

**Flagstaff Intermunicipal Partnership Committee Agenda  
Regular Meeting February 7, 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
  - d) Strategic Planning Session – Recommendation
  - e) Community Development Workshop – April 6, 2011 – Peter Kenyon
- 7) Correspondence/Information**
  - a) Flagstaff Trades & Education Day – Update
  - b) Municipal Internship Program – Acknowledgement of Grant Funding
  - c) Flagstaff Community Medical Recruitment & Retention Committee minutes of November 16, 2010 and January 19, 2011
- 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.

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Chairperson

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Secretary

**FIP Financial Analysis - November 30, 2010**

Description	Revenue	Expenses	Net
<b>2010 Exploration Grant</b>			
Grant Proceeds	\$ 50,000.00	\$ -	
			\$ 50,000.00
<b>Rural Community Adaptation Grant</b>			
Grant Proceeds	\$ 130,700.00	(held @ Flagstaff County)	
Municipal Contribution	\$ 6,642.98		
Expenses		\$ 3,713.62	
Expenses		\$ 50.00	
Career Fair Expenses		\$ 1,588.07	
George Cuff Orientation Expenses		\$ 750.00	
BRSD Candidates Forum Expenses		\$ 770.00	
Hall Rental - FIP Meeting		\$ 40.00	
			\$ 130,431.29
<b>Municipal Sponsorship Grant 2009</b>			
Grant Proceeds	\$ 125,388.00		
Building Purchase		\$ 82,870.00	
Legal Fees		\$ 406.50	
			\$ 42,111.50
<b>H2O Water Operators Consortium Study</b>			
Grant Proceeds	\$ 17,800.00		
Grant Proceeds	\$ 17,975.00		
Expenses		\$ 39,750.00	
			-\$ 3,975.00
<b>Flagstaff Intermunicipal Assessment Review Board</b>			
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
<b>GST</b>			
2009 Return	\$ 1,945.12		
GST Receivable		2155.04	
GST Receivable Oct/Nov 2010		120.41	
			-\$ 330.33
<b>Available Funds</b>			<b>\$ 217,886.89</b>
<b>Reconciled Bank Balance Nov 30/10</b>			<b>\$ 89,684.98</b>



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 a horizontal line.

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.

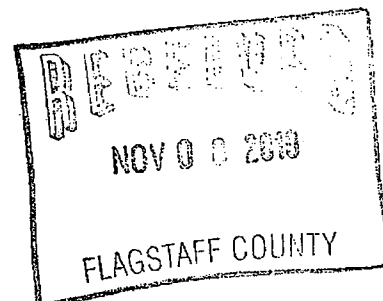
As always, we strive to keep our costs down, and run strictly on a volunteer work force, so that more money is available for food purchases. To this end, we have documented the utility costs on the facility over the past 2 years (attachment), realizing that the 2010 costs are higher due to extra power 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>
<b>2009</b>					
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>			
<b>2010 - Food Bank move to Grader Shop January 1, 2010</b>					
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>
<b>2011</b>					
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](mailto:tkillam@telusplanet.net)  
Website: [www.town.killam.ab.ca](http://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**

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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

# MEMORANDUM

DATE: FEBRUARY 7, 2011

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TO: FIP Committee

FROM: Leslie Heck, FIP Coordinator

RE: Review of Flagstaff Intermunicipal Assessment Review Board

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**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.

**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 1<sup>st</sup> of any given year, the withdrawal to take effect on January 1<sup>st</sup> 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)**

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

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**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

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## 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

<b>Municipality</b>	<b>Contact</b>	<b>Address</b>
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

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**TO:** FIP Committee  
**FROM:** Leslie Heck, FIP Coordinator  
**DATE:** February 7, 2011  
**RE:** Strategic Planning Session

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**Recommendation:**

***Contract the services of G. Pitman Consulting Inc. to conduct a Strategic Planning Session for the FIP Committee.***

**Background**

The FIP Committee is initiating a strategic planning session in an effort to redefine future goals and objectives which will provide mutual benefit to the entire region. The planning session is also an ideal time to review and confirm the overall mission and vision of the committee at the same time critical issues are being identified.

Request for Proposals were distributed to four consultants as per Gerald Rhodes, Executive Director of the AAMDC.

