

August 28<sup>th</sup>, 2014

## Agenda

**Regular Monthly Meeting – Call to Order –**

**Adoption of Agenda –**

**Correspondence – Items Arising:**

- |   |           |
|---|-----------|
| 1. <b>Canada Post</b> - Potential Hour Reduction          | <b>1A</b> |
| 2. <b>RCMP</b> – Response Letter                          | <b>2A</b> |
| 3. <b>Seniors Housing</b> – Resident Concern              | <b>3A</b> |
| 4. <b>Flagstaff County</b> – Regional Governance Study    | <b>4A</b> |
| 5. <b>Senator D. Black</b> – Temp. Foreign Worker Program | <b>5A</b> |
| 6. <b>AUMA Convention</b> – Registration                  | <b>6A</b> |
| 7. <b>RCMP K-Division Invitation</b> – AUMA Conv.         | <b>7A</b> |
| 8. <b>BRWSA Survey</b>                                    | <b>8A</b> |
| 9. <b>Flagstaff County</b> – Recreation Funding           | <b>9A</b> |

**Circulation File of Correspondence – List Attached**

**Delegation** –Pat Whitehead, 7:00 PM

**Financial Statement** – For Month Ending June 30<sup>th</sup>, 2014 – Attached

**Financial Statement** – For the Month Ending July 31, 2014 – Attached

**Accounts** – For Month Ending June 30<sup>th</sup>, 2014 – List Attached

**Accounts** – For Month Ending July 31<sup>st</sup>, 2014 – List Attached

**Committee Reports** – For Period Ending August 28<sup>th</sup>, 2014 – Attached

**Public Works Report** – For the Period Ending August 28<sup>th</sup>, 2014 – Attached

**CAO Report** – For Period Ending August 28<sup>th</sup>, 2014 – Attached

**Matters Arising:**

**Minutes** – Organizational Meeting – July 14<sup>th</sup>, 2014 - Attached

**Matters Arising:**

**Minutes** – Special Meeting of Council – July 14<sup>th</sup>, 2014 - Attached

**Matters Arising:**

**Business:**

- |   |           |
|---|-----------|
| 1) <b>Traffic Control Bylaw #511 – Draft</b>                  | <b>1B</b> |
| 2) <b>Partial Plan Cancellation</b> – Plan 812 1206; Block 28 | <b>2B</b> |
| 3) <b>Land Use Bylaw(LUB) #461</b> – Variance                 | <b>3B</b> |
| 4) <b>Cemetery Bylaw #513 – Draft</b>                         | <b>4B</b> |

5) Cremation Bylaw #493 – Review	5B
6) Hawkers & Peddlers Bylaw #484 – Review	6B
7) Public Works/Transportation – Paving Request	7B
8) LUB #461 – Development Permit 2014-08	8B
9) LUB #461 – Parking	9B
10) Transportation Access	10B
11) Policy C2a. – Banking Review	11B
12) FIP – Protocol for Regional Cooperation	12B
13) Strategic Plan – Updates	
14) Round Table	
15)	
16)	
17)	

Adjournment -

1A



CANADA POST  
4901 - 50TH AVE Suite 270  
CAMROSE AB T4V 0S2

POSTES CANADA  
4901 - AVE 50<sup>TH</sup> Suite 270  
CAMROSE AB T4V 0S2

JULY 21, 2014

MAYOR CLEM ST. PIERRE  
TOWN OF SEDGEWICK  
PO BOX 129  
SEDEWICK AB T0B 4C0

RECEIVED  
JUL 22 2014

**Re: Potential reductions to weekday business hours at the Sedgewick Post Office**

Dear Mayor St. Pierre,

Having the country's largest retail network is not only important to the communities we serve, but also to Canada Post. It's a competitive advantage that will help us to compete in growing markets such as parcel delivery, fuelled by online shopping.

However, with Lettermail volumes declining, we need to make smart choices to maintain local service without becoming a burden on Canadian taxpayers because Canada Post has a mandate to remain financially self-sufficient.

Our goal is to serve the people in your community when they use the post office most. A careful review has determined that we have a very small number of local customers between the hours of 8:30 a.m. to 9 a.m. and 12 p.m. to 12:30 p.m., Monday to Friday. Canada Post is therefore considering reducing the hours of operation on weekdays.

We will be holding discussions with the local representative of our employees' association, the Canadian Postmasters and Assistants Association (CPAA), and will communicate the results with you once these discussions have occurred.

Rest assured that these potential changes will take our customers' and your constituents' postal needs into consideration. We remain committed to providing postal services in urban and rural communities across the country.

Please do not hesitate to contact me at the above address or at (780) 608-4160, if you require further information or assistance.

Yours truly,  
A handwritten signature in black ink, appearing to read "Todd Halvorsen".

Todd Halvorsen  
Manager, Wild Rose Local Area

Royal Canadian Mounted Police

Commanding Officer  
"K" Division



Gendarmerie royale du Canada

Commandant  
de la division "K"

2A

July 15, 2014

RECEIVED  
JUL 21 2014

The Honourable Perry D. Robinson  
Mayor of Sedgewick  
PO Box 129  
Sedgewick, AB T0B 4C0

Dear Mayor Robinson:

Re: Killam/Forestburg RCMP Detachment

Thank you for your letter dated June 26, 2014. I appreciate both the concerns you have shared with me as well as your support for the members of Killam/Forestburg Detachment.

