

**Flagstaff Intermunicipal Partnership Committee  
Regular Meeting held Monday, November 7, 2016 at 7:00 pm  
Flagstaff County Administration Building**

Attendance:	Voting Members	Bob Coutts, Chair Gerald Kuefler Bud James Susan Armer Leo Lefebvre Dennis Steil Perry Robinson James Robertson Joan Zacharuk	Village of Forestburg Flagstaff County Town of Killam Village of Lougheed Town of Hardisty Village of Heisler Town of Sedgewick Town of Daysland Village of Alliance
	CAOs	Shelly Armstrong Debra Moffatt Rod Krips Amanda Howell Sandy Otto	Flagstaff County Village of Forestburg/Coordinator Town of Daysland Village of Heisler Town of Hardisty
	Observers/Presenters	Donna Buelow Anita Miller Gail Watt Wilma McLeod Debra Smith Tim Morrison	Town of Hardisty Town of Hardisty Town of Daysland Village of Alliance Village of Lougheed 13 Ways Inc.
	Absent:	Amanda Davis Kim Borgel Jacquie Zacharuk David Alderdice	Town of Sedgewick Town of Killam Village of Alliance Village of Lougheed

Coordinator Debra Moffatt called the meeting to order at 7:00 PM

Election of Chair      Nominations for Chair were received from the floor:  
   Bob Coutts was nominated by Perry Robinson

No further nominations were received.

Mtn #16-10-046      Moved by Member Gerald Kuefler that nominations cease.

**CARRIED**

Coordinator Debra Moffatt declared Bob Coutts elected as Chair by acclamation.

Chair Bob Coutts took over the meeting.

Election of Vice-Chair      Nominations for Vice-Chair were received from the floor:  
   Gerald Kuefler was nominated by James (Butch) Robertson

No further nominations were received.

Mtn #16-10-047      Moved by Member Bud James that nominations cease.

**CARRIED**

Chair Bob Coutts declared Gerald Kuefler elected as Vice-Chair by acclamation.

*BC*      *DM*

<p>Agenda Mtn # 16-10-048</p>	<p>Moved by Member James Robertson the adoption of agenda with the following addition: E3) Regional Governance Working Sub-Committees Terms of Reference</p>	<p><b>CARRIED</b></p>
<p>Signing Authority Mtn #16-10-049</p>	<p>Moved by Member Perry Robinson that the signing authority for remain the same: Chair Bob Coutts and Coordinator Debra Moffatt</p>	<p><b>CARRIED</b></p>
<p>Regular Meetings Mtn #16-10-050</p>	<p>Moved by Member Perry Robinson that regular meetings shall be held on the 1<sup>st</sup> Monday of each month subject to the call of the chair.</p>	<p><b>CARRIED</b></p>
<p>Presentations</p>	<p>No presenters.</p>	
<p>Minutes for September 12, 2016 Regular Meeting Mtn #16-10-051</p>	<p>Moved by Member Dennis Steil to approve the minutes of the regular meeting held September 12, 2016 as presented.</p>	<p><b>CARRIED</b></p>
<p>Minutes for September 29, 2016 Regional Meeting Mtn #16-10-052</p>	<p>Moved by Member Gerald Kuefler to approve the minutes of the regional meeting held September 29, 2016 as presented.</p>	<p><b>CARRIED</b></p>
<p>Coordinator's Report</p>	<p>As presented in the agenda. The Coordinator was directed to send the advertisement for the SDAB and ARB Board members to all municipalities for recruitment purposes.</p>	
<p>CAO Meeting Notes – October 27, 2016</p>	<p>As presented in the agenda. Fire Services Agreement – Mayor Debra Smith of Lougheed provided information that she has been working with Alberta Municipal Affairs to set a date for the meeting of the Regional Emergency Services Committee and it is tentatively set as November 29, 2016, she will confirm this date to all Committee members and CAOs. Fire Services Agreement – CAO Shelly Armstrong provided clarification that Flagstaff County is not unsure of moving forward with the review of the Fire Services Agreement, she was unsure of the time commitment involved with the review.</p>	
<p>Year to Date Budget Variance Report to October 31, 2016</p>	<p>As presented in the agenda. Coordinator Moffatt reported that the funds for the Infrastructure Assessment have not been received from the province as yet but at this time there are funds to meet the current commitments of the FIP Committee.</p>	
<p>2015 Audited Financial Statements</p>	<p>As presented in the agenda.</p>	
<p>Project Updates: Regional Governance Project</p>	<p>Tim Morrison of 13 Ways Inc. provided a synopsis of the November 2, 2016 project update which was handed out as an addition to the agenda. The Infrastructure Assessment is going well and there should be information coming back to the municipalities by the end of November, 2016. Mr. Morrison reported that the public meetings are going fairly well but are under-attended. Heisler stated that they would be sending out notification to all residents in a mail-out. All municipalities were urged to do the same to ensure that all individuals are informed of the public meetings on November 19, 2016 in Heisler and Hardisty. The mailouts will be done by November 14 or 15. Mr. Morrison stated that he was available to help design the mailout.</p>	

