

**Flagstaff Intermunicipal Partnership Committee  
Annual/Regular Meeting Agenda  
November 7, 2011  
Forestburg Arena @ 7:00 p.m.**

**1. Organization of FIP Committee**

- a) Chairperson
- b) Vice Chairperson
- c) Managing Partner

**2. Call to Order**

**3. Approval of Agenda**

**4. Approval of September 12, 2011 Minutes**

**5. Financial Report – September 30, 2011**

**6. Business**

- a) Implementation of Regional Water Operators Consortium
- b) Terms of Reference – recommendation to approve

**7. Project Updates**

- a) Implementation of Strategic Plan & Budget
- b) Various FIP Projects

**8. Correspondence/Information**

- a) CAO Meeting Notes of October 5, 2011
- b) Flagstaff Community Medical Recruitment & Retention Committee minutes of September 26, 2011

**9. Next meeting date and location**

**10. Adjournment**

**FLAGSTAFF INTERMUNICIPAL PARTNERSHIP COMMITTEE Sept 12/11**

Minutes of the Flagstaff Intermunicipal Partnership Committee meeting, held at the Killam Senior Center, Killam, Alberta on Monday, September 12, 2011, commencing at 7:00 p.m.

**PRESENT**

R. Bergseth, Councillor	Flagstaff County
S. Armstrong, CAO	Flagstaff County
R. Frizzell, Councillor	Forestburg
D. Moffat, CAO	Forestburg
H. Whitten, Mayor	Sedgewick
T. Rogers, CAO	Sedgewick
B. Curtis, Mayor	Strome
C. Prendergast	Strome
B. James, Mayor	Killam
J. Herle, Councillor	Galahad
G. Poyser, CAO	Galahad
L. Towers, CAO	Alliance
M. Fankhanel, Mayor	Alliance
L. Heck, FIP Coordinator	Flagstaff County
S. Zimmer	Municipal Intern
S. Maciborski, Mayor	Heisler
A. Parkin, CAO	Hardisty
L. Welder, Councillor	Hardisty
J. Martin, Mayor	Daysland

**CALL TO ORDER**

R. Bergseth called the meeting to order at 7:02 p.m.

**AGENDA**

**MOVED** by R. Frizzell to accept the agenda as presented.

**CARRIED**

**DELEGATION**

Darrell Toma of Toma & Bouma Management Consultants delivered a presentation on Flagstaff County's Economic Development Action Plan. The presentation was videotaped and will be distributed to all councils for viewing.

Each council was asked to provide suggestions to the FIP Coordinator by October 14, 2011, to enhance the County's report to make it a regional strategy for economic development. Once all of the suggestions are received, they will be forwarded to Flagstaff County Council for consideration.

Discussion ensued on the need to become more aggressive with economic development within the region and the growing problem of a lack of succession planning for small businesses within our communities.

D. Toma suggested that the Flagstaff region market the "Quality of Place" concept to

people in foreign countries that live in fear and insecurity on a daily basis.

It was agreed that the responsibility of economic development shouldn't be the sole responsibility of the municipalities – the businesses need to get involved as well.

**MINUTES**

**MOVED** by J. Martin to accept the minutes of the June 6, 2011 meeting as presented.

**CARRIED**

**FINANCIAL REPORT**

**MOVED** by S. Maciborski to accept the July 31, 2011 Financial Report as presented.

**CARRIED**

**IMPLEMENTATION OF STRATEGIC PLAN AND BUDGET**

The FIP Coordinator updated the group on the status of the implementation of the five initiatives identified within the strategic plan:

**Initiative #1 The partnership should be seen as thinking and acting regionally.**

**Goal:** Develop an education process to promote the FIP Committee

**Action:** The FIP Coordinator has visited 3/11 municipalities to review FIP strategies, highlight future goals and past successes and actions of the committee. The visits to the remaining municipalities will be completed by October 26, 2011. Currently meeting with providers to establish a website for FIP.

**Initiative #2 Economic Development within the Region**

**Goal:** To develop a regional strategy for economic development

**Action:** Darrell Toma from Toma & Bouma Management Consultants will be presenting the Flagstaff County Economic Development Strategy. This presentation will be videotaped and distributed all member municipalities for review. Each council will provide suggestions to the FIP Coordinator to enhance the County's report.

**Initiative #3 Ongoing funding for the Flagstaff Intermunicipal Partnership**

**Goal:** a) To develop an annual Operating Budget for FIP

b) To develop a funding formula for all members municipalities

**Action:** An annual Operating Budget for the fiscal years 2012 and 2013 has been prepared including two funding options and will be presented to the Committee at the September 12, 2011 meeting for approval.

**Initiative #4 Regional Municipal Emergency Management Plan**

**Goal:** To develop a Municipal Emergency management Plan for the region

**Action:** Will be consulting the Regional Emergency Services Coordinator to initiate this project.

**Initiative #5 Regional Coordination of Public Works staff and equipment, including health and safety training and equipment**

**Goal:** To develop an Intermunicipal agreement for sharing/contracting public works staff and equipment

**Action:** Currently compiling a inventory of public works staff, equipment and agreements. Will continue to assist in the coordination of regional public works meetings.

Discussion ensued regarding the strategic plan and participation in the FIP Committee. What are the consequences of not approving the strategic plan and budget? It was suggested that the budget requisition should be compulsory to maintain membership within the committee. To date, 9/11 municipalities have approved the implementation of the strategic plan.

The proposed 2012 and 2013 budget was reviewed with the group. It was noted that the FIP Coordinator's salary and benefits represents 60% of the total costs. This was increased from 50% due to the time actually spent working on FIP projects. At the end of 2012, this number will be reviewed for accuracy and adjusted accordingly in the 2013 budget.

The Town of Daysland suggested that the administration of the committee be coordinated on a rotational basis amongst the individual municipalities. S. Armstrong advised that this is how the committee operated in the past and it was not effective or efficient. The CAO's in attendance agreed that this group requires continuity of administration for the long term success and project completion and that they do not have any extra time to give for the administration of the FIP Committee.

**MOVED by B. James that the FIP Committee recommend that individual councils accept and fund the 2012 Budget and the 2013 Estimated Budget utilizing equalized assessment of residential, non-residential and farmland property with the understanding that payment of the requisition is mandatory to retain membership within the FIP Committee. Projects outside the budget are optional based upon individual council.**

**CARRIED**

## **PROJECT UPDATES**

The FIP Coordinator provided the following project updates:

### Flagstaff Regional Water Operators Consortium

- The CAO Group created and distributed an RFP for engineering services to five consultants and it was also placed on the Alberta Purchasing Connection website. The deadline is October 14, 2011

### 2009 MSP – Food Bank

- Renovations at the Food Bank are currently in progress and expected to be completed in October

### Flagstaff Regional SDAB

- Currently awaiting quotes from legal counsel to review the agreement and bylaw created by the CAO group
- Legal costs will be split amongst the participating municipalities
- Municipal Affairs came to Sedgewick to deliver training in June 2011

### Rural Community Adaptation Grant

- Currently planning for the 2<sup>nd</sup> annual Flagstaff Trades & Employment Fair to be held at the Killam Community Hall on November 2, 2011

## **NEXT MEETING**

The Village of Forestburg inquired as to why the meetings are always held in Killam and if the members would be willing to attend a FIP meeting in Forestburg. It was decided

that the location of the meetings will now be coordinated on a rotational basis.

The next FIP meeting will be held on November 7, 2011 at 7:00 p.m. at the Forestburg Arena.