I wish to assure you that as the Commanding Officer of "K" Division I am responsible for the safety of the citizens we proudly serve as well as the safety, health and wellness of our employees; this is a responsibility I take very seriously.

For the past few months, as a result of both planned and unexpected vacancies, the members of Killam/Forestburg Detachment have had to go above and beyond normal expectations. During this period, the members of Killam/Forestburg Detachment have been supplemented by RCMP resources from surrounding detachments, and at no time were citizens left without policing.

C/Supt. Randy McGinnis, the District Commander of Eastern Alberta District, is responsible for overseeing the policing service within your jurisdiction and has been monitoring this situation.

A meeting with local elected officials and representatives from both the province and AUMA was held on July 3 in Daysland. The staffing situation at Killam/Forestburg Detachment was discussed along with short and long term strategies to improve the situation. I am told that you were unable to attend, but were to be updated on the meeting results.

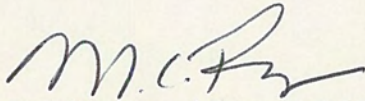
I am pleased to advise you that since then the staffing situation at Killam/Forestburg Detachment has improved and replacements have been identified for recent vacancies. Should you require further information, please contact C/Supt. Randy McGinnis at 780-645-8841.

.../2



In closing, I wish to thank you for your support for the RCMP and our common goal of ensuring the safety of all Albertans.

Yours truly,

A handwritten signature in dark ink, appearing to read 'M.C. Ryan', with a stylized flourish at the end.

M.C. (Marianne) Ryan, M.O.M.  
Deputy Commissioner  
Commanding Officer "K" Division

11140 – 109 Street  
Edmonton, AB T5G 2T4

Telephone: 780-412-5444  
Fax: 780-412-5445

cc: Flagstaff County  
Flagstaff Town and Villages  
Lynne Jenkinson, FFCS  
C/Supt. Randy McGinnis, District Commander of Eastern Alberta District  
Sgt. Lee Brachmann, NCO i/c Killam/Forestburg Detachment

June 30, 2014

To whom it may concern:

As a long time Sedgewick resident and a soon to be senior citizen, I would like to voice my opinion and concern about the rumour of the closing of Flagstaff Lodge. I am hoping this is just a rumour and hoping this lodge will be here when the time comes that my husband and I want to move in. It is hard to believe the town and county are not fighting to keep this facility here in our town or so it seems. It not only helps out our town by keeping business here in the drugstore and grocery store, but also employs many people from nurses and doctors, to homecare workers, cooks, housekeepers, maintenance people and physio just to name a few, which in turn keeps these people in our community . The main point I want to make is, keeping the lodge in our town keeps all of our seniors at home where they have lived and raised their families. Closing the lodge will force seniors to move to a different place than they have lived all their lives. You want us to shop locally, why can't we live locally? If we lose the lodge, we all lose. We as a town need to start being PROACTIVE instead of REACTIVE. Sedgewick needs affordable senior housing. All other towns in this county have some form of senior housing so why take our lodge away from us? I may not have been born and raised here but I do consider this town my home and do want to live here till the good lord decides it is time for me to change residence.



Verna Erickson



RECEIVED  
AUG 01 2014



RECEIVED  
AUG 01 2014

July 31, 2014

Flagstaff Inter-municipal Partnership Members

**Re: Regional Governance Study**

In recognizing the changing patterns over the past decade and in anticipation of future trends Flagstaff Inter-municipal Partnership Committee (FIP) approved a work program which includes the project "Regional Governance Study" as their first project.

In an effort to build a stronger and resilient Flagstaff Region, the scope of the study should include examination of several options.

The success of the project will be determined by the willingness of each partner to be supportive and committed to a "REGIONAL GOVERNANCE" study. The study will examine different models of regional governance along with the benefits and challenges that will be presented in seeking positive change.

In order to be part of "Change Leadership", we must all display willingness and ability to challenge the status quo. We need to demonstrate the ability to explore opportunities, be adaptable, take calculated risks and pursue continuous improvements. Many challenges will be faced as we seek solutions for improved effectiveness and efficiencies in the service delivery to our municipalities.

The Alberta Communities Partnership Grant guidelines were recently announced. Applications received for the current 2014/2015 year they do not require any cost sharing. From 2015/2016 onward there is a cost sharing requirement. The maximum funding has increased to \$350,000. The deadline for this grant application is November 30, 2014.

I have been assigned the lead role on this project by the FIP Committee. Due to time constraints of the ACP grant application, County Council is respectfully requesting agreement from each participating municipality, to partner in this project. We would request a response by August 15, 2014.

If you have any questions, please advise.

Yours truly,

A handwritten signature in cursive script that reads 'S. Armstrong'.

