

**Flagstaff Intermunicipal Partnership Committee**  
**Regular Meeting held Monday, September 12, 2016 at 7:00 pm**  
**Flagstaff County Administration Building**

Attendance:	Voting Members	Bob Coutts, Chair	Village of Forestburg
		Gunnar Albrecht	Flagstaff County
		Bud James	Town of Killam
		Susan Armer	Village of Lougheed
		Leo Lefebvre	Town of Hardisty
		Dennis Steil	Village of Heisler
		Perry Robinson	Town of Sedgewick
		Gail Watt	Town of Daysland
		Dell Wickstrom	Village of Alliance
	CAOs	Shelly Armstrong	Flagstaff County
		Debra Moffatt	Village of Forestburg/Coordinator
		Jacquie Zacharuk	Village of Alliance
		Rod Krips	Town of Daysland
		Kim Borgel	Town of Killam
		David Alderdice	Village of Lougheed
		Sandy Otto	Town of Hardisty
	Observers/Presenters	Donna Buelow	Town of Hardisty
		Anita Miller	Town of Hardisty
		Chris Ulmer	Urban Systems
		Christina Hopkins	Urban Systems
		Golnaz Azimi	Urban Systems
	Absent:	Amanda Howell	Village of Heisler
		Amanda Davis	Town of Sedgewick

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

Agenda Mtn # 16-09-039 Moved by Member Gunnar Albrecht the adoption of agenda with the following addition:  
 E4) Statement of Financial Position as at December 31, 2015. **CARRIED**

Presentations Golnaz Azimi, Chris Ulmer and Christina Hopkins from Urban Systems reviewed the Infrastructure Assessment Project. Currently they are gathering information from all municipalities which will be loaded into a central database. Once this is done they will generate an asset replacement forecast in excel format. They are hoping to have this process completed by the end of the year for review by the FIP Committee. The report will include a decision making matrix which will indicate what services are available, the potential risks related to that asset, including the replacement cost based on 2016 dollars. They are anticipating the project will be completed March, 2017. To date they have met with all municipalities except Hardisty and Lougheed. They explained that due to time constraints they would not be able to attend Hardisty and Lougheed in person, but Hardisty CAO indicated that she would be more comfortable with them booking an appointment with them to review their systems.

Urban Systems was questioned as to what infrastructure they were including and it will include water, wastewater, roads, gas, and buildings.

Urban Systems was questioned about regional "unowned" assets including the communications system and waste authority. The Coordinator will provide contact information for Murray Hampshire to Urban Systems. The Coordinator will provide a synopsis of the Communications Tower project.

The presenters were thanked and left the meeting at 7:25 p.m.

Minutes for June  
13, 2016 Regular  
Meeting  
Mtn #16-09-040

Moved by Member Bud James to approve the minutes of the regular meeting held June 13, 2016 as presented.

**CARRIED**

Project Updates:  
Regional  
Governance Project

Chair Coutts stated that he and Doug Griffiths had been invited to attend a council meeting in Sedgewick to review the project. Member Perry Robinson indicated that he felt the presentation to Council had great value and provided an opportunity for individual council members to bring forward any questions or concerns they had about the project. As no other invitations had been forthcoming, Chair Coutts stated that he and/or Doug Griffiths would be requesting to be put on future Council agendas so that all municipalities had an opportunity to meet with them to discuss the project.

Member Leo Lefebvre stated that he had not been informed that Urban Systems had been awarded the contract for undertaking the Infrastructure Assessment portion of the project. Coordinator Moffatt indicated that she would ensure that information submitted to CAOs would also be submitted to the FIP Committee members in the future.

Correspondence

In future a synopsis of general correspondence will be provided in the agenda packages so as to reduce the amount of paper required.

Information  
Mtn #16-09-041

Moved by Member Susan Armer to accept all information and correspondence items for information purposes only.

**CARRIED**

Community  
Resource Officer

Discussion was held on the Community Resource Officer (CRO) position. There was some concern that the officer did not bring value in the past. Flagstaff County indicated that a copy of the Memorandum of Understanding had been sent to each municipality for their information along with a request for funding assistance. She also indicated that the role of the CRO would be to educate and to form personal connections with our youth, but that if enforcement was required, the officer would be carrying that out. She also indicated that if the CRO is needed to assist the RCMP the County would not be billed for the time spent away from their CRO role. CAO Armstrong also stated that if anyone had suggestions or ideas for the CRO he could be contacted by email at [cro@flagstaff.ab.ca](mailto:cro@flagstaff.ab.ca).

Special Regional  
Meeting  
Mtn #16-09-042

Moved by Member Leo Lefebvre to hold a special regional meeting of FIP on Thursday, September 29, 2016 at 7:00 pm in the Killam Recreation Centre Multipurpose Room and that the purpose of the meeting is to review the Regional Governance Project with 13 Ways Inc. and Urban Systems.

**CARRIED**

Regional Safety  
Program

Moved by Member Bud James to recommend to all member municipalities; except Town of Daysland and Flagstaff County, that SDI Group undertake a Safety Program Needs

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Mtn #16-09-043      Assessment at a cost of approximately \$860 per municipality with those costs being borne by each participating municipality. **CARRIED**

Statement of Financial Position as at December 31, 2015  
Mtn #16-09-044      Moved by Member Dennis Steil to accept the Statement of Financial Position as at December 31, 2015 as provided by Grant Thornton. **CARRIED**

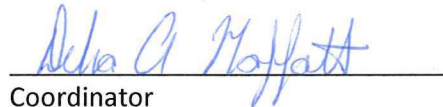
Round Table      Chair Coutts asked if any members had received any feedback on the survey for the Regional Governance Project. Members indicated they had not spoken to anyone in regard to the survey but Hardisty and Sedgewick indicated that the feedback after their open house and after the presentation by Chair Coutts and Doug Griffiths was positive for the program.

Next Meeting      The next regular meeting will be Monday, November 7, 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 8:30 p.m.



Chairperson



Coordinator