**ADJOURNMENT** R. Bergseth adjourned the meeting at 8:47 p.m.

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Chairperson

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Secretary

Unapproved

**Flagstaff Intermunicipal Partnership Committee Financial Analysis - Sept 30, 2011**

<b>Sept 30, 2011 Reconciled Bank Balance</b>	<b>\$ 18,566.98</b>
<b>2009 MSP Grant (Food Bank)</b>	\$ 125,388.00
Less Building Purchase	\$ 82,870.00
Legal Fees	\$ 406.50
Renovation Expenses	\$ 28,431.46
Funds Remaining for Renovations	<b>\$ 13,680.04</b>
<b>2010 Exploration Grant</b>	\$ 50,000.00
Less Payments to Consultants	\$ 47,990.00
Funds Remaining	<b>\$ 2,010.00</b>
<b>Remainder</b>	<b>\$ 2,876.94</b>

**Rural Community Adaptation Grant - Held at Flagstaff County**

**REVENUE**

Grant Proceeds	\$ 130,700.00
2010 Municipal Contribution	\$ 6,642.98
2011 Municipal Contribution	\$ 6,543.82
<b>TOTAL</b>	<b>\$ 143,886.80</b>

**EXPENSES**

2010

Coordinator	\$ 30,951.79
2010 Career Fair	\$ 14,178.29
George Cuff Council Orientation	\$ 10,232.80
BRSD Candidates Forum	\$ 855.15
Computer Support	\$ 306.25
Strategic Planning Session	\$ 356.47
Miscellaneous	\$ 250.00

2011

Networking Evening	\$ 1,985.24
Community Development Projects	\$ 24,034.07
Meeting Expenses	\$ 120.00
Coordinator Expenses	\$ 184.08
SDAB Training Expenses	\$ 580.95
Photocopying/Postage/Supplies	\$ 160.78
2011 Career Fair	\$ 2,199.20
Strategic Planning Session	\$ 7,563.15
Computer Support	\$ 306.25

**TOTAL EXPENSES TO DATE** **\$ 94,264.47**

**FUNDS REMAINING** **\$ 49,622.33**

## **Flagstaff Regional Water Operators Consortium**

- Four members of the CAO Group (Alan Parkin, Ed Chow, Gwenda Poyser and Debra Moffat) are reviewing and analyzing the 7 RFP's received for engineering services for the Regional Water Operators Consortium Project from the following consultants:
  - ❖ AECOM
  - ❖ JK Engineering
  - ❖ MPE
  - ❖ Associated Engineering
  - ❖ ISL
  - ❖ Stantec
  - ❖ Magna
  
- The CAO Group has short-listed to three and is meeting again on November 9 to review these RFP's
  
- Once the final decision is made (by November 14, 2011), a meeting will be held with the successful engineer to discuss the next steps of the project
  
- Currently legal counsel (RMRF) is reviewing the Cooperative Agreement
  
- The project will be reviewed in detail with all Public Works staff at the Regional PW meeting in December 2011
  
- It is anticipated that construction will begin in the Spring of 2012 and project completion will be by December 2012

# MEMORANDUM

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**TO:** FIP Committee  
**FROM:** Leslie Heck, FIP Coordinator  
**DATE:** November 7, 2011  
**RE:** Terms of Reference

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**Recommendation:**

***Approve the amended FIP Terms of Reference.***

**Background**

The following motion was passed at the September 12, 2011 FIP meeting:

MOVED by B. James that the FIP Committee recommend that individual councils accept and fund the 2012 Budget and the 2013 Estimated Budget utilizing the equalized assessment of residential, non-residential and farmland property with the understand that payment of the requisition is mandatory to retain membership within the FIP Committee. Projects outside the budget are optional based upon individual council.

The funding of the operational budget and membership requirements must be added to the FIP Terms of Reference.



# **FLAGSTAFF INTERMUNICIPAL PARTNERSHIP COMMITTEE**

## **TERMS OF REFERENCE**

Approved May 4, 2009

### **Preamble**

The demand for more and better quality services, and limited sources of revenue, has placed unprecedented financial pressure on local municipalities. Inter municipal cooperation and cost sharing offers tangible economic benefits in the area of administration, equipment, personnel, professional expertise, planning, inventories, and a host of other resources that each municipality employs.

The provincial and federal governments have weighted grant programs to favor joint or cooperative inter municipal projects.

The intention of this committee is to be a standing committee that actively addresses the needs of the greater Flagstaff community. Planning and promoting cost sharing ventures is seen as a valid means of maximizing the potential benefits.

It is important that committee members be forward thinking, committed to viewing programs and projects from a regional perspective, and have the confidence and ear of their respective Councils.

The committee is tasked with examination of all existing inter municipal agreements, as well as any other service or project that could provide a benefit to some or all of the participating municipalities. This committee will recommend to their member municipal councils the creation of partnerships and relationships that will accomplish these benefits.

### **Committee Guiding Principles**

1. The aim of the members is to develop partner agreement recommendations through –
  - Open communication
  - Trust
  - Transparency
2. Recognize, respect, and address the differing needs and values of member municipalities
3. Encourage the development of a broad community vision, while respecting the democratic accountability of municipal councils
4. Acknowledge economic realities
5. Minimize the opportunity for litigation or conflict

6. Not unfairly impact or harm any of the stakeholders
7. To develop sustainable practices of municipal cooperation.

### **Committee Purpose**

1. To support local autonomy while emphasizing that local goals can often best be achieved through regional cooperative efforts.
2. To explore opportunities to improve the delivery of services to residents in the region through cooperative efforts.
3. To help members work cooperatively to improve the delivery of municipal services.
4. To encourage regional thinking in the context of local decision making.
5. To support the mutual benefits of all or a majority of the members.
6. To promote regional prosperity through cooperative efforts.
7. To promote & foster organizational efficiency and effectiveness and achieve results without the creation of unnecessary bureaucracy, infrastructure, policies, or processes.
8. To foster effective & enhanced communication among members.
9. To provide a collective voice to provincial & federal governments according to an agreed protocol.
10. To support a consensus based decision making process.
11. To secure funding through available provincial & federal grants that will enable the membership.
12. To develop an ongoing 3 year plan examining potential projects.

### **Committee Membership**

1. The committee shall consist of one member from each of the councils of the member municipalities –
  - Village of Alliance
  - Town of Daysland
  - Flagstaff County
  - Village of Forestburg
  - Village of Galahad
  - Town of Hardisty

- Village of Heisler
  - Town of Killam
  - Village of Lougheed
  - Town of Sedgewick
  - Village of Strome
2. Each municipality will get one vote.
  3. Each member municipality is also encouraged to have a member of their administration attend who will sit as an ex-officio member of the committee and may take part in discussions, but cannot vote on any matter unless authorized as the representative of Council.

### **Meeting of Membership**

The committee shall meet bi-monthly, unless the committee membership agrees to meet more frequently.

### **Quorum**

For all purposes a Quorum of the committee shall be members present who represent not less than 51% of the total members of the committee.

### **Officers**

The officers of the committee shall consist of a Chair, Vice-Chair, and other such officers as the whole committee may determine.

### **Chair**

The Chair shall be elected at the first meeting of the committee following the annual organizational meeting of all member municipalities and will sit for a term of one year. The Chair will chair all meetings of the committee and shall at all reasonable times give to the members, or any of them, all information they may require regarding the affairs of the committee.

### **Vice-Chair**

The Vice-Chair shall be elected at the first meeting of the committee following the annual organizational meeting of all member municipalities and will sit for a term of one year. The Vice-Chair shall preside over committee meetings in the absence of the Chair.

### **Managing Partner**

For purposes of securing funding and maintaining the financial records and minute books, the committee will appoint one of the member municipalities as Managing Partner.

### **Consensus Decision Making**

1. Decisions will be made by consensus whenever possible. In the event a vote is required, a motion shall be made by one of the members and a simple majority of those in attendance at any committee meeting will result in the motion being carried.
2. In the event a member municipality(ies) choose not to participate in a specific project, any member can reintroduce a motion to proceed based on a re-calculation of costs among the remaining municipalities.
3. If a member that chooses not to participate in a specific project decides, at a later date, they want to participate, that member would be allowed into the project at the discretion of participating members, by paying their share of start-up costs for the project.
4. The committee will develop and update a long range plan, developed in consultation with all member municipalities.

### **Sub-Committees & Other Committees**

1. From time to time the committee may appoint sub-committees to undertake a task and report back to the whole committee.
2. The committee may transfer responsibility for a specific project to another regional committee, who shall report directly to their respective Council members.
3. The committee will keep informed of the activities and plans of other regional entities in the Flagstaff community.
4. The committee shall acknowledge information presented in an **advisory** capacity from the Flagstaff Chief Administrative Officers Group.

### **Operating Budget**

1. On an annual basis, the committee will recommend that individual councils accept and fund the annual operating budget utilizing equalized assessment of residential, non-residential and farmland property of all eleven municipalities.
2. Payment of this requisition is mandatory to retain membership within the committee.
3. Projects outside the operating budget are optional based upon individual council.

# Flagstaff Intermunicipal Partnership Committee

## Strategic Plan Update

### **Initiative #1 The partnership should be seen as thinking and acting regionally.**

**Goal:** Develop an education process to promote the FIP Committee

**Action:** The FIP Coordinator has visited 10/11 municipalities to review FIP strategies, highlight future goals and past successes and actions of the committee. The visits to the remaining municipalities will be completed by October 26, 2011.

Investigating the possibility of purchasing website software (Frontpage) to lower costs for the group

### **Initiative #2 Economic Development within the Region**

**Goal:** To develop a regional strategy for economic development

**Action:** Received suggestions on how to enhance the County's report from only 4 municipalities. Do the municipalities want to have Darrell Toma come down and work together?

### **Initiative #3 Ongoing funding for the Flagstaff Intermunicipal Partnership**

**Goal:** a) To develop an annual Operating Budget for FIP  
b) To develop a funding formula for all members municipalities

**Action:** All 11 municipalities approved the operating budget for the fiscal years 2012 and 2013. Possibilities for obtaining provincial/federal funding will continue to be investigated.

### **Initiative #4 Regional Municipal Emergency Management Plan**

**Goal:** To develop a Municipal Emergency management Plan for the region

**Action:** Will be consulting the Regional Emergency Services Coordinator to initiate this project.

### **Initiative #5 Regional Coordination of Public Works staff and equipment, including health and safety training and equipment**

**Goal:** To develop an Intermunicipal agreement for sharing/contracting public works staff and equipment

**Action:** Currently compiling a inventory of public works staff, equipment and agreements. Will continue to assist in the coordination of regional public works meetings. Flagstaff County is hosting the next Regional PW Meeting on December 8<sup>th</sup>.

## **PROJECT UPDATES**

### **NOVEMBER 7, 2011**

#### **2009 MSP – Food Bank**

Renovations at the Food Bank are now complete. Once the invoices have been received and paid in full, Municipal Affairs will be contacted for advice on what to do with remaining funds (approximately \$8500)

#### **Flagstaff Regional Subdivision and Development Appeal Board**

- Brownlee LLP is reviewing the Agreement and Bylaw created by the CAO's
- Will be reviewed at the November 8, 2011 CAO meeting and then brought to the January 2011 FIP meeting for approval

#### **Rural Community Adaptation Grant**

- Held the 2<sup>nd</sup> annual Flagstaff Trades and Employment Fair in Killam on November 2, 2011
- Projects for this grant will be complete by the end of December 2011

#### **2012/13 FIP Operating Budget**

- All eleven municipalities approved the 2012/13 FIP Operating budget

#### **Regional Economic Development Strategy**

- Still waiting for individual council suggestions on how to make Flagstaff County's Economic Development Strategy a regional project

**CAO Meeting Notes – October 5, 2011**  
**Hosted by Flagstaff County**

The following were in attendance:

<b>Town of Sedgewick</b>	Amanda Davis
<b>Flagstaff/Sedgewick/Killam/Daysland Intern</b>	Sarah Zimmer
<b>Town of Killam</b>	Kim Borgel
<b>Village of Alliance</b>	Laura Towers
<b>Flagstaff County</b>	Shelly Armstrong
<b>Village of Forestburg</b>	Debra Moffat
<b>Town of Daysland</b>	Shari-Anne Dooleage
<b>Town of Hardisty</b>	Alan Parkin
<b>Village of Galahad</b>	Gwenda Poyser
<b>Village of Strome</b>	Connie Prendergast
<b>FIP Coordinator</b>	Leslie Heck
<b>Regional Emergency Services Coordinator</b>	Kim Cannady

**Economic Development Plan** – L. Heck questioned the CAO's as to the status of the Economic Development Plan Project and getting input from their councils as to how to make the plan regional.

Most municipalities are at the beginning stages of this project and will provide their input to the Coordinator by October 14, 2011.

Brent Hoyland introduced **Jim Fedyk, Flagstaff County's Community Recreation Coordinator**. Jim advised that he is new to the area and will be getting familiar with all of the communities and completing an inventory of the recreation facilities in order to complete a Leisure Guide for the Flagstaff region. He will also be hosting workshops for municipalities and service groups explaining how to access recreation funding for 2012.

**Review of Fire Agreement**

S. Armstrong advised that the purpose of this review is to determine what should be in the fire agreement.

a) **Shared Costs Budget Form**

- Add amortization to the expenses
- Discussion took place regarding the provision of a GL expense report instead of copies of all invoices with the budget form and if review of this documentation is a good use of the RESC's time? It was determined that submitting a copy of all invoices with the annual budget form should continue but streamlining the process may be considered (ie - elimination of small invoices such as Telus)

b) **50/50 cost sharing of operating costs** – the following items were discussed:

- Uniform funding for wages
- Reimbursement for vehicles not owned by Flagstaff that respond to fires
- Include incentives for training firefighters

**c) Should funding correlate with the level of service provided?**

- The majority was in favour of this concept
- The RESC will determine the level of service that each individual department provides as well as corresponding funding caps. This funding could vary from year to year

**d) Capital – current and future equipment needs**

- Funding should remain 50/50 split for Class A Pumpers
- Quick response trucks and water trucks would be owned 100% by Flagstaff County
- The RESC will establish a 5 year capital plan for each department dependent upon the level of service provided
- The concept of capital funding for the construction of fire halls was discussed.

**e) Rental space availability to house County water trucks**

- Flagstaff County is considering the purchase of two water trucks to assist in fire response
- If a municipality has room to house one of these trucks, that department would assume increased responsibilities in fire response outside of their town/village
- Killam, Hardisty and possibly Sedgewick indicated that would have room

**f) Reimbursement for housing fire equipment**

- It was agreed that the \$10,000 reimbursement is more than adequate

**g) Review of 2009/10 fire expenditures**

- The RESC will review all differences in expenditures when determining funding levels

**h) Authority of RESC Position**

- The main issue is that the RESC has no authority in the towns and villages to take scene command at a fire/emergency when required
- Some departments resist change and take advantage of the lack of chain of command
- Council support in a bylaw would eliminate the power struggle
- The local fire chief is always in charge at an urban fire. The RESC will only take command if needed or if the local fire chief requests it.
- In order to move forward, the RESC needs some authority
- The RESC position should be changed to Regional Fire Commissioner and would be a higher authority to the local fire chiefs
- The RESC will come up with wording for a bylaw to empower the Fire Commissioner
- The role of the Regional Fire Commissioner will be included in the new fire agreement

The CAO's were asked to review the current fire agreement in detail and bring any suggestions for change to the next meeting.

**Next Host – Town of Killam**

**Next Meeting – Nov 8/11 at the multi-purpose room at the Killam Agri-Plex**



**MEETING MINUTES  
FLAGSTAFF COMMUNITY MEDICAL RECRUITMENT & RETENTION COMMITTEE  
SEPTEMBER 26, 2011  
FLAGSTAFF COUNTY OFFICE**

- PRESENT**
- |                 |                             |
|-----------------|-----------------------------|
| Diane Gordon    | Town of Killam              |
| Mariann Wolbeck | Daysland Health Care Centre |
| Kevin O’Grady   | Town of Hardisty            |
| Norah Griffiths | Hardisty Health Centre      |
| Leslie Heck     | Coordinator                 |
| Jim Martin      | Town of Daysland            |
| Gerald Kuefler  | Flagstaff County            |
| Geri Clark      | Killam Health Centre        |
| Sarah Zimmer    | Municipal Intern            |
- CALL TO ORDER** D. Gordon called the meeting to order at 8:35 a.m.
- AGENDA** MOVED by G. Kuefler to accept the agenda as presented with the following additions:  
Under **Business** add item e) **Flagstaff Trades & Education Day**  
**CARRIED**
- ELECTION OF VICE CHAIRPERSON** G. Kuefler agreed to take the Vice Chairperson position until the re-organizational meeting in November 2011.
- PRIMARY CARE NETWORKS** The committee discussed an invitation received from the Primary Care Network Board of Directors in Camrose to continue discussions regarding the possibility of the expansion of a PCN into the Flagstaff region.
- The Daysland and Killam physicians have expressed interest to the site managers but are unsure of the extent of this type of program. Dr. Botha in Hardisty has not expressed an interest in a PCN in the Flagstaff region. Physician participation is key since the project would not move forward without their engagement.
- MOVED** by N. Griffiths that the committee send a letter to the Flagstaff Physicians asking for their written support in the development of a regional Primary Care Network.  
**CARRIED**
- 2011 RPAP CONFERENCE** The 2011 RPAP Conference will be held October 26-28, 2011 at the Sawridge Inn in Edmonton. The Coordinator will register Gerald Kuefler, Kevin O’Grady, Diane Gordon and possibly Mariann Wolbeck for the conference.
- THE TOMORROW PROJECT** The committee viewed a DVD on the Tomorrow Project and D. Gordon gave an overview of project.
- This research study will help medical scientists gain knowledge into the causes of cancer that will benefit both our children and grandchildren.
  - Approximately one in two Albertans will develop cancer in their lifetime and approximately one in four will die of cancer
  - The Tomorrow Project is aiming to recruit 50,000 Alberta residents aged 35-69, who have never had cancer, and are willing to take part in this significant study (it takes approx. 2 hours of your time). Participants will be asked to:
    - Answer questions about health & lifestyle
    - Give simple physical measurements

- Give small amounts of urine and blood or saliva
- Agree to be contacted in the future
- Agree to release additional information from health records to answer specific research questions

For more information or to join the study visit: [www.in4tomorrow.ca](http://www.in4tomorrow.ca) and complete the online form or call: 1-877-919-9292.

**PHYSICIAN  
APPRECIATION  
EVENING**

L. Heck advised that the Flagstaff Community Medical Recruitment & Retention Committee Physician Appreciation Evening will be held on November 9, 2011 at the Killam Legion Hall. Atomic Improv will provide the entertainment and Just Like Mum's will be the caterers for the evening.

**FLAGSTAFF  
TRADES &  
EDUCATION DAY**

**MOVED** by K. O'Grady to invite Christine Hammermaster of RPAP to speak at the Flagstaff Trades & Education Day on November 2, 2011 at the Killam Community Hall **CARRIED**

**FACILITY  
UPDATES**

**Hardisty** – K. O'Grady reported that the Town of Hardisty is meeting with Alberta Health Services to discuss expanded healthcare services to the Hardisty area.

**Killam** – G. Clark reported that Dr. Weighman has settled into the community very nicely. His practice is very busy and continuing to grow. His addition to the medical team in Killam has relieved a lot of pressure from the emergency room at the hospital.

**Daysland** – M. Wolbeck reported that they are currently recruiting for a physician. Advertising will commence as soon as possible in Ireland for this position. The Daysland Healthcare Centre is very appreciative for the coverage that Dr. Hanton recently provided while other physicians were on medical leave and holidays.

Discussion ensued regarding the difficulty in recruiting physicians because of the six month assessment period without pay for physicians establishing their practices in Alberta.

**MOVED** by J. Martin to send a letter to the College of Physicians and Surgeons of Alberta requesting a response to our letter sent on December 7, 2010 regarding the changes in registration requirements for physicians practicing in Alberta.

G. Clark suggested that this issue be brought up at the RPAP Conference in October.

**CORRESPONDENCE** **MOVED** by J. Martin to accept the correspondence items as presented.

**CARRIED**

**NEXT MEETING**

The next meeting will be held on November 28, 2011 at the Flagstaff County Office.

**ADJOURNMENT**

D. Gordon adjourned the meeting at 9:45 a.m.