Shelly Armstrong, CLGM  
Chief Administrative Officer

/js

FLAGSTAFF COUNTY Box 358, Sedgewick, Alberta T0B 4C0

Phone: (780) 384-4100

Fax: (780) 384-3635 E-mail address: [county@flagstaff.ab.ca](mailto:county@flagstaff.ab.ca)

**6A**

**Amanda Davis, CAO - Town of Sedgewick**

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**From:** Birk, Hardave <Hardave.Birk@sen.parl.gc.ca> on behalf of Black, Doug  
<Doug.Black@sen.parl.gc.ca>  
**Sent:** July-30-14 9:21 AM  
**To:** Undisclosed recipients:  
**Subject:** Effects of changes to the Temporary Foreign Workers Program in Alberta  
**Attachments:** Foreign worker changes cause for concern - Lethbridge Herald - July 29th 2014.pdf;  
\_Certification\_.htm

Sent on behalf of Senator Doug Black:

Good Morning,

I have been travelling across the province this summer connecting with constituents and hearing their concerns. From Lethbridge to Calgary to Grande Prairie, I have been told that recent changes to the Temporary Foreign Workers Program simply do not take into account the unique context of Alberta's economy.

Most recognize that some improvements to transparency, monitoring, and enforcement were needed to restore public trust. Abuse of this important program cannot be tolerated.

However, the realized and anticipated negative impacts of some of the recent changes are clear for Alberta's booming communities. Businesses fear they will need to close or restrain hours and growth will slow due to unreasonable financial and administrative burdens. Alberta employers who have only ever followed the TFWP rules to the letter are now being unfairly punished, as are the municipalities and regions that depend on their success.

I have committed to constituents to advocate for adjustments to the recent changes to the TFWP to ensure that Alberta can continue to serve as the engine of Canada's economic growth. This has resulted in sending a letter to the Minister of Employment and Social Development outlining my concerns and those of Albertans

I recently delivered a speech in Lethbridge and the attached Lethbridge Herald story is a fair reflection of my comments.

It is so gratifying to be in a position to meet and hear from so many and, then to hopefully help with matters that are so important to our province.

Sincerely,

Doug Black  
Senator for Alberta

Hardave Birk  
Assistant  
Senator Doug Black  
C: 613-716-4150



# LETHBRIDGE Herald

## **Foreign worker changes cause for concern**

July 29<sup>th</sup>, 2014

Melissa Villeneuve

For the Herald

The program governing temporary foreign workers is not effective for Albertans, according to Senator Doug Black, who was the keynote speaker at a Rotary Club lunch at the Lethbridge Lodge Hotel Monday.

Senator Black is touring Lethbridge and southern Alberta to reconnect with the community and to learn about the priorities and concerns of constituents, particularly in relation to the economy and agriculture. This is his fifth time visiting the area, second since being elected to the Senate in 2013.

After touring throughout the province this summer, and speaking to many businesses and individuals, he said the temporary foreign worker changes implemented by the government are a “stick in the wheel” to Alberta’s prosperity.

“If we don’t have temporary foreign workers to do hospitality services, to work in restaurants, to do a lot of tasks that Canadians either can’t do or won’t do, our economy is going to start to slow down,” said Black.

“There are some places in Alberta where we have zero per cent unemployment. There simply aren’t people to do the jobs that need to be done. While I understand the intention of the program, it’s well-intended because there were abuses and abuses can’t be tolerated, but we need to ensure that in Alberta, which is the engine of prosperity in Canada, that we are not creating obstacles in creating employment, doing jobs and providing the service that Albertans and Canadians expect.”

Senator Black said he’s seen restaurants cutting back on hours, hotels cutting back on service and rooms, and individuals in health situations who are stuck because there aren’t enough caregivers.

“I’m not sure who these changes to the program serve. What I’ve done this morning, is I’ve had a letter delivered to Minister Kenney in a constructive way, and I’ve outlined my concerns because it’s my job.”

According to Senator Black, there are approximately 2,200 temporary foreign workers in Lethbridge city, and he says he’s “clearly seen the advantage they bring to the economy.”

His tour began with a visit to Chin, where he met with CPK Farms, Perry Produce and Greening the Energy Circle to learn about innovation in energy use for agriculture. Other stops planned for the two-day tour include visits with the irrigation districts, an intensive livestock operation, a discussion on agricultural programming at Lethbridge College and the TransAlta wind farm near Fort Macleod. He will also meet with Mayor Chris Spearman and MLA Greg Weadick.

Black says he learned about the importance of technology and current barriers to advancing agriculture, through his visit to the Perry farm. “We need to develop a tight narrative of what we can do to eliminate barriers because the future of agriculture is innovation,” Black says.

“We need to ensure that we can advance renewables in a responsible manner. We have a lot of sun and we need to use it. The facility I was at this morning, they are using the sun and generating electricity. I’m going to visit wind installations tomorrow because I want to understand more about that and I want to understand how to ensure that that’s part of the energy mix in Alberta.”

Senator Black encourages people to visit his website, [dougblack.ca](http://dougblack.ca), to learn more about his role, find out what he’s working towards for Albertans, or to send him a message. “I encourage people to do that because I want to be as effective of a representative as I can be, and to be effective, I need to know what’s on people’s minds.”