Proposals were received from (as per attached)

- Activation Analysis G. Pitman Consulting Inc.
- G. Pitman Consulting Inc.

**Received confirmation from Drew Hiltz, Program Manager – Alberta Rural Development Division, that this project qualifies for funding under the Rural Community Adaptation Grant.**



**Proposal**

# **Flagstaff Intermunicipal Partnership Committee**

**Strategic Plan Development**

**Submitted by:**  
**G. Pitman Consulting Inc.**  
**53-8602 Southfort Drive**  
**Fort Saskatchewan, AB**  
**T8L 4R7**  
**780-720-1994**  
**[gpitman@telusplanet.net](mailto:gpitman@telusplanet.net)**



**Overview:**

The Flagstaff Intermunicipal Partnership Committee (Committee) is initiating a strategic planning session with its members and liaison staff. As part of the planning process, proposals have been requested from consulting companies familiar with undertaking such strategic planning sessions/workshops. G. Pitman Consulting Inc. is pleased to submit the following proposal to be considered by the Committee.

A strategic planning workshop must have as one of its aims the goal of developing a plan which identifies the critical issues as defined by the Committee. It must also identify goals or outcomes for each critical issue, define timelines and actions required to address those goals/outcomes, and define necessary resources required to accomplish the desired end results. Such a planning session is also an ideal time to review and confirm the overall mission and vision of the Committee at the same time critical issues are being identified.

Through the identification of issues and the formulating of the resulting action plan, the Committee and administration will commence the next fiscal period with a detailed plan for addressing the important items facing the member municipalities.

The purpose of this proposal is to outline a process our company would use to assist the Committee in the identification of issues and the development of a work plan to address those issues. We also propose that the Committee consider an ongoing working relationship with our company that will assist in the execution and review of the final action plan.

**Process:**

**Planning Workshop:**

As with any working relationship, familiarity with all persons involved is necessary. It is suggested that preferably all members of the Committee be able to attend the workshop along with the liaison management members appointed by each participating municipality.

The planning workshop would commence with an introductory session, usually held the evening before the formal planning session. This introductory session would be no longer than two hours and would include participant introductions, a look at the different types of plans used in municipalities, a review of working relationship between the different member municipalities, and an overview of the next day's working session. This introductory session usually does not take much time but is a practical exercise to ensure all are on the same track, and are ready for the next day. It is also a good way to commence a planning session as it allows everyone to get familiar with the process to be used and to generate discussion on the importance of planning strategically at the municipal level.

This evening session would review different planning components, such as corporate plans, strategic plans, and operational plans, along with the implementation elements of those plans. We would also look at the way these plans inter-relate and work together creating a complete organizational functioning element within the Committee's areas of responsibilities.

The identification of critical issues facing the member municipalities is the main thrust of the next day's workshop. Critical issues are those issues that, if not addressed in a timely fashion, could cause serious future problems/concerns for the county and member municipalities as a whole. Critical issues can range from infrastructure planning and financing, to recruitment of staff, to development, environmental, and social concerns. Critical issues, once identified, are then prioritized regarding importance and time lines.

Once the critical issues are agreed upon and prioritized, Committee members will identify the desired outcomes on each critical issue. This will provide a concise end goal to which administration would be directed to accomplish over a specified period of time. Having administration liaison present throughout this process will allow the management staff insight required to adjust their work priorities to match those of the Committee. This time together will also provide management staff with the Committee's expectation as to what the final outcomes are to look like.

The above process usually takes a full day. Once the critical issues, goals, and timelines are identified and agreed upon, the Committee member's work is finished until a final detailed plan is produced and brought back to the Committee for their review, modification, and approval. The final detailed work plan would be developed by the respective administrative liaison CAO's as they would have the specific detail knowledge of resources, individual municipality commitments, and timelines available to address the Committee's priorities.

**Development of Action Plan:**

The next step in the planning process is to develop an action plan that systematically details the actions required to be undertaken to arrive at the outcomes identified by the Committee. This work is undertaken with the administration and the consultant, and identifies what is required, when it needs to be completed, who is to be held responsible, and what resources may be required to complete the action. Once the detail Action Plan is completed, a formal report is prepared by the consultant and presented to the Committee for review, modification, and final approval. With the Committee's approval of the final strategic plan, final presentation can be made to the respective municipal councils and implementation can proceed.

