

Flagstaff Inter-Municipal Partnership Committee

**Regular Meeting
Monday, January 9, 2017
Flagstaff County Office
At 7:00 pm**

A. Approval of Agenda

B. Presentations

7:00 p.m. Urban Systems – Update on Regional Infrastructure Assessment

C. Approval of Minutes

1. Regular Meeting December 5, 2016..... 1-3

D. Information

1. Coordinator’s Report 4

2. Project Updates:

a. Regional Governance Project & Infrastructure Study – Attached..... 5-7

b. Regional Safety Program – Attached.....8

c. Regional SCADA System – no new updates available

d. Regional Economic Development Plan – no new updates available

3. Correspondence:

a. Synopsis of Correspondence.....9

E. Business

F. Round Table Discussion

Next Regular Meeting: Monday, February 6, 2017 – Flagstaff County Office

Next Working Sub-Committee Meeting: Monday, January 16, 2017 – Flagstaff County Office

Adjournment

**Flagstaff Intermunicipal Partnership Committee
Regular Meeting held Monday, December 5, 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 Dell Wickstrom	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	Gail Watt Brenda McDermott Kai So Michael Scheidl Jennifer Paton Sara Ahlstrom Doug Griffiths	Town of Daysland Town of Killam Municipal Affairs Municipal Affairs Municipal Affairs Municipal Affairs 13 Ways Inc.
	Absent:	Amanda Davis Kim Borgel Jacquie Zacharuk David Alderdice	Town of Sedgewick Town of Killam Village of Alliance Village of Lougheed

Chair Bob Coutts called the meeting to order at 7:00 p.m.

Agenda Mtn # 16-11-057	Moved by Member Dennis Steil the adoption of agenda as presented.	CARRIED
Presentations	No presenters.	
Minutes for November 7, 2016 Regular Meeting Mtn #16-11-058	Moved by Member James Robertson to approve the minutes of the regular meeting held November 7, 2016 as presented.	CARRIED
Coordinator's Report	As presented in the agenda.	
Project Updates: Regional Governance Project	As presented in the agenda.	
Project Updates: Regional Infrastructure Assessment Project	As presented in the agenda. Doug Griffiths further added that 13 Ways Inc. would be meeting with Urban Systems this week and that a report would be made available to the committee in January, 2017.	



Correspondence

Synopsis was reviewed and no comments were forthcoming.

Information
Mtn #16-11-059

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

CARRIED

Regional Governance
Project

Doug Griffiths of 13 Ways Inc. provided an update on the Regional Governance Project:

- Recapped the reasons for undertaking the project
- Reviewed the results of the survey
- Reviewed public feedback received from public meetings
- Provided a Checklist of Solutions to be utilized when looking at regional initiatives, does the initiative meet the solution requirements
- Provided four potential options going forward:
 - Commissions and Service Agreements
 - Two Tier - Service Provision Based
 - Two Tier – Growth Initiatives Based
 - Single Tier Amalgamation
- Provided the recommendation from 13 Ways Inc. – Single Tier Municipal Government with eight (8) wards and one (1) mayor elected at large

Doug Griffiths discussed the working sub-committees and informed the group that he was more comfortable with a single sub-committee made up of an elected official from each municipality as well as one CAO. He further explained that the sub-committee would be need to be provided with direction as to which option they should be exploring and that the first step would be to review the governance of that option. He also stated that administration would take a couple of years to review policies, bylaws, taxes, service levels, etc.

Kai So of Municipal Affairs explained that a lot of work would be done after amalgamation and that the province provides a transition period which can take up to three (3) years and that there was a potential of transition funding in the \$2,000,000 - \$3,000,000 range if there was no change in funding currently available from the Province.

Doug Griffiths further explained that if a Single Tier Municipal Government was formed the elected officials needed to be aware that their position would most likely need to be full-time due to the increase in duties they would be undertaking.

Doug Griffiths and Kai So explained that public consultations would need to be held prior to Councils ratifying any change in governance and that amalgamation approvals would need to be received from municipal councils by May, 2017 and a request submitted to the Minister of Municipal Affairs by the end of May, 2017. This would allow Municipal Affairs staff and the Minister to review the request and take it to the house for ratification in time for the October, 2017 municipal election.

Further discussion was held amongst the attendees regarding the challenges to be faced going forward with the recommendation from 13 Ways Inc. and the group agreed that there will be challenges to be faced and that communication with residents and potential new councillors would be very important.

Mtn #16-11-060

Moved by Member Perry Robertson that one working sub-committee be created made up of one elected official from each municipality and one CAO, as previously selected by each municipality, and that the sub-committee be directed to develop governance options for a Single-Tier Model of municipal governance.

CARRIED

Mtn #16-11-061 Moved by Member James Robertson to recommend to municipal councils that the Flagstaff Intermunicipal Partnership 2017 Operating Budget in the amount of \$102,000 as presented be approved as presented.

CARRIED

Battle River School Division Participation in Regional Governance Project Discussion was held regarding the request of Battle River School Division (BRSD) to participate in the Regional Governance Project. Chair Bob Coutts stated that he had emailed BRSD and explained that at no point had the committee discussed consolidating schools as part of the project. Kai So stated that as part of an amalgamation process, the school division, Alberta Health and other regional or provincial entities would be made part of the consultation process.

No action was taken on this item.

Round Table No Round Table held.

Next Meeting The next regular meeting will be Monday, January 9, 2017 at 7:00 p.m. at the Flagstaff County Administration Building.

Adjournment As all agenda items had been completed, Chair Bob Coutts declared the meeting adjourned at 8:55 p.m.

Chairperson

Coordinator

**Coordinator's Report
FIP Committee January 5, 2017**

Regional Governance Project

- The Working Sub-Committee has met once
- Regional Infrastructure Assessment
 - Urban Systems to meet with each municipality to review their data
- Regional Economic Development Plan
 - Grant application has been submitted and Flagstaff County is gathering letters of support

Regional Public Works

- No meeting scheduled as yet

Regional Safety Program

- Needs Assessment to be started in January for Forestburg, Hardisty, Heisler, Killam and Sedgewick

General

- To date the Village of Lougheed is the only municipality which has not approved the budget and requisition.
- Invoices for 2017 requisitions will be sent out as soon as Lougheed has approved the budget
- Coordinator will be working on year end financial statements for review by auditor.

FLAGSTAFF INTERMUNICIPAL PARTNERSHIP
REGIONAL GOVERNANCE PROJECT UPDATE

Total funding in place to date:

1. <i>Regional Governance Project</i>	\$ 40,000
2. <i>Business Case Development</i>	150,000
3. <i>Underground Infrastructure Assessment</i>	350,000
4. <i>Reserves (matching for #1 and #3)</i>	<u>55,000</u>
<i>Total Funding Available</i>	<u>\$595,000</u>

December, 2016 – first meeting of the working sub-committee was held on December 19, 2016

December, 2016 – Motion made at December 5, 2016 FIP Meeting to direct the working sub-committee to explore options for governance of a single tier government.

November, 2016 – Flagstaff County agreed to act as managing partner on a grant application for a Regional Economic Development Plan.

November, 2016 – Public meetings were held in Strome, Alliance, Heisler and Hardisty to review the project and solicit public input as to direction to be taken by the Committee.

September 29, 2016 – 13 Ways Inc. presented a project update during a Regional FIP meeting. They are anticipating that starting in October there will be weekly press releases, the Urban Systems initial map showing infrastructure will be submitted to municipalities by the end of October and they also reviewed results from other regions within Canada that have undergone amalgamations, either forced or voluntary and the lessons to be learned from those regions.

September 6, 2016 – The Villages of Forestburg and Heisler have met with Urban Systems to provide infrastructure information. Flagstaff County, Daysland, Killam, Sedgewick and Alliance have scheduled their meetings. To date Hardisty, Sedgewick and Lougheed have not provided any information to Urban Systems.

August 30, 2016 – Initial survey to residents, to assess municipal services, was posted to the website.

August 16, 2016 – An Infrastructure Assessment worksheet was submitted to all CAOs requesting that the information be provided to Urban Systems by August 23, the majority of municipalities had not met this deadline.

July 21, 2016 – A networking BBQ was held in the parking lot next to the Killam Legion.

July, 2016 – An RFP for the Underground Infrastructure Assessment was posted on the Alberta Purchasing Connection. The RFP was not limited to just underground infrastructure as it was felt that due to the economic climate we might be able to have much more done than originally anticipated. Eleven (11) proposals were received and reviewed by 13 Ways Inc. The contract was award to Urban Systems.

June, 2016 – www.flagstaffunited.ca was launched to keep individuals informed as to the progress of the project and a news release as issued on June 17 confirming the launch of the website.

April 4, 2016 – Municipal Affairs did not approve ACP grant for Regional Economic Development Plan (\$160,000).

March 31, 2016 – Municipal Affairs approved ACP grant for Underground Regional Infrastructure Assessment Project (\$350,000).

March 23, 2016 – Contract with 13 Ways Inc. signed.

March 15, 2016 – Municipal Affairs approved ACP grant for Development of a Business Case for Regional Governance (\$150,000).

March 14, 2016 – The FIP Committee accepted the recommendation from the CAO Group and moved to accept the proposal from 13 Ways Inc.

Moved to recommend that member municipalities be prepared to fund \$150,000 for Phase II in the event that the Municipal Restructuring Grant is not approved. A requisition was sent to all members.

February 29, 2016 – The RFP for Phase II was successfully tendered. Three proposals were received and reviewed by the CAO Group who recommended retaining 13 Ways Inc. to carry out this phase.

February 8, 2016 – Municipal Affairs approved ACP grant for Regional Governance Project (\$40,000).

January 14, 2016 – Recommend to Councils to approve the Terms of Reference for the Regional Governance Project.

Developed job description for project manager.

Approved project timelines.

Approved the use of \$80,000 from operating reserves to retain the project manager for the initial steps of phase II.

CAO group directed to retain the services of 13 Ways Inc. within the scope of the \$80,000 budget.

Approved using \$15,000 each as matching funds on the two infrastructure assessment grant applications.

Appointed FIP Chair as communications liaison.

Authorized the managing partner to prepare a press release with the assistance of Tim Morrison of 13 Ways Inc.

December 14, 2015 – Recommend to Councils to hire 13 Ways Inc. to facilitate carrying out the recommendations of the 13 Ways Executive Summary, pending development of a job description and availability of funding.

Recommend to Councils to approve the 13 Ways Executive Summary Report recommendations.

Recommend to Councils to approve grant application for components of the project.

November 2, 2015 – Reviewed 13 Ways Inc. initial report and the consensus of the group was to proceed with Phase II: Develop a business case including an infrastructure assessment of all municipalities and Phase 3 which would be implementation of one of the suggested governance formats.

March 9, 2015 – Municipal Affairs attended meeting and reviewed initial goals for the Regional Governance Project

Set up working group (the CAO group) to develop a project plan, terms of reference and the criteria to hire a consultant

April 23-24, 2014 – Strategic Planning Session – identified Regional Governance as a priority project for the committee

FLAGSTAFF INTERMUNICIPAL PARTNERSHIP

REGIONAL SAFETY PROGRAM UPDATE

January, 2017 – SDI Group will be starting the needs assessment the week of January 23, 2017

October, 2016 – The Towns of Hardisty, Killam and Sedgewick and the Villages of Heisler and Forestburg have agreed to undertake a needs assessment for their safety programs. The project will commence in January, 2017.

September 1, 2016 – CAOs reviewed the RFP and made a recommendation to the FIP Committee to recommend to members that a needs assessment be undertaken with the cost to be covered by participating municipalities.

August 1, 2016 – One response was received in response to the RFP posting on APC.

June 13, 2016 – FIP Committee directed FIP Coordinator to develop an RFP for a Regional Safety Program including staff training, documentation development and review and on-site safety inspections. This was completed and posted to the Alberta Purchasing Connection (APC).

FLAGSTAFF INTERMUNICIPAL PARTNERSHIP
SYNOPSIS OF CORRESPONDENCE
FOR JANUARY 9, 2017 REGULAR MEETING

1. 2017 Budget and Requisition
 - a. Village of Alliance – 2017 requisition already submitted
 - b. Town of Daysland - Approved
 - c. Flagstaff County – Approved
 - d. Village of Forestburg - Approved
 - e. Town of Hardisty - Approved
 - f. Village of Heisler - Approved
 - g. Town of Killam - Approved
 - h. Town of Sedgewick – Approved
2. Regional Economic Development Grant Application
 - a. Town of Killam – Approved
3. Regional Governance Project Sub-Committee Appointments
 - a. Town of Daysland – Appointed Mayor Gail Watt