## Delegate **Registration**

Delegate **Information** *As it should appear on nametag (please print clearly)*

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Position: \_\_\_\_\_ Municipality/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Municipality: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Phone: ( ) \_\_\_\_\_ Email (mandatory): \_\_\_\_\_

Are you: \_\_\_\_\_ AUMA Member \_\_\_\_\_ Non-Member \_\_\_\_\_ Life Member \_\_\_\_\_ Other

Special Requests: (i.e. dietary requirements) \_\_\_\_\_

Registration **Fees** *Enter appropriate fee(s) in Amount section*

	Member	Non-Member	Amount
Event <i>registering before August 29</i>	\$700	\$875	
Event after Early Bird <i>registering after August 29</i>	\$825	\$1025	
On site	\$875	\$1225	
One Day Early Bird <i>registering before August 29</i>	\$600	\$700	
One Day after Early Bird <i>registering after August 29</i>	\$650	\$750	
<b>Elected Officials Education Program</b> September 22 10am - 5pm			
Messaging for Success: Communications and Media Relations	\$340	\$340	
Municipal leadership	\$340	\$340	
<b>Pre-Convention Sessions</b> September 23 9am - 4pm			
The legal perspective: issues of interest to municipalities	\$365	\$365	
Drawing from experience: comprehensive emergency planning	\$365	\$365	
<b>Partner's Program</b>			
West Edmonton Mall Shopping Experience September 24 10am - 2pm	\$16	\$16	
Afternoon Warriors September 24 12 - 2pm	\$45	\$45	
Wine and Cheese Tasting at Vinomania September 25 12:30 - 3pm	\$70	\$70	
<b>Participant's Name:</b> _____ <b>Email:</b> _____			
<b>City of Edmonton Reception</b> September 25 7:30 - 9:30 pm	\$15	\$15	
<b>Sub Total</b>			
<b>GST 5%</b> GST # R123692360			
<b>Total Amount Enclosed</b>			



Delegate First Name: \_\_\_\_\_

Delegate Surname: \_\_\_\_\_

## Session Selection

Committee Reports and Education Sessions are part of your registration fee. Please indicate your first and second choices. Your indication of preferences will help with room allocation. During the Convention, sessions are on a first-come, first-served basis.

Committee Reports Sept 24 8:30 - 9:45 am		Committee Reports Sept 24 10:15 - 11:30 am	
	Infrastructure & Energy		Safe & Healthy Communities
	Sustainability & Environment		Municipal Governance
	Women in Municipal Government		Small Communities
	AMSC/MUNIX		Audit & Finance
	APEX Board of Directors		Executive Committee
Education Sessions Sept 25 1:45 - 2:45 pm		Education Sessions Sept 25 3:00 - 4:00 pm	
	Dedicated Public Safety Broadband		Effective Media Communications
	A new model for Municipal Governance		The Power of Storytelling
	CAO Performance Evaluations: the role of council		Energized for Excellence
	Collision Reporting Centres		Generating New Revenue Channels
	Coaching to achieve more meaningful conversations		LGAA: Administrative Briefings
Special Extended Education Session Sept 25 1:45 - 4:00 pm		Supplementary Sessions Sept 24 4:15 - 5:00 pm	
	High River: a case study in recovery and resiliency		Persons with Disabilities: an untapped labour pool
			Alberta Recreation and Parks Association
CAO/CFO Session Sept 24 10:00 - 11:30 am			Combined heat and power
	Yes! I would like to attend		FCM: Election 2015

**What do you want to get** from this year's convention? Check all that apply:

	Meet people and collaborate on specific issues of interest to me		Face-to-face meetings with partners, vendors and companies with product offerings specific to municipalities
	Talk and discuss issues specific to the municipal world		Spend time with colleagues away from the office
	Insight into the workings of the other orders of government		Seek advice
	Learn about my position as an elected official		Understand the value of AUMA
	Have fun		

## Payment Information

- ☐ My cheque is enclosed (payable to AMSC 2014).
- ☐ My cheque will follow by mail.
- ☐ Please charge to my VISA / MasterCard:

Card #: \_\_\_\_\_

Expiry Date (mm/yy): \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Total Amount \$: \_\_\_\_\_

**Delegate List:** A delegate list is produced for each AUMA Annual Convention and is made available to AMSC Trade Show exhibitors. If you do not want your name to appear on this list, initial here: \_\_\_\_\_. I do not want my name appearing on the delegate listing.

F.O.I.P. The personal information on this form will be used for the purposes of managing the convention only. The information is protected by the provisions of the Alberta Freedom of Information and Protection of Privacy Act.

**Refunds and Cancellations:** All cancellations must be submitted in writing to: AUMA, AMG Solutions Inc., ATTN: Leah Doyle PO Box 53058 14035 105 Ave Edmonton, AB T5N 0Z1 or email: [ldoyle@edmonton.com](mailto:ldoyle@edmonton.com). Requests received **prior to Thursday, Sept 12 4:00 pm** MST will receive a refund less a \$75 administrative fee. All refunds will be issued after the AUMA 2014 Convention. Cancellations after **Sept 12** will not be eligible for a refund.