**Plan Monitoring and Assessment:**

Unless continual review and assessment is undertaken, any well-developed plan will, over time, find its way to the back shelves. Our proposal is to prevent this from happening by suggesting an ongoing review process over the first year of the plan. This review process would consist of a meeting with the Committee and administration every three to four months to review progress on the action plan. Having an outside party conduct this review process ensures the plan is kept in the forefront and the plan's monitoring is maintained as an ongoing Committee objective.

The review would consist of a progress report prepared by the Committee's administration that would be presented for review and discussion. This allows the Committee an opportunity to review the critical issues and action plans and to make modifications, if/when required. Most plans require regular review and amendments as circumstances change over time and adjustments sometime need to be made. The regular review of the action plan allows for a re-think of the issues and for the Committee to instruct administration to stay or modify the course; thus keeping the plan current and up to date. Such reviews can usually be undertaken as part of a regular meeting's agenda and not require a special meeting.

**Timelines and Cost Projections:**

The following is an outline of time commitments and costs as per the above process:

**Planning Workshop:**

Preparation of workshop	1 - day
Conducting of workshop	1.5 - days

**Development of Action Plan:**

Workshop with senior administration to prepare detailed action plan - 1 day

**Preparation of the Action Plan for Committee Review and Approval:**

Drafting of action plan	1-2 days
Presentation of Final Strategic Plan	0.5 day

## Flagstaff Intermunicipal Partnership Committee

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Based on the above time frames, it is our estimate the above proposal for the workshop, action plan development, and report preparation and presentation to the Committee could be undertaken for between \$7,000 to \$9,000 including GST and expenses. This type of project should not cost more than \$9,000 based on the above proposal. Final cost of the project would be based on actual time spent.

### **Plan Monitoring and Assessment:**

Time spent on review and follow up with the Committee, should the Committee wish this type of review, would be charged on an hourly basis for actual time required to attend the meeting and work with the Committee and administration on any follow up required; usually this is counted in hours rather than days.

Project work outside of this proposal would be billed at \$150.00 per hour.

**Consultant Profile:**

**Glenn Pitman, President, G. Pitman Consulting Inc.**

Over the past ten years, Glenn has been the principal of his own consulting company. Glenn has completed a number of consulting projects ranging from organizational reviews and strategic planning of municipal governments, to developing a training manual and workbook for the provincial government's Municipal Internship Program. Glenn has also instructed training seminars pertaining to strategic planning and business development.

With more than forty (40) years experience in municipal government, most of which has been at the Chief Administrator's level, Glenn's strengths lay in general management techniques, interpersonal skill development, short and long term planning, and organizational behaviour and development.

Glenn's post secondary education has been obtained from Dalhousie University and the University of Western Ontario, along with management and adult education from such learning institutions as the University of Alberta, The Banff Centre for Management, and Athabasca University.

Over his career, Glenn has worked in the public sector within the provinces of Nova Scotia, Alberta, the Northwest Territories, and Nunavut Territory. Glenn is seen as an individual who can objectively assess situations, work with elected officials, management and staff, and conclude findings that are conducive to established sound management principles.

Strategic planning workshops have been conducted with the following municipalities over the past few years:

County of Stettler – 2010 – 2012 Strategic Plan

MD of Northern Lights – 2009 – 2012 Strategic Plan

Leduc County – 2008-2011 Strategic Plan

Saddle Hills County – 2009-2012 Strategic Plan

Lac La Biche County – annual planning sessions in 2005, 2006, 2007, and 2008 Strategic Plan

MD of Greenview – 2009-2012 Strategic Plan

G. Pitman Consulting Inc. has also undertaken municipal vision planning, corporate administrative reviews, municipal inspections for Alberta Municipal Affairs, and other municipal infrastructure and management projects within Alberta and the Northwest Territories since being incorporated in 2001.

More experiential detail can be obtained if required.



