperson.
- B. McArthur nominated M. Fankhanel.
- R. Bergseth called for nominations for the position of Vice Chairperson.
- R. Bergseth called for nominations for the position of Vice Chairperson.
- **MOVED** by R. Bergseth that nominations cease.

CARRIED

M. Fankhanel was declared Vice Chairperson by acclamation.

MANAGING PARTNER

MOVED by M. Fankhanel that the Town of Killam act as the Managing Partner of the FIP Committee.

CARRIED

CALL TO ORDER

R. Bergseth called the meeting to order at 7:35 p.m.

DELEGATION

Sgt. Greg Gerbrandt, Commander of the Killam/Forestburg RCMP detachment, made a presentation to the FIP Committee regarding the August and October 2010 Policing Report (as per attached) of our communities. Sgt. Gerbrandt reviewed the statistical data and stated that his main focus in the Flagstaff Community is drugs. Although drugs are not a huge problem in our communities, we don't need to let it escalate.

He encourages citizens to report all incidents – regardless of their size/importance to the police.

Sgt. Gerbrandt also encouraged the towns and villages to participate in the Citizens Advisory Group. This group meets on the last Tuesday of the month at the Sedgewick town office.

The statistical data presented will be made available to the towns and villages via the FIP Coordinator on a monthly basis.

AGENDA

MOVED by D. Eskra to accept the agenda as presented with the following additions: Under **Business, add item 7d) Regional Emergency Services Committee Structure.**

CARRIED

MINUTES

MOVED by M. Fankhanel to accept the minutes of the September 13, 2010 FIP meeting as presented.

CARRIED

FINANCIAL STATEMENT

MOVED by D. Oberg to accept the September 30, 2010 Financial Report as presented.

CARRIED

BUSINESS

COMMUNICATIONS TOWER & PHONE COSTS

K. Cannady informed the group of the purpose of the costs associated with the following:

Tower rentals (Glentel)– rental space for our communications equipment on and within the communications tower.

Phone costs (Telus)– a phone line for monitoring the equipment on the towers.

Both are necessary for paging and voice communications to dispatch from the 10 fire departments.

Grant funding to cover these costs is depleted and since January 2010, Flagstaff County has been paying the invoices.

Currently, 9-1-1 call answer and dispatch services are invoiced directly to the towns and villages on a per capita basis directly from Strathcona County.

The 2010 year to date invoices total \$10,494.36. The estimated annual budget including repairs is approximately \$15,000.

MOVED by S. Fossen that Flagstaff County pay the phone and communications tower costs and invoice the towns and villages on a per capital basis at year end.

CARRIED

K. Cannady will check to see if service contracts are in place with Glentel and will also compile an equipment list and value and report back at the next FIP meeting.

ORIENTATION The Coordinator delivered an orientation of the FIP Committee to the group. A copy of the orientation is available from the coordinator.

REGIONAL WATER STUDY The coordinator advised that AB Transportation recommended that the FIP Committee withdraw its application for the feasibility study of a Regional Water System before we apply for the Implementation of the Regional Water Operators Consortium. By doing this, AB Transportation will be aware that the FIP Committee's main focus is on the consortium project.

MOVED by D. Eskra that the FIP Committee withdraw its application under the Alberta Municipal Water Wastewater Program for a Regional Water Study.

CARRIED

REG. EMERG. SERVICES COMMITTEE Discussion ensued regarding the Regional Emergency Services Committee including the following topics:
* Purpose of the exploration grant
* Meeting attendance
* Voting privileges
* The composition of the group should be similar to FIP
* Establishment of a Terms of Reference
It was determined that the aforementioned items will be discussed at the November 2, 2010 Emergency Services Committee meeting.

CORRESPONDENCE **MOVED** by S. Fossen to accept the correspondence items as presented.

CARRIED

NEXT MEETING The next FIP meeting will be held on January 10, 2011 at 7:30 p.m. at the Killam Seniors Centre.

ADJOURNMENT R. Bergseth adjourned the meeting at 9:00p.m.