Regional Water Operators Consortium Project	As presented in the agenda.	
Regional Safety Program	As presented in the agenda.	
Correspondence	Synopsis was reviewed and no comments were forthcoming..	
Information Mtn #16-10-053	Moved by Member Perry Robinson to accept all information and correspondence items for information purposes only.	<b>CARRIED</b>
Regional Economic Development Plan	Discussion was held as to whether a new application through the Alberta Community Partnership Grant should be submitted to develop a regional economic development plan which had been previously identified as an important component of the Regional Governance Project. A grant had previously been applied for in the amount of \$160,000 but was denied. It was felt that a second application should be submitted and that Chris Fields of 13 Ways Inc. would be willing to develop the grant application. The overall feeling was that the cost of this project would most likely not exceed \$80,000. Some concern was raised that Flagstaff County had already completed a Regional Economic Development Plan and that this was simply going to repeat what was already developed. It was suggested that the Economic Development Plan completed by Flagstaff County did not include an urban component and that for it to be part of the Regional Governance Study Project this would need to be added.	
Mtn #16-10-054	Moved by Member James Robertson to apply for an Alberta Community Partnership Grant to develop a Regional Economic Development Plan as a component of the Regional Governance Project and further moved that Flagstaff County would be the managing partner noted on the grant application.	<b>CARRIED</b>
Per Diem for FIP Chair	Discussion was held as to who should be paying the per diem for the FIP Chair, or any other FIP member, who had been directed by the Committee to attend special meetings on behalf of FIP.	
Mtn #16-10-055	Moved by Member Bud James that a per diem be paid to the FIP Chair or any other FIP Committee Member who had been authorized to attend special meetings on behalf of FIP at a rate of \$180 for a full day and \$90 for a half day, plus mileage and that these funds would be taken from the FIP operating budget.	<b>CARRIED</b>
Regional Governance Working Sub-Committees Terms of Reference	Discussion was held on the draft terms of reference for the Regional Governance Working Sub-Committees that had been developed by 13 Ways Inc.	
	The intent of the working sub-committees is to develop models of governance or management for the Flagstaff Region. 13 Ways Inc. and Municipal Affairs would be participating in the sub-committees in an advisory role only.	
	The Membership component brought forward concerns that with 7 members on each committee there would be municipalities that would potentially not be included in the sub-committees but it was felt that increasing the number of sub-committee members could increase the time commitment was there was further chance of discord occurring within the committee. It was recommended by Member Bud James that the sub-committees be made up as follows:	
	Governance, Identity and Growth Opportunities – 5 members plus CAO Taxes, Services and Debt – 4 members plus CAO	

It was recommended that an alternate not be appointed as this could cause time delays in bringing an individual up to date on the previous sub-committee discussions. Overall it was felt that the absence of member would be less disruption than the addition of an alternate. There was also discussion held as to whether other elected officials should be serving on the sub-committees or if it should be only FIP members. Some members felt that opening the opportunity to others who would be interested should be permitted.

The Mandate component as presented was determined to possibly negate the ability of the general public to have a say in the eventual decision for the future of the region. It was felt that the method of determining the final model would be discussed by the FIP Committee once the options are brought forward by the sub-committees.

The Decision-Making component of the Terms of Reference was brought into question and the group felt that the role of the sub-committees would be to bring two to three model options to the FIP committee for recommendation and the FIP Committee would determine how these model options would be brought to the general public.

Mtn #16-10-056 Moved by Member Bud James to recommend that each Council appoint one elected official to sit on a Regional Governance Working Sub-Committee.

**CARRIED**

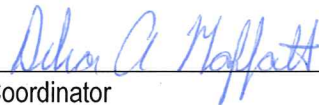
Round Table No Round Table held.

Next Meeting The next regular meeting will be Monday, December 5, 2016 at 7:00 p.m. at the Flagstaff County Administration Building followed by an informal Christmas gathering.

Adjournment As all agenda items had been completed, Chairman Bob Coutts declared the meeting adjourned at 8:30 p.m.



Chairperson



Coordinator