

**Flagstaff Intermunicipal Partnership Committee
Special Meeting to Discuss Regional Governance Project
Held Thursday, January 14, 2016 at 7:00 pm
Flagstaff County Administration Building**

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|-------------|----------------|---|--|
| Attendance: | Voting Members | Bob Coutts, Chair Bud James Gunnar Albrecht Dennis Steil Dell Wickstrom Leo Lefebvre Perry Robinson Gail Watt Susan Armer | Village of Forestburg Town of Killam Flagstaff County Village of Heisler Village of Alliance Town of Hardisty Town of Sedgewick Town of Daysland Village of Lougheed |
| | CAOs | Amanda Howell Shelly Armstrong Amanda Davis Rod Krips Debra Moffatt Kim Borgel Jacqueline Zacharuk | Village of Heisler Flagstaff County Town of Sedgewick Town of Daysland Village of Forestburg Town of Killam Village of Alliance |
| | Consultants | Mike Scheidl Sara Ahlstrom Desiree Kuori | Municipal Affairs Municipal Affairs Municipal Affairs |
| | Observers | Donna Buelow James Robertson | Town of Hardisty Town of Daysland |
| Regrets: | | Sandy Otto Colleen Mayne | Town of Hardisty Village of Lougheed |

Chairman Bob Coutts called the meeting to order at 7:00 PM

Agenda Mtn # 16-01-001 Moved by Member Gunnar Albrecht the adoption of agenda as presented. **CARRIED**

Minutes Mtn #16-01-002 Moved by Member Bud James the adoption of the minutes of December 14, 2015 regular meeting. **CARRIED**

Information Mtn #16-01-003 Member Bud James provided clarification for the reasons that the Town of Killam did not approve recommendation (e) *"The Flagstaff Intermunicipal Partnership should agree to support advancing toward a Single Tier Urban/Rural Municipal Government with implementation to be completed no later than 2021."* The Town of Killam Council felt that this was a restrictive recommendation and that all options should be explored prior to making a final

decision.

Moved by Member Dennis Steil to accept the information as presented.

CARRIED

Regional
Governance
Project Terms of
Reference
Mtn #16-01-004

Michael Scheidl facilitated this portion of the discussion. The Regional Governance Project Terms of Reference, as amended by the CAO Group, were reviewed by the committee.

Moved by Member Gunnar Albrecht to approve the Regional Governance Project Terms of Reference as amended and to recommend the Terms of Reference to each council for approval.

Carried

Project Manager
Job Description

A job description for the Project Manager was developed with the assistance of Municipal Affairs.

Project Timeline
Mtn #16-01-005

The overall timeline for the project was discussed with representatives from Municipal Affairs and elected officials and it was determined the timeline should be as follows:

| | |
|---|--------------------------|
| Request for public input | March, 2016 |
| Initial Draft prepared for review | April/May, 2016 |
| Public input on initial draft | June, 2016 |
| 2 nd Draft prepared for review | September/October, 2016 |
| Public input on 2 nd draft | November/December, 2016 |
| Final Draft for review | March, 2017 |
| Recommendation to Councils | April, 2017 |
| Question to Public | October, 2017 (election) |

Moved by Member Leo Lefebvre to approve the timeline as drafted and to have the timeline provided to individual councils for information purposes.

Carried

Representatives from Municipal Affairs left the meeting at 8:45 p.m.

Goals for Regional
Governance
Project

The tasks for each goal of the project were accepted for information purposes only, no action taken.

Interim Financing
for Retaining
Project Manager
Mtn #16-01-006

Discussion was held regarding funding for the Project Manager for the Regional Governance Project.

Moved by Member Perry Robinson to fund full budget of \$80,000 for the Project Manager from FIP reserves and if grant funding is received, the funds would be returned to the reserve account.

Carried

Appointment of

Moved by Member Bud James that the CAO Group enter into negotiations with

Project Manager 13 Ways Inc. to act as Project Manager. **Carried**
Mtn #16-01-007

Matching Funding Moved by Member Bud James to apply for the two ACP grants for above-ground
Requirements for and underground infrastructure assessments with matching funding of \$15,000
Grant for each project to be taken from FIP reserves. **Carried**
Applications
Mtn #16-01-008

Appointment of Moved by Member Bud James to appoint the Chair as the Communications
Communications Liaison for the Regional Governance Project. **Carried**
Liaison
Mtn #16-01-009

Approval of Press The Managing Partner was directed to contact Tim Morrison for assistance to
Release develop the initial press release to be approved by the Communications Liaison
and that the approved press release is to be placed in the Community Press the
week of January 18, 2016 and is to be provided to all member municipalities.

Next Meeting The next regular meeting will be held February 8, 2016 at 7:00 p.m. at the
Flagstaff County Administration Building.

Adjournment As all agenda items had been completed, Chairman Bob Coutts declared the
meeting adjourned at 9:45 p.m.


Chairperson


Coordinator