Chairperson

Secretary

FIP Financial Analysis
30-Nov-10

Description	Revenue	Expenses	Net
2010 Exploration Grant			
Grant Proceeds	\$ 50,000.00	\$ -	\$ 50,000.00
Rural Community Adaptation Grant			
Grant Proceeds	\$ 130,700.00		
			(held in Flagstaff County's Bank Acct)
Municipal Contribution	\$ 6,642.98		
Expenses		\$ 3,713.62	
Expenses		\$ 50.00	
Career Fair Expenses		\$ 1,588.07	
George Cuff Orientation Expenses		\$ 750.00	
BRSO Candidates Forum Expenses		\$ 770.00	
Hall Rental - FIP Meeting		\$ 40.00	
			\$ 130,431.29
Municipal Sponsorship Grant 2009			
Grant Proceeds	\$ 125,388.00		
Building Purchase		\$ 82,870.00	
Legal Fees		\$ 406.50	
			\$ 42,111.50
H2O Water Operators Consortium Study			
Grant Proceeds	\$ 17,800.00		
Grant Proceeds	\$ 17,975.00		
Expenses		\$ 39,750.00	
			-\$ 3,975.00
Flagstaff Intermunicipal Assessment Review Board			
Municipal Contributions	\$ 10,169.45		
Per Diem Payments		\$ 4,000.00	
Member Reimbursed Expenses		\$ 4,055.56	
Member Reimbursed Expenses		\$ 818.40	
Sedgewick - ARB Hearing	\$ 383.20		
Lougheed - ARB Hearing	\$ 217.60		
Legal Fees		\$ 2,246.86	
			-\$ 350.57
GST			
2009 Return	\$ 1,945.12		

GST Receivable	2155.04	
GST Receivable Oct/Nov 2010	120.41	
	-	330.33
Available Funds	\$	217,886.89
Reconciled Bank Balance Nov 30/10	\$	89,684.98



November 29, 2010

Flagstaff Intermunicipal Partnership Committee
C/O Town of Killam
PO Box 189
Killam, AB
T0B 2L0

Re: Flagstaff Food Bank funding request

At their regular meeting held on November 24, 2010, Flagstaff County Council reviewed the attached funding request from the Flagstaff Food Bank for funding assistance for their monthly utility costs.

After consideration, Flagstaff County Council determined that the funding request should be considered by the Flagstaff Inter-Municipal Partnership committee.

We are therefore forwarding their request to this committee for consideration. If all towns, villages and the county agree to fund these costs, Council is recommending the annual contribution to the Flagstaff Food Bank be based on a per capita basis of \$0.69/capita.

Should you have any questions, please call.

Yours truly,

A handwritten signature in black ink, appearing to read 'S. Armstrong', is written over the typed name.

Shelly Armstrong
Chief Administrative Officer

/cb

Appendix 1 for 5.3: Letter from Flagstaff Food Bank

November 5, 2010

Flagstaff County
Box 358
Sedgewick, AB
T0B 4C0

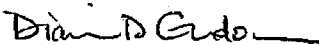
Attn: Reeve Hays and County Councilors

We want to express our appreciation for the support the Flagstaff Food Bank has received from Flagstaff County over the past year. It was reassuring to know that the County had our backs and that we would not have to close down, due to the lack of a safe place to run our Food Bank out of. Your past council viewed us as a Regional Service which was necessary and helped us while we found a suitable location. We are very happy in our permanent spot and look forward to many years of serving the less fortunate in Flagstaff County.

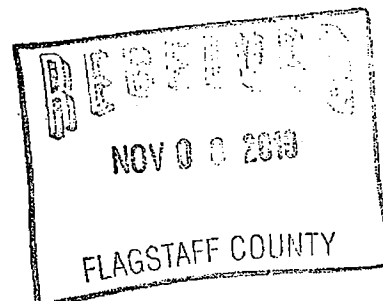
As always, we strive to keep our costs down, and run strictly on a volunteer work force, so that more money is available for food purchases. To this end, we have documented the utility costs on the facility over the past 2 years (attachment), realizing that the 2010 costs are higher due to extra power needed to keep our freezers and cooler running. The County paid for all our overhead costs for the first 6 months of 2010, with the Food Bank assuming those costs when the legal title passed over. Based on forecasts, we expect overhead costs to be approximately \$3000.00 for the last 6 months of 2010. This is a lot of money for the Food Bank and many of our donors expect us to spend their money on food supplies only. I had understood the County had budgeted in 2010 for Food Bank expenses and would cover all our overhead costs. This was a misunderstanding on my part, which I apologize for, but we now are scrambling to pay for these overhead costs.

We ask that the County grant us \$3000.00 to cover our portion of the 2010 overhead costs and consider including us in your 2011 budget with a grant of \$6000.00 to cover next year's projected overhead as well. The Flagstaff Food Bank is a service that touches many lives in this County, and our sustainable future is reliant on the generosity of others. We ask that you consider this request and let us know if the County would be willing to continue giving us their support in a financial way so that we can continue focusing on food and basic supplies for the needy families in our region.