*Experience. Objectivity. Clarity.*

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January 6, 2011

Ms. Lorie Heck  
Flagstaff County Office  
4902 50<sup>th</sup> Street  
PO Box 358  
Sedgewick AB TOB 4C0

**Via Email:** [lheck@flagstaff.ab.ca](mailto:lheck@flagstaff.ab.ca)

Dear Ms. Heck:

**Re: Board Development Workshop**

Thank you for your telephone conversation and email requesting a quote to assist the Flagstaff Intermunicipal Partnership Committee (FIP) to redefine its future goals and objectives. Activation Analysis Group Inc. has extensive experience with facilitation and business planning for a variety of organizations including both municipalities and regional municipal partnerships. We would welcome an opportunity to assist.

We have tentatively reserved March 24 and 25, 2011 for the session. An early confirmation of your decision to proceed would be appreciated.

By way of background, our firm was established in 1993 and has built a solid reputation as an innovative, Alberta-based consulting firm. Our objective is to provide sound advice and professional assistance to clients, at a reasonable price. An overview of the firm, including biographical profiles can be found on our website: [www.aagi.ca](http://www.aagi.ca).

As part of the planning session, we will work with FIP members to refine partnership goals and objectives. To do so, we propose the following activities:

**Task One:** Setting objectives and agenda

- Telephone meeting (FIP/AAGI)
- AAGI development of agenda
- FIP approval of agenda

**Task Two:** Facilitation of a two-day Retreat

**Task Three:** Preparation of Report

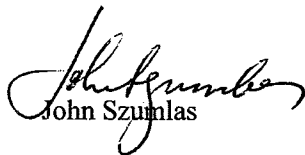
- to be completed and supplied to the client within three weeks of the session

Our fees for the proposed work:

To complete Tasks One through Three:	\$3,375
Out of pocket expenses:	To be charged as incurred
GST:	To be charged as incurred

We appreciate the opportunity to participate in this request for proposals, and upon request will provide any additional information or needed clarification.

Sincerely,

  
John Szumlas

President



# 'Good Enough Never Is'

Ingredients for successful small businesses  
and communities

**Peter Kenyon,  
Community Enthusiast**



“....communities cannot develop from the top down or from the outside in – they must build from the inside out.”

**NO CHARGE to Participants!!**

**Killam Community Hall**

**April 6, 2011**

**Lunch Included**

**“Changing Times; Changing Attitudes”  
Ideas for business & community development**

The Flagstaff Intermunicipal Partnership Committee presents **Peter Kenyon**, from **Australia**, who is an authority on success in small communities.

**It is free, but you must pre-register with [lheck@flagstaff.ab.ca](mailto:lheck@flagstaff.ab.ca) or call (780)384-4105**

## **Flagstaff Trades & Education Day**

- Funded through the Rural Community Adaptation Grant
- 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



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.

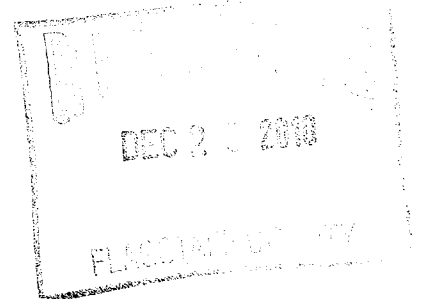
Your municipality is demonstrating a strong commitment to the future of municipal government in Alberta through its dedication of time, energy, and resources to this program. As per the RCP guidelines, I may select specific projects that merit enhanced public recognition. If the above project is selected,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

<b>PRESENT</b>	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.

**MEETING MINUTES**  
**FLAGSTAFF COMMUNITY MEDICAL RECRUITMENT & RETENTION COMMITTEE**  
**JANUARY 19, 2011**  
**HARDISTY HEALTH CENTER**

<b>PRESENT</b>	Jim Martin Diane Gordon Mariann Wolbeck Kevin O'Grady Gerald Kuefler Nora Griffiths Geri Clark Dr. Botha Leslie Heck	Town of Daysland Town of Killam Daysland Health Care Centre Town of Hardisty Flagstaff County Hardisty Health Centre Killam Health Centre Hardisty Health Centre Coordinator
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**CALL TO ORDER** J. Martin called the meeting to order at 11:03 a.m.