## Register and pay in one of three ways

1. Online at [www.auma.ca](http://www.auma.ca)
2. Complete this form, scan and email to: [ldoyle@edmonton.com](mailto:ldoyle@edmonton.com) (cheque or money order payable to: **AMSC 2014**)
3. Mail payment and completed registration form to (keep a copy for your records):

2014 AUMA Convention  
AMG Solutions Inc.  
Attention: Leah Doyle  
P.O. Box 53058  
14035 – 105 Ave NW  
Edmonton, AB T5N 0Z1

For inquiries phone: 780-668-3005 or e-mail [ldoyle@edmonton.com](mailto:ldoyle@edmonton.com).

Confirmation will be sent upon receipt of your completed registration form and payment.

Good Afternoon,

I hope everyone has been enjoying the summer so far. In preparation for the fall AUMA convention September 24/25, 2014, I am seeking to determine if any elected officials from any of our Towns or Villages would like an audience with the Commanding Officer of the RCMP for Alberta as well as Justice and Solicitor General Representatives. Should your community wish to have a meeting, please let me know. I will require the following information:

**Community Name:**

**Topic(s) for Discussion:**

**List of Attendees along with Titles and Contact Number:**

If at all possible, if I could have a response from each community by Wednesday, August 27, 2014, it would be appreciated. Nil responses would be appreciated as well.

Regards,  
Lee

**Sgt. Lee Brachmann**

Detachment Commander  
RCMP Killam/Forestburg Detachment

Cell: 780-385-6298

Office: 780-385-3509

Fax: 780-385-2442

E-mail: [lee.r.brachmann@rcmp-grc.gc.ca](mailto:lee.r.brachmann@rcmp-grc.gc.ca)

Hi,

Summer is flying by! I hope you're having a great one.

I'm emailing because the Battle River Watershed Alliance would like your feedback on what our watershed management priorities should be over the next few years.

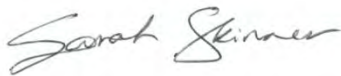
We've already developed recommendations for drought and non-point source pollution management, and are currently working on recommendations for riparian areas management and source water protection. Now, we want your input on what we should focus on next.

[Click here to fill out our online survey](#) and share your thoughts. It should only take a few minutes. Please also feel free to forward this email on to others who may be interested in providing their input.

**\*Note: If you participated in the "dotmocracy" exercise at this year's BRWA AGM, you do not need to complete this survey. Input received at the AGM will be incorporated into the final survey results.**

You can learn more about our watershed planning work by [visiting our website](#).

Thanks!

A handwritten signature in cursive script that reads "Sarah Skinner".

--

Sarah Skinner

**\*\*NOTE\*\* Council may complete the online survey at the Council meeting.**





July 24, 2014

Sedgewick Lake Park Association  
Box 129  
Sedgewick, Alberta T0B 4C0

Dear Sir or Madam:

**Re: 2015 Regional Recreation Grant Applications**

Please be advised that at the July 23, 2014 Flagstaff County Council meeting, Council approved the following motions:

1. "To give a \$750,000 unconditional recreation grant to the Ag. Societies and divide it on a per capita ratio of urban to rural, and they can decide how to distribute it."; and,
2. "To confirm the proposed distribution of \$750,000 for the 2015 unconditional recreation grant as follows":

Forestburg Ag. Society	\$ 123,175
Alliance Ag. Society	\$ 25,791
Galahad Ag. Society	\$ 17,638
Hardisty Ag. Society	\$ 94,713
Heisler Ag. Society	\$ 22,381
Killam Ag. Society	\$ 145,405
Lougheed Ag. Society	\$ 40,464
Sedgewick Ag. Society	\$ 127,026
Strome Ag. Society	\$ 33,794
Daysland Ag. Society	\$ 119,615

Therefore, the current Regional Recreation Grant Program will be discontinued effective December 31, 2014. This includes programming, capital, facility enhancement grants, and investment grants. The leisure guide will also be discontinued.

We recognize the hard work and effort put forward by your organization to prepare and submit your application(s) for the 2015 Regional Recreation Grant Program; however, it will not receive funding from Flagstaff County.

If you have any questions, please contact the office.