Yours truly,



Diane Gordon
Flagstaff Food Bank Treasurer/Secretary



Appendix 1 for 5.3: Letter from Flagstaff Food Bank

**Flagstaff Food Bank
Overhead Cost History/Forecast**

	<u>Power</u>	<u>Town of Killam</u>	<u>Insurance</u>	<u>Fax Line</u>	<u>Combined Monthly Exp Estimates</u>
2009					
January	\$169.61	\$334.15			
February	128.32	405.77			
March	129.64	450.99			
April	127.99	144.61			
May	96.29	124.66			
June	99.85	96.89			
July	86.00	95.26			
August	105.95	90.51			
September	111.37	177.62			
October	75.16	199.44			
November	101.87	198.01			
December	113.68	351.15			
	<u>1,345.73</u>	<u>2,669.06</u>			
2010 - Food Bank move to Grader Shop January 1, 2010					
January	203.38	394.63			
February	155.67	348.29			
March	154.19	236.99			
April	186.62	159.01			
May	61.75	130.14			
June	257.53	115.79	64.00 *		64.00 *
July	83.90	97.93 *		196.64 *	378.47 *
August	253.80 *	95.05 *		85.10 *	433.95 *
September	59.24 *	201.37 *		85.10 *	345.71 *
October	200.00 *	200.00 *		85.10 *	485.10 *
November	200.00 *	200.00 *		85.10 *	485.10 *
December	200.00 *	350.00 *		85.10 *	635.10 *
	<u>2,016.08</u>	<u>2,529.20</u>	<u>64.00</u>	<u>622.14</u>	<u>2,827.43 *</u>
2011					
January	200.00	400.00	125.00	85.00	810.00
February	200.00	350.00		85.00	635.00
March	200.00	250.00		85.00	535.00
April	200.00	180.00		85.00	465.00
May	150.00	130.00		85.00	365.00
June	150.00	120.00		85.00	355.00
July	150.00	120.00		85.00	355.00
August	150.00	120.00		85.00	355.00
September	200.00	180.00		85.00	465.00
October	200.00	200.00		85.00	485.00
November	200.00	200.00		85.00	485.00
December	200.00	350.00		85.00	635.00
	<u>2,200.00</u>	<u>2,600.00</u>	<u>125.00</u>	<u>1,020.00</u>	<u>5,945.00</u>

* Paid by Flagstaff Food Bank
Estimates in Italics

* Requested from Flagstaff County re 2010 Expenses/*Estimates* Paid by Food Bank - \$3000.00 (6 months)

FIP Requisitions From All Municipalities re 2011 Estimated Overhead Costs - \$6000.00 Total



Town of Killam

P.O. Box 189 • 4923 - 50 Street
Killam, AB. T0B 2L0
Tel.: 780-385-3977 • Fax: 780-385-2120
Email: tkillam@telusplanet.net
Website: www.town.killam.ab.ca

December 20, 2010

Flagstaff Intermunicipal Partnership Committee
Box 189
Killam, AB T0B 2L0

Re: Request for Board Member – Parents For Fun in Flagstaff

The municipalities of Flagstaff were all sent an email from the Parents for Fun in Flagstaff group requesting that we each appoint a representative from our municipalities.

The Town of Killam Council feels that if this was to happen, the Board would be too large to function properly. Killam Council is proposing that the FIP Committee appoint one member to represent all municipalities in Flagstaff. That member would bring updates to each of the FIP Meetings in order to keep the municipalities informed.

Should you have any questions, please contact the Town Office.

Yours truly,


Kimberly Borgel
CAO

cc Parents for Fun in Flagstaff

INTER-MUNICIPAL ASSESSMENT REVIEW BOARD AGREEMENT

DATED THIS ____ DAY OF _____, 2011

BETWEEN:

FLAGSTAFF COUNTY

- and -

TOWN OF HARDISTY

- and -

VILLAGE OF LOUGHEED

- and -

TOWN OF SEDGEWICK

- and -

TOWN OF KILLAM

- and -

VILLAGE OF STROME

- and -

VILLAGE OF FORESTBURG

and

VILLAGE OF GALAHAD

- and -

VILLAGE OF ALLIANCE

- and -

TOWN OF DAYSLAND

- and -

VILLAGE OF HEISLER

(referred to as "the Municipalities")

THE MUNICIPALITIES AGREE AS FOLLOWS:

1. DEFINITIONS

In this Agreement, unless the context provides otherwise, terms have the meaning given to them in the Act and the regulations passed thereto, and the following words or phrases shall have the following meanings:

- a) "Act" means the *Municipal Government Act*, as amended;
- b) "Administrative Coordinator" means the Town of Killam;
- c) "Assistant Clerk" is a staff person employed by a Municipality, who has taken the training set by the Minister, to assist the Clerk with carrying out the requirements of the Act and regulations, and the terms of the Agreement;
- d) "CARB" is Composite Assessment Review Board established by the Bylaw in Schedule A;
- e) "Clerk" is the designated officer appointed by the Municipalities to act as the clerk of the assessment review boards;
- f) "LARB" is Local Assessment Review Board established by the Bylaw in Schedule A;
- g) "Member" means a resident of the Municipalities, and does not include a councilor, or any other person ineligible pursuant to the Act or the regulations passed pursuant to the Act; and
- h) "Municipality" or "Municipalities" means Flagstaff County, the Town of Hardisty, the Village of Lougheed, the Town of Sedgewick, the Town of Killam, the Village of Strome, the Village of Forestburg, the Village of Galahad, the Village of Alliance, the Town of Daysland and the Village of Heisler, who have passed a Bylaw in the form attached as Schedule A, and who have signed a copy of this Agreement.

2. FUNCTIONS & DUTIES

- a) The LARB's and CARB's established pursuant to the Bylaw attached as Schedule A to this Agreement, will hear and decide complaints filed under the Act for property located in the Municipalities.

3. MEMBERSHIP, APPOINTMENTS AND VACANCIES

- a) Each Municipality shall appoint by council resolution the six (6) individuals recommended for appointment by the Clerk.
- b) Provided the Members have taken the necessary training, the same individuals may be appointed to a LARB and CARB.
- c) Each Member is appointed for a three (3) year term pursuant to Schedule B.
- d) Each Municipality shall have the right to rescind the appointment of a Member.

- e) The Municipalities must rescind the appointment of a Member if: (i) the Member fails to successfully complete the training program set by the Minister, (ii) they are no longer eligible pursuant to the Act and regulations passed thereto, and (iii) they breach the pecuniary interest provisions in s. 480 of the Act.
- f) Vacancies shall be filled within ninety (90) days.

4. CHAIR AND MEETINGS

- a) The Administrative Coordinator will schedule ~~an annual~~ the organizational meetings and training for the Members, Clerk and Assistant Clerks.
- b) The Members will select at the ~~annual~~ organizational meeting, one of the Members to serve as the Chair of the Board until the next ~~annual~~ organizational Meeting.
- c) The Chair may call a special meeting at any time.

5. ADMINISTRATION

- a) The Administrative Coordinator shall have the following duties:
 - Organize the ~~annual~~ organizational meetings;
 - Organize training for the Members, the Clerk and Assistant Clerks;
 - Schedule Members for hearings pursuant to the Bylaw and this Agreement;
 - Provide support for the Assistant Clerks;
 - Obtain legal opinions and advice;
 - Schedule the hearing in the Municipality in which the property under complaint is located, or other convenient location;
 - Coordinate the hearing responsibilities with the Assistant Clerks pursuant to the Act, and the regulations; and
 - Invoice Municipalities for costs pursuant to the terms of this Agreement.
- b) When substituting Members from one LARB or CARB pursuant to the Bylaw, the Administrative Coordinator will try to have a majority of Members who do not reside in the Municipality in which the property under complaint is located.

6. REMUNERATION

- a) Members will receive remuneration for training sessions, meetings, decision meetings, decision writing, reviewing draft decisions, and hearings in accordance with the following schedule:

Full Day Rate (over 4 hours) \$200.00

Half Day Rate (under 4 hours) \$100.00

- b) Members will receive reimbursement for traveling expenses as follows:

Rates shall be determined annually based on Canada Revenue Agency (CRA). Each year CRA determines Automobile Deduction Limits and Expense Benefits Rates for Business.

7. BOARD AND HEARING COSTS

- a) The Municipalities agree to share equally the costs associated with the preparation of this Agreement and the Bylaw at Schedule A.
- b) If revisions to the Agreement or Bylaw are necessary, the Administrative coordinator will undertake those revisions and the costs will be shared equally by the Municipalities.
- c) The Municipality in which the property under complaint is located shall be responsible to pay the costs associated with that hearing, including:
- Remuneration for Members;
 - The costs associated with the Provincial Member; and
 - Any legal fees.
- d) If more than one hearing is held in a day, then the remuneration for the Members shall be divided equally per complaint and billed to the Municipality in which the property under complaint is located.
- e) The Administrative Coordinator shall determine the location of the hearings within the Municipalities.

8. COMPLAINT FEES

- a) The fees payable pursuant to s. 481(1) of the Act, shall be the maximum fees in the *Matters Relating to Assessment Complaints Regulation (AR 310/2009)* as amended.
- b) Each Municipality shall collect the fees for complaints in that Municipality.

9. GENERAL

- a) The term of this Agreement shall be continuous.
- b) The Municipalities agree to review this Agreement in January 2011, after the completion of the complaints for the 2009 assessments (for taxation in 2010). Thereafter, on request of any Municipality, the Agreement may be reviewed in January of each year the Agreement is in force.

- c) Should a Municipality wish to withdraw from participation in the Agreement, they may do so by serving notice prior to April 1st of any given year, the withdrawal to take effect on January 1st of the following year.
- d) The Schedules form part of this Agreement.

10. DISPUTE RESOLUTION

- a) In the event a dispute arises regarding any of the clauses of this Agreement, or over a financial matter regarding the operation of the LARB's and CARB's, the Chief Administrative Officers of the Municipalities shall meet to consider the matter.
- b) The decision of the panel of Chief Administrative Officers will be final.

11. PRIVACY

- a) The Administrative Coordinator is subject to the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and will protect confidential information from unauthorized access or disclosure.
- b) The Municipalities will ensure that any information of a confidential nature that it provides to the Administrative Coordinator is clearly marked as such.

12. COUNTERPART

- a) This Agreement may be executed in any number of counterparts by the Municipalities. All counterparts so executed shall have the same effect as if all Municipalities actually had joined in executing one copy of the Agreement.

IN WITNESS WHEREOF, the Municipalities have executed this Agreement as evidenced as by the duly authorized signatures below:

FLAGSTAFF COUNTY

Per: _____
Reeve

Per: _____
Chief Administrative Officer

TOWN OF HARDISTY

Per: _____
Mayor

Per: _____
Chief Administrative Officer

VILLAGE OF LOUGHEED

Per: _____
Mayor

Per: _____
Chief Administrative Officer

TOWN OF SEDGEWICK

Per: _____
Mayor

Per: _____
Chief Administrative Officer

TOWN OF KILLAM

Per: _____
Mayor

Per: _____
Chief Administrative Officer

VILLAGE OF STROME

Per: _____
Mayor

Per: _____
Chief Administrative Officer

VILLAGE OF FORESTBURG

Per: _____
Mayor

Per: _____
Chief Administrative Officer

VILLAGE OF GALAHAD

Per: _____
Mayor

Per: _____
Chief Administrative Officer

VILLAGE OF ALLIANCE

Per: _____
Mayor

Per: _____
Chief Administrative Officer

TOWN OF DAYSLAND

Per: _____
Mayor

Per: _____
Chief Administrative Officer

VILLAGE OF HEISLER

Per: _____
Mayor

Per: _____
Chief Administrative Officer

SCHEDULE A

BYLAW _____

(local authority)

A BYLAW OF (local authority), IN THE PROVINCE OF ALBERTA, IN RELATION TO THE ESTABLISHMENT OF INTER-MUNICIPAL ASSESSMENT REVIEW BOARDS

WHEREAS, pursuant to section 456, two or more councils may agree to jointly establish the assessment review boards to have jurisdiction in their municipalities;

WHEREAS, Flagstaff County, the Town of Hardisty, the Village of Lougheed, the Town of Sedgewick, the Town of Killam, the Village of Strome, the Village of Forestburg, the Village of Galahad, the Village of Alliance, the Town of Daysland and the Village of Heisler, wish to establish assessment review boards to have jurisdiction in these municipalities;

WHEREAS, pursuant to section 454 of the *Municipal Government Act*, RSA 2000, M-26 and amendments thereto, a council may establish one or more local assessment review boards and one or more composite assessment review boards;

WHEREAS, pursuant to sections 454.1 and 454.2 of the *Municipal Government Act*, a council must appoint three persons as members of a local assessment review board or one person as a member of a local assessment review board and two persons as members to each composite assessment review board;

WHEREAS, pursuant to section 484 (1) of the *Municipal Government Act*, a council may set fees payable by persons wishing to make complaints;

WHEREAS, pursuant to section 455 of the *Municipal Government Act*, a council must appoint a designated officer to act as the Clerk of the assessment review boards;

NOW THEREFORE, the council of the (_____), in the Province of Alberta, duly assembled hereby enacts:

Title

1. This Bylaw may be cited as the Inter-Municipal Assessment Review Boards Bylaw.

Definitions

2. Except as otherwise provided herein, words in this Bylaw shall have the meaning prescribed in the *Municipal Government Act*. In this Bylaw:
 - a. "Agreement" means the contract entered into between the Municipalities to coordinate the assessment review boards;
 - b. "Authorized Substitute" means a Member who is authorized for appointment to fill a Vacancy;
 - c. "Council" means the Council of (_____);
 - d. "Member" means a resident of a Member Municipality who is not a councilor or otherwise ineligible pursuant to the *Municipal Government Act* and regulations passed thereto, appointed to a Local Assessment Review Board or Composite Assessment Review Board;
 - e. "Regional Member Municipality" means those municipalities which enter into an Agreement to jointly establish assessment review boards and who enact a Bylaw in this format.
 - f. "Municipality" means those municipalities which enter into an Agreement to jointly establish assessment review boards and who enact a Bylaw in this format;
 - g. "Vacancy" means an absence from a hearing due to:
 - i. a pecuniary interest in the subject matter of the complaint;
 - ii. a direct or indirect interest in the complaint;
 - iii. a Member's ill health or other emergency; or
 - iv. a Member's unavailability.

Assessment Review Boards

3. Council hereby establishes jointly and by agreement with the Regional Member Municipalities, the following assessment review boards to have jurisdiction in the Regional Member Municipalities:
 - a. Local Assessment Review Board No. 1 shall consist of three (3) Members;

- b. Local Assessment Review Board No. 2 shall consist of three (3) Members;
- c. Local Assessment Review Board No. 3 shall consist of one (1) Member;
- d. Composite Assessment Review Board No. 1 shall consist of one (1) Provincial Member and two (2) Members;
- e. Composite Assessment Review Board No. 2 shall consist of one (1) Provincial Member and two (2) Members;
- f. Composite Assessment Review Board No. 3 shall consist of one (1) Provincial Member and two (2) Members;

Membership and Vacancies

- 4. Pursuant to the terms of the Agreement, each Municipality may appoint by council resolution six Members.
- 5. Unless otherwise specified in the Council resolution, all Members are appointed for three year terms.
- 6. A Member is an Authorized Substitute for any other Member due to a Vacancy (as defined in this Bylaw), at any Local Assessment Review Board or Composite Assessment Review Board Hearing.
- 7. In the event a Member resigns prior to the end of their term, the Municipality may appoint a replacement for the resigning Member to fill the remainder of the resigning Member's term.
- 8. A Member may be re-appointed at the expiration of the Member's term.
- 9. A Member may resign at any time on written notice to the designated officer.
- 10. A Municipality may remove a Member appointed by the Municipality at any time, and upon doing so must notify the Member and the designated officer in writing.
- 11. A Member who fails to comply with the pecuniary interest provisions in section 480 of the *Municipal Government Act*, ceases to be a Member.

Remuneration

- 12. Remuneration and traveling expenses for Members shall be in accordance with remuneration as specified in the Agreement signed by the Municipalities.

Designated Officer

- 13. a. The designated officer pursuant to section 455 of the *Municipal Government Act*, shall be the Chief Administrative Officer of the Town of Killam.
- b. The duties and remuneration of the designated officer pursuant to s. 455 of the *Municipal Government Act*, shall be as directed by the *Municipal Government Act*, the *Matters Relating to Assessment Complaints Regulations*, and the Agreement signed by the Municipalities.

Assessment Complaint Fees

- 14. The fees payable pursuant to section 481 (1) of the *Municipal Government Act*, shall be those established by the *Matters Relating to Assessment Complaints Regulation*, as amended.

Severability

- 15. If any clause in this Bylaw is found to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

Repeal

- 16. Bylaw No. _____ is hereby repealed.

FIRST READING the ___ day of _____, 2011

SECOND READING the ___ day of _____, 2011

PASSED AT THIRD READING the ___ day of _____, 2011

SCHEDULE B

LARB and CARB APPOINTMENTS - EXAMPLE

LARB #1 Person #1, appointed by a Municipality for a term of ___ years.
Person #2, appointed by a Municipality for a term of ___ years.
Person #3, appointed by a Municipality for a term of ___ years.

LARB #2 Person #4, appointed by a Municipality for a term of ___ years.
Person #5, appointed by a Municipality for a term of ___ years.
Person #6, appointed by a Municipality for a term of ___ years.

LARB #3 Person #1, appointed by a Municipality for a term of ___ years.

CARB #1 Person #1, appointed by a Municipality for a term of ___ years.
Person #2, appointed by a Municipality for a term of ___ years.

CARB #2 Person #3, appointed by a Municipality for a term of ___ years.
Person #4, appointed by a Municipality for a term of ___ years.

CARB #3 Person #5, appointed by a Municipality for a term of ___ years.
Person #6, appointed by a Municipality for a term of ___ years.

SCHEDULE C

PARTICIPATING MEMBER MUNICIPALITIES

Municipality	Contact	Address
Flagstaff County	Shelly Armstrong	Box 358 Sedgewick, AB T0B 4C0
Town of Killam	Kimberly Borgel	Box 189 Killam, AB T0B 2L0
Town of Sedgewick	Thelma Rogers	Box 129 Sedgewick, AB T0B 4C0
Town of Hardisty	Alan Parkin	Box 10 Hardisty, AB T0B 1V0
Town of Daysland	Shari-Anne Dooleage	Box 610 Daysland, AB T0B 1A0
Village of Heisler	Brenda Loesch	Box 60 Heisler, AB T0B 2A0
Village of Lougheed	CAO	Box 5 Lougheed, AB T0B 2V0
Village of Galahad	Gwenda Poyser	Box 66 Galahad, AB T0B 1R0
Village of Alliance	Laura Towers	Box 149 Alliance, AB T0B 0A0
Village of Strome	Connie Prendergast	Box 51 Strome, AB T0B 4H0
Village of Forestburg	CAO	Box 210 Forestburg, AB T0B 1N0

MEMORANDUM

DATE: JANUARY 10, 2011

TO: FIP Committee

FROM: Leslie Heck, FIP Coordinator

RE: Review of Flagstaff Intermunicipal Assessment Review Board

Recommendation:

The FIP Committee accept and implement the proposed amendments to the Flagstaff Intermunicipal Assessment Review Board Agreement and Bylaw.

Background

The Flagstaff Intermunicipal ARB Agreement states that an annual review shall take place commencing in January 2011.

In October 2010, the Flagstaff CAO's Group reviewed the ARB Agreement and Bylaw.

The items considered and changes proposed by the CAO's are highlighted in yellow.

Flagstaff Trades & Education Day

- 1st annual event held on November 24, 2010 in Killam was a huge success
- Will be hosting the event again in November 2011
- Received many positive comments from students, teachers, educational institutions and industry
- Approximately 300 Flagstaff County students (grades 9-12) attended
- Next year we will limit the event to grade 10 and 11 students
- Students commented that more educational institutions would be beneficial

Strategic Planning Session

- Planning on holding the session in Spring 2011
- Currently waiting for proposals from six consultants recommended by AAMDC
- Depending upon the costs, the session could be funded through the Rural Community Adaptation Grant

FIP Networking Evening

- Date to be determined – February 2011
- Waiting for response from Doug Griffiths to attend and deliver the “13 Ways to Kill a Community” presentation
- Details to follow



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Dunvegan - Central Peace

December 13, 2010

AR49305

Reeve Henry Hays
Flagstaff County
PO Box 338
Sedgewick, AB T0B 4C0

Dear Reeve Hays:

Thank you for your municipality's application for a grant under the Municipal Internship component of the Regional Collaboration Program (RCP). I am pleased to inform you that Flagstaff County has been approved to host an intern for the 2011/12 Municipal Internship Program for Administrators, and to receive a grant of \$43,000 for this purpose.

To receive the grant funding, Flagstaff County must enter into a conditional grant agreement with the Province of Alberta. The grant agreement will be mailed to your chief administrative officer to obtain the appropriate signatures.

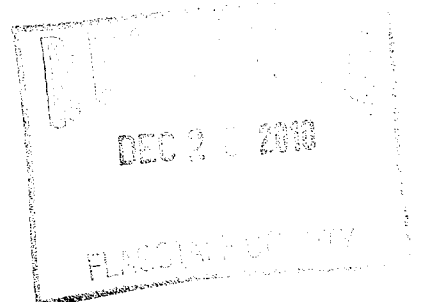
Your municipality is demonstrating a strong commitment to the future of municipal government in Alberta through its dedication of time, energy, and resources to this program. As per the RCP guidelines, I may select specific projects that merit enhanced public recognition. If the above project is selected, my ministry will contact you to develop a joint communication plan.

I would like to recognize Mr. Doug Griffiths, MLA, Battle River-Wainwright, for his support for your project.

Sincerely,

Hector Goudreau
Minister of Municipal Affairs
MLA, Dunvegan-Central Peace

cc: Doug Griffiths, MLA, Battle River-Wainwright
Shelly Armstrong, Chief Administrative Officer, Flagstaff County



104 Legislature Building, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

P.O. Box 1054, 035- 1 Avenue SW, Falher, Alberta T0H 1M0 Canada Telephone 780-837-3846 Fax 780-837-3849
Toll Free From All Areas 1-866-835-4988

**MEETING MINUTES
FLAGSTAFF COMMUNITY MEDICAL RECRUITMENT & RETENTION COMMITTEE
NOVEMBER 16, 2010
FLAGSTAFF COUNTY OFFICE**

PRESENT	Leslie Heck	Coordinator
	Jim Martin	Town of Daysland
	Diane Gordon	Town of Killam
	Mariann Wolbeck	Daysland Health Care Centre
	Kevin O'Grady	Town of Hardisty

ELECTION OF OFFICERS J. Martin called for nominations for Chairperson.

D. Gordon nominated J. Martin.
J. Martin called for nominations for Chairperson.
J. Martin called for nominations for Chairperson.

J. Martin was declared Chairperson by acclamation.

J. Martin called for nominations for Vice Chairperson.

J. Martin nominated D. Gordon.
J. Martin called for nominations for Vice Chairperson.
J. Martin called for nominations for Vice Chairperson.

D. Gordon was declared Vice Chairperson by acclamation.

CALL TO ORDER J. Martin called the meeting to order at 10:05 a.m.

AGENDA **MOVED** by D. Gordon to accept the agenda as presented with the following additions:
Under Business add item d) Orientation and e) Scholarship Program.

CARRIED

MINUTES **MOVED** by D. Gordon to accept the minutes of the September 20, 2010 meeting as presented.

CARRIED

ORIENTATION L. Heck presented an orientation of the committee outlining the history, purpose, objectives, membership, accomplishments and future goals to the new members. A copy is available from the coordinator.

TERMS OF REFERENCE The committee reviewed the proposed Terms of Reference.

MOVED by M. Wolbeck to accept the Terms of Reference as amended and recommend approval from Flagstaff County Council.

CARRIED

INCREASE TO ASSESSMENT TIMES – SOUTH AFRICAN DOCTORS Discussion ensued regarding the decision made by the Alberta College of Physicians and Surgeons to increase assessment times for South African family doctors before they can practice in Alberta. It typically takes one year to bring in a doctor from South Africa because of the paperwork, immigration issues, exams and other preparations. It will now take three months longer due to the lengthened clinical assessment times from two weeks.

During the assessment period, credentials are tested and doctors cannot bill for their

services. The decision to increase the assessment period was made, in part, because South African officials will not supply their country's training information so credentials cannot be rated. At the same time, Alberta is trying to standardize educational requirements for all internationally trained doctors.

This decision creates a definite barrier for physicians considered coming into Alberta to practice and puts rural health centers in a disadvantageous position to recruit.

MOVED by K. O'Grady to send a letter to the Alberta College of Physicians & Surgeons expressing our committee's concern of the prohibitive effects of the decision to increase the assessment time for South African doctors in Alberta.

CARRIED

A copy of the letter will also be sent to RPAP and the Community Press will be advised.

**REMAINING
FUNDS – 2010
BUDGET**

MOVED by D. Gordon to utilize the remaining funds in the 2010 Budget for advertising the current medical professional vacancies at the Killam and Daysland Health Centers.

CARRIED

**SCHOLARSHIP
PROGRAM**

M. Wolbeck inquired if the committee doesn't receive any successful applications for the scholarship program in 2011, can the funds be utilized to supplement the physician's salaries during their assessment period?

L. Heck advised that the committee's Terms of Reference states that "*any project/activities that do not fall within the approved budget shall require specific approval from Flagstaff County Council.*" Therefore, if the scholarships are not disbursed, the committee will need to request permission to utilize the funds for another purpose.

**LETTER OF
APPRECIATION**

J. Martin read a letter from Martha Waldorf, Chairperson of the Daysland Hospital Foundation, expressing her appreciation for the following:

- * Allowing her to attend the RPAP Conference in Edmonton on November 7-9, 2010
- * The Physician Appreciation Evening held in Daysland on November 3, 2010
- * The work that the committee has provided to the Flagstaff region
- * The \$300,000 contribution for the new medical clinic in Daysland

NEXT MEETING

The next meeting will be held in January, 2011 at the Hardisty Health Centre at the call of the Chairman.

ADJOURNMENT

J. Martin adjourned the meeting at 11:07 a.m.