

**Flagstaff Intermunicipal Partnership Committee  
Regular Meeting held Monday, June 13, 2016 at 7:00 pm  
Town of Hardisty Civic Building**

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

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

Agenda Mtn # 16-06-029	Moved by Member Gunnar Albrecht the adoption of agenda as presented.	<b>CARRIED</b>
Presentations	No presenters in attendance	
Minutes for April 11, 2016 Special Meeting Mtn #16-06-030	Moved by Member Gunnar Albrecht to approve the minutes of the special meeting held April 11, 2016 as presented.	<b>CARRIED</b>
Regional Governance Project Update	Tim Morrison of 13 Ways Inc. was in attendance to review the status of the Regional Governance Project: <ul style="list-style-type: none"> <li>• The website <a href="http://www.flagstaffunited.ca">www.flagstaffunited.ca</a> will be ready to launch this week;</li> <li>• The website provides an opportunity for people to send in suggestions, comments, concerns which 13 Ways Inc. will review;</li> <li>• A press release will be sent out as soon as the website is live;</li> <li>• The survey sent out on June 7 has not been responded to by many elected officials, individuals indicating they had not received the survey will be sent a new link;</li> <li>• Public Stakeholder Engagement plan will be implemented in late June, early July;</li> </ul>	

ALC     DM

- They are currently working on the RFQ for the Underground Infrastructure Assessment;
- Doug Griffiths will start meeting with key stakeholders in late June/early July

Town of Hardisty  
re: Open-Ended  
Contract

Tim Morrison was apprised of the Town of Hardisty's concerns regarding the open-ended nature of the contract with 13 Ways Inc. He indicated that he would speak to Doug Griffiths about this and ensure that a letter is sent out stating that they would be working within the approved budget for the Regional Governance Project.

Information  
Mtn #16-06-031

Moved by Member Perry Robinson to accept all information and correspondence items for information purposes only.

**CARRIED**

Regional  
Governance  
Networking BBQ  
Mtn #16-06-032

Moved by Member Gunnar Albrecht to approve the Regional Governance Networking BBQ to be held on Thursday, July 21, 2016 at 6:00 p.m. at the Killam Legion with participants being all elected officials, CAOs and representatives from 13 Ways Inc.

**CARRIED**

Intermunicipal  
Assessment Review  
Boards Agreement  
and Bylaw  
Mtn #16-06-033

Moved by Member Perry Robinson to accept the amended Intermunicipal Assessment Review Boards Agreement and the amended Intermunicipal Assessment Review Board Bylaw as presented with a change to board member remuneration to be \$250 per full day and \$125 per half day and to recommend that all member municipalities approve the amended agreement and amended bylaw.

**CARRIED**

Flagstaff Regional  
Subdivision and  
Development  
Appeal Board  
Agreement  
Mtn #16-06-034

Moved by Member Leo Lefebvre to accept the amended Flagstaff Regional Subdivision and Development Appeal Board Agreement with a change to the board member remuneration to be \$250 per full day and \$125 per half day and to recommend that all member municipalities approve the amended agreement.

**CARRIED**

SCADA Server  
Relocate  
Mtn #16-06-035

Moved by Member Perry Robinson to recommend to all member municipalities to approve the move of the SCADA server from Flagstaff County to the Town of Hardisty; in an attempt to isolate and eliminate communications issue with the server, under a 3-year same business day IT agreement for the server only at a cost of \$999 per month with the costs to be split equally between all participating municipalities.

**MOTION WITHDRAWN**

SCADA Server  
Relocate  
Mtn #16-06-036

Moved by Member Perry Robinson to table the discussion on the SCADA Server Relocate pending further information from the coordinator in regard to available funding and from the Town of Hardisty on site specific costs.

**MOTION WITHDRAWN**

SCADA Server  
Relocate  
Mtn #16-06-037

Moved by Member Perry Robinson to recommend to all member municipalities to approve the move of the SCADA server from Flagstaff County to the Town of Hardisty; in an attempt to isolate and eliminate communications issue with the server, under a 3-year same business day IT agreement for the server only at a cost of \$999 per month to be funded from FIP reserves for the 1<sup>st</sup> year and then to be split equally between all participating municipalities for the remaining 2 years.

**CARRIED**

Regional Safety  
Program  
Mtn #16-06-038

Moved by Member Gunnar Albrecht to have the FIP Coordinator develop an RFP for regional safety services including but not limited to: staff training, documentation development and review and on-site safety inspections, to be posted on the Alberta Purchasing Connection (APC).

**CARRIED**

Round Table

Next Meeting

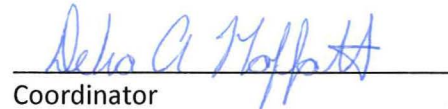
The next regular meeting will be Monday, September 12, 2016 at 7:00 p.m. with the location to be confirmed.

Adjournment

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



Chairperson



Coordinator