**AGENDA** MOVED by D. Gordon to accept the agenda as presented with the following additions:  
Under **Business** add item **c) RPAP Awards** and item **d) Physician Appreciation**  
**CARRIED**

**MINUTES** MOVED by D. Gordon to accept the minutes of the November 16, 2010 meeting.  
**CARRIED**

**UNAPPROVED LETTER TO MINISTER OF HEALTH & WELLNESS** G. Kuefler addressed the group regarding an unapproved letter of support sent by Jim Martin on behalf of the committee to the Minister of Health & Wellness. He further advised that the purpose of this committee is for the coordination of regional medical services and that protocol must followed under all circumstances. All functions of the committee must be agreed upon and approved by motion.

Committee members present agreed that if time is an issue for a particular item of business, then a vote by phone poll of committee members should be conducted before the action is carried out.

In addition, it was also agreed upon that *all* administrative duties shall be conducted by the Coordinator and that correspondence shall be signed as the Chairman of the Committee - not as a Councillor of the Town of Daysland.

G. Kuefler further advised that the Terms of Reference established and approved by the Committee should be adhered to at all times.

The committee members agreed that the ALL! Program is an excellent health initiative for the betterment of our region.

**HARDISTY/ KILLAM SHARING PHYSICIAN** G. Clark advised that Dr. Hanton is in favor of recruiting a part time female physician for the Killam Medical Clinic. Women's wellness clinics have had a good response in the past in Killam.

Dr. Botha stated that he would like assistance for only 2-3 weeks per year as he has difficulty securing locums to cover his off time. He further added that there is not enough patients in Hardisty to employ two physicians.

G. Clark will present the idea of recruiting a female physician for the Killam Medical Clinic to her next staff meeting with Dr. Weighman, Dr. Meer and Dr. Hanton and report

back at the next meeting.

M. Wolbeck will check into resumes she has recently received for female General Practitioners that have applied at Daysland.

**MOVED** by G. Clark to begin advertising for a General Practitioner in the British Medical Journal.

**CARRIED**

## **RPAP AWARDS**

The Alberta Rural Physician Action Plan (RPAP) is inviting rural residents, communities and organizations to nominate a rural family physician or rural community for the following awards:

- **Early Careerist Award:** Recognizes the significant contributions of a rural physician within the first twelve years of practice. They are seen to be current or future icons in their field and are already making a difference for their clients, their community and medical practice.
- **Award of Distinction:** Recognizes a rural physician who presently lives and works in rural Alberta and has done so for more than twelve years. They demonstrate superior commitment and contributions through medical practice, teaching research and/or community service.
- **Alberta Rural Community Recruitment & Retention Award:** In partnership with the Alberta Chambers of Commerce, this award recognizes a rural Alberta community that has best developed innovative and collaborative approaches and solutions resulting in successful physician recruitment and retention in their area.

**MOVED** by K. O'Grady to nominate Dr. Botha for the Early Careerist Award.

**CARRIED**

**MOVED** by G. Clark to nominate Dr. Meer for the Award of Distinction.

**CARRIED**

**MOVED** by G. Kuefler to nominate the Flagstaff Community Medical Recruitment & Retention Committee for the Alberta Rural Community Recruitment & Retention Award.

**CARRIED**

## **PHYSICIAN APPRECIATION**

D. Gordon inquired if the committee was interested in purchasing tickets for the doctors/dentists in the region to the Red Surge Ball again.

Discussion ensued. It was determined that since only one physician attended the Red Surge Ball in 2010, tickets would not be purchased in 2011.

**MOVED** by D. Gordon to host the 2<sup>nd</sup> Annual Physician Appreciation Evening in 2011 at the Senior's Centre in Killam including the physicians from Viking and Camrose that network with our doctors.

**CARRIED**

D. Gordon and G. Clark will consult with the doctors and report back as to appropriate timing of the event.

## **ALL!**

**MOVED** by K. O'Grady to invite a representative from the ALL! Group – Proposed Cataract Surgery Initiative to the next meeting.

**CARRIED**

**DONATION**

**MOVED** by G. Kuefler to donate \$50 to the Quality of Work Life Group for providing our committee with today's lunch.

**CARRIED**

**NEXT MEETING**

The next meeting will be held in March 2, 2011 at 10:00 a.m. at the Killam Health Centre.

**ADJOURNMENT**

J. Martin adjourned the meeting at 11:25 a.m.