Yours truly,

Brent Hoyland  
Assistant Chief Administrative Officer

/cb

**LETTERS:**

1. **Parkland Regional Library:** Requesting help with their advocacy campaign. Requesting that a letter be sent to our local MLA to highlight the importance of libraries and request additional funding.
2. **Minister of Municipal Affairs:** Recognition for submitting our 2013 Financial Information Return and 2013 Statements well before this year's submission deadline of May 1, 2014.
3. **Flagstaff County:** Informing us of the Flagstaff Regional Museum Tour, August 20, 2014. We were provided with posters to distribute in the community.
4. **Cuets:** Informing us that there will be a system update on the weekend of September 26 to September 30, 2014.
5. **Datahive:** Promoting internet services that have never before been available in Alberta.
6. **Official Court Notice:** Class action settlements may be available for individuals who purchased Dynamic Random Access Memory (DRAM) between April 1, 1999 and June 30, 2002.
7. **Legacy Partners – Executive Search:** Providing steps and tips on recruiting talent for your organization.
8. **Enbridge Pipelines Ltd:** Providing an update to on the Edmonton to Hardisty pipeline project.
9. **Minister of Municipal Affairs:** Informing of a review of the Safety Codes Act that will involve Municipal participation. Administration will be provided with details on the information sessions and the web-based, core consultation process.
10. **Elections Alberta:** Requires addressing data for your municipality for the purpose of revising the Alberta Register of Electors.
11. **Safety Codes Council:** Requesting feedback on a proposed professional development program for safety codes officers. There is a survey online at [www.safteycodes.ab.ca](http://www.safteycodes.ab.ca) that will remain open till August 29, 2014 at 4:30.
12. **Minister of Municipal Affairs:** Announcing the new Alberta Community Partnership (ACP) guidelines and application forms are available on the Municipal Affairs website at [www.municipalaffairs.alberta.ca/albertacommunitypartnership.cfm](http://www.municipalaffairs.alberta.ca/albertacommunitypartnership.cfm). This replaces the former Regional Collaboration Program (RCP).
13. **Leon Benoit, MP:** Advising that they are beginning preparations for the 2015 federal budget. As part of our Government's pre-budget consultations, the House of Commons Standing Committee on Finance is asking Canadians for their input. The deadline is August 6, 2014.
14. **The Water Clinic:** Offering free water treatment proposal to all communities in Alberta until August 30, 2014.
15. **Paul Deleske, Community Relations Advisor, and Corporate Communications:** Requesting the opportunity to present their plan for transmission development in the Central East area to Council.
16. **United Steel Workers:** Requesting that provincial, territorial and federal governments work together to enforce the Westray Law. A representative is available to make a presentation to council.
17. **ARCA Warranty Ltd:** Informing that the second year warranty inspection was performed on the roofing system at the Arena. The roof is in satisfactory condition and performing as intended.
18. **Municipal Affairs:** Confirmation that the Town of Sedgewick is in compliance with Sections 210 and 284 of the Municipal Government Act and the Qualifications of Assessor Regulation (AR 233/2005). These require Municipalities to establish the position of assessor as a designated officer and appoint a qualified person to that position.
19. **Northern Gateway:** Announcing that as of June 17<sup>th</sup> the federal government has approved the Northern Gateway, subject to 209 conditions.
20. **United Way:** Information about a new 211 service. The 211 service is a free, confidential information and referral system for thousands of community and social services available across the province.
21. **Alberta Recreation & Parks Association:** Welcoming Sedgewick to the Communities Choose Well program.
22. **Alberta Urban Municipalities Association (AUMA) –** Explaining that AUMA has developed an Advocacy Strategy and Tactical plan, and information on this.
23. **Jubilee Insurance:** Requesting that members complete a water asset questionnaire, which will help determine replacement value.

**NOTICES & INVITATIONS:**

1. **Tourism Investment Forum:** Invitation to the Tourism Investment Forum held November 5, 2014 at the Telus Convention Center, Calgary.
2. **Alberta Recreation & Parks:** Invitation to join the Alberta Recreation & Parks and also to attend the Annual Conference and Energize Workshop taking place from October 23-25, 2014 in Jasper, AB.
3. **Alberta Development Officers Association (ADOA):** Invitation to sponsor and attend the 2014 ADOA 30<sup>th</sup> Anniversary Conference, in Canmore from September 28<sup>th</sup> to October 1<sup>st</sup>.
4. **Recycling Council of Alberta:** Invitation to "Recycling in the Rockies - A Waste Reduction Expedition" from October 1-3, 2014 in Lake Louise. Early registration discounts till August 31, 2014.

5. **Stars of Alberta Volunteer Awards:** A reminder that nominations for the Stars of Alberta Volunteer Awards are now open. The deadline for nominations is Monday, September 15, 2014. The awards will be presented in a special ceremony in Edmonton on International Volunteer Day, December 5<sup>th</sup>.
6. **Roundtable on the Crown of the Continent:** Invitation to the 5<sup>th</sup> Annual Conference of the Roundtable on the Crown of the Continent in Waterton Park.
7. **East Central FCSSAA Spring Regional Meeting:** Summery of program summaries.

MINUTES & FINANCIAL STATEMENTS:

1. **Battle River Watershed Alliance:** Annual report from April 2013 to March 2014.
2. **Alberta Energy Regulator Report:** 2013/2014
3. **Parkland Regional Library:** Parkland Regional Library 2013 Annual Report.
4. **Sedgewick Memorial Cemetery:** Financial statement for the month ending June 30, 2014.
5. **Sedgewick Memorial Cemetery:** Financial statement ending for the month July 31, 2014.
6. **Alberta Municipal Health and Safety Association (AMHSA) –** Annual Report 2013

NEWSLETTERS AND PUBLICATIONS:

1. Western Canada Water	Fall 2014
2. Alberta Utility Operator	Fall 2014
3. 4 Imprint	Fall 2014
4. Infrastructure	August 2014
5. Brandt	August 2014
6. Elect Blake Prior	August 20, 2014
7. Award	August 2014
8. PEG	Summer 2014
9. TransCanada Report	2014
10. Battle River Association (REA)	July 2014
11. LS Training System	July 2014
12. Alberta Elder Abuse Awareness Network	July 2014
13. Associated Engineering	June 2014
14. Award	June 2014
15. Alberta Electric System Operator (aesco)	July 2014
16. Alberta Utilities Commission (AUC)	June 2014
17. RV West	Summer 2014
18. Environmental Science & Engineering	July/August 2014
19. Turf & Recreation	June 2014



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**POLICY SECTION C:** Agenda - Delegation Request for Presentation to Council

---

**Name of Delegation:** Pat & Esther Whitehead, Applicant

**Contact Name/Person(s) making presentation:** Pat Whitehead

**Issue to be discussed:**

Non Compliance issues resulting from Development Permit 2014-08.

**Background:**

Administration issued a warning letter regarding the non-compliance development on Plan 3825P; Block 7; Lots 5P-9 on August 7<sup>th</sup>, 2014.

Non – Compliance issues:

1. All RV's shall have a North or South frontage configuration as shown on your site plan;
2. Non-permitted use of site for private storage (boat and utility trailer);
3. Highway advertisement – RV Storage

**Request of Council:**

That Development Permit 2014-08 be approved as amended:

1. RV stalls 1-4 be slightly angled in a SW direction;
2. That PUBLIC & PRIVATE storage be permitted

**Questions to be directed to the applicant:**

1. Is the overflow intended for vehicles or is your intent that additional RV's for overflow RV's as it currently sits?
2. Are you again requesting Public & Private storage within the entire RV Park or only in the one designated site as included on the site map?

**Date of Council Meeting:** August 28<sup>th</sup>, 2014

**Delegation Time:** 7:00 PM.

**Attached:**

1. Original Approval Letter – July 15<sup>th</sup>, 2014 (including Development Permit & Site Plan)
2. Non – Compliance Letter – August 7<sup>th</sup>, 2014
3. Additional Non – Compliance Letter – August 14<sup>th</sup>, 2014
4. Delegation Request Form (Applicant) & New Development Application & Site Plan

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28-Aug-14  
Mayor

---

28-Aug-14  
CAO

Scheduled Time Frame –15 minutes



4818 - 47 Street  
P.O. Box 129  
Sedgewick, AB T0B 4C0  
Phone: (780) 384-3504  
Fax: (780) 384-3545  
Website: www.sedgewick.ca



July 15<sup>th</sup>, 2014

Pat & Esther Whitehead  
P.O. Box 206  
Sedgewick, AB T0B 4C0

RE: Direct Control Development Permit 2014-08

Dear Mr. & Mrs. Whitehead;

Council addressed Development Permit Application 2014-08 in regards to the RV Campground and Storage on Plan 3825P; Block 7; Lots 5P-9 following your delegation at the July 14<sup>th</sup>, 2014 Special Council Meeting and the following motion was made:

"MOTION by Clr. F. Watkins that whereas having received Development Permit 2014-08 and having heard the delegation of Patrick Whitehead, Sedgewick Town Council hereby approves the following:

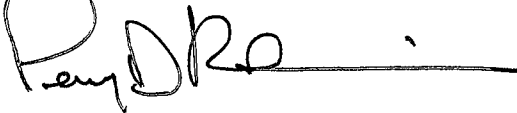
1. The twelve (12) site RV Park as presented in the attached site plan; each site must be marked and numbered accordingly;
2. Permission that only one (1) RV shall occupy each stall with a North or South frontage configuration;
3. RV's must be occupied;
4. Use of Gen Sets permitted as per Noise Control Bylaw # 451;
5. Use of Fire Pits permitted as per Fire Services Bylaw #500 and approved by the Fire Chief;
6. Rejects the use of any RV, personal/private outdoor storage;
7. Permission to maintain and operate the coin wash;
8. Permission to relocate the shed to the NE corner of the property;
9. As a reminder, as per our delegate conversation it was made clear that the owner/operator would like a clean RV site as much as the Town; any deviation must be addressed by Council as per Direct Control Zoning Regulations.

CARRIED."

To clarify point nine (9), any changes in use of this site must be approved by Council via the Development Permit Application process.

Sedgewick Town Council encourages and welcomes business within our community; we support your attempts for economic growth and wish you the best of luck with your endeavour. Should you require any additional information/clarification, please contact our CAO, Amanda Davis at 780-384-3504 or via email at [sedgewick.cao@persona.ca](mailto:sedgewick.cao@persona.ca).

Respectfully Yours,

A handwritten signature in black ink, appearing to read 'Perry D. Robinson', followed by a horizontal line.

Perry D. Robinson, Mayor  
Town of Sedgewick

Enclos.

1. Development Permit 2014-08
2. Site Plan
3. Noise Bylaw #451
4. Fire Services Bylaw #500





4818 - 47 Street  
P.O. Box 129  
Sedgewick, AB T0B 4C0  
Phone: (780) 384-3504  
Fax: (780) 384-3545  
Website: [www.sedgewick.ca](http://www.sedgewick.ca)



**HAND DELIVERED**

August 7<sup>th</sup>, 2014

Pat & Esther Whitehead  
P.O. Box 206  
Sedgewick, AB T0B 4C0

RE: Development Permit 2014-08 WARNING

Dear Mr. & Mrs. Whitehead;

Sedgewick Town Council issued a Development Permit for an RV Site on Plan 3825P; Block 7; Lots 5P-9 on July 15<sup>th</sup>, 2014.

The following conditions were set by motion and were effective immediately:

1. The twelve (12) site RV Park as presented in the attached site plan; each site must be marked and numbered accordingly;
2. Permission that only one (1) RV shall occupy each stall with a North or South frontage configuration;
3. RV's must be occupied;
4. Use of Gen Sets permitted as per Noise Control Bylaw # 451;
5. Use of Fire Pits permitted as per Fire Services Bylaw #500 and approved by the Fire Chief;
6. Rejects the use of any RV, personal/private outdoor storage;
7. Permission to maintain and operate the coin wash;
8. Permission to relocate the shed to the NE corner of the property;
9. As a reminder, as per our delegate conversation it was made clear that the owner/operator would like a clean RV site as much as the Town; any deviation must be addressed by Council as per Direct Control Zoning Regulations.

At this time you are in non-compliance of Development Permit 2014-08:

1. All RV's shall have a North or South frontage configuration as shown on your site plan;
2. Non-permitted use of site for private storage (boat and utility trailer)
3. Highway advertisement – RV Storage

During recent conversations I understand that you intend on appealing Council's decision. Until that time it is your responsibility to abide by all conditions within Development Permit 2014-08. As a reminder, any appeal must be delivered to Administration in writing no later than August 21<sup>st</sup> for inclusion on the August 28<sup>th</sup>, 2014 Agenda.

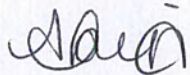
The Town of Sedgewick hereby grants seven (7) days being August 14<sup>th</sup>, 2014 to complete the following or a Stop Order will be issued against your property pursuant to S. 645 of the Municipal Government Act:

1. Reconfigure RV's as approved by Council with the North or South frontage;
2. Remove/relocate any and all private storage (boat and utility trailer)
3. Update highway advertisement

As stated in our original letter, the Town of Sedgewick encourages and welcomes business within our community and we support your attempts for economic growth – please abide by the conditions set forth by Council.

Should you have any further questions or concerns I can be reached at 780-384-3504 or via email at [Sedgewick.cao@persona.ca](mailto:Sedgewick.cao@persona.ca).

Sincerely,



Amanda Davis,  
CAO

cc: Sedgewick Mayor and Council





4818 - 47 Street  
P.O. Box 129  
Sedgewick, AB T0B 4C0  
Phone: (780) 384-3504  
Fax: (780) 384-3545  
Website: [www.sedgewick.ca](http://www.sedgewick.ca)



Hand Delivered

August 14<sup>th</sup>, 2014

Pat & Esther Whitehead  
P.O. Box 206  
Sedgewick, AB T0B 4C0

RE: Development Permit 2014-08 WARNING

Dear Mr. & Mrs. Whitehead;

Sedgewick Town Council is prepared to delay bylaw enforcement pertaining to non-compliance of Development Permit 2014-08. Our regular Council meeting is scheduled for August 28<sup>th</sup>, 2014 at 6:00 PM as stated in previous correspondence.

Additionally, as stated previously you must complete the appropriate delegation forms whereby requesting permission to address Council. The note delivered to the office is not sufficient.

"As per advice from certain council members, we will be addressing non-compliance issues at the August 28, 2014 Council meeting".

Please include the following with your delegation request form and have it delivered to myself at the Town office by August 21<sup>st</sup>, 2014:

1. Delegation Request Form (attached);
2. New site plan including a detailed layout and description for the intended use of Plan 3825P; Block 7; Lots 5P-9;
3. Letter addressing all non-compliance issues:
  - a. Reconfigure RV's as approved by Council with a North and South frontage;
  - b. Remove/relocate any and all private storage (boat and utility trailer);
  - c. Update highway advertisement

Please note, if Council is prepared to accommodate your request any deviated will be enforced without warning.

Should you have any questions or concerns I can be reached at 780-384-3504 or via email at [Sedgewick.cao@persona.ca](mailto:Sedgewick.cao@persona.ca).

Sincerely,

Amanda Davis,  
CAO

---

**POLICY SECTION C:** 4. Agenda - Delegation Request for Presentation to Council

---

Council invites delegations to make presentations at Town Council meetings. To provide council with clear, concise information, delegations are requested to submit a written report outlining the issues being brought before council at least *seven (7)* days before the scheduled council meeting.

**Name of Delegation:** \_\_\_\_\_

**Contact Name/Person making presentation:** \_\_\_\_\_

**Issue to be discussed:** \_\_\_\_\_

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**Request of Council:** \_\_\_\_\_

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**Date of Council Meeting:** \_\_\_\_\_

**Delegation Time:** \_\_\_\_\_

**If there is additional information please attach:** Yes \_\_\_\_\_ No \_\_\_\_\_

Delegations are limited to 15 minutes.  
All Council meetings are open to public



RECEIVED  
AUG 21 2014

Town of Sedgewick

Delegation Presentation to Council

---

**POLICY SECTION C:** 4. Agenda - Delegation Request for Presentation to Council

---

Council invites delegations to make presentations at Town Council meetings. To provide council with clear, concise information, delegations are requested to submit a written report outlining the issues being brought before council at least *seven* (7) days before the scheduled council meeting.

Name of Delegation: Pat / Esther Whitehead

Contact Name/Person making presentation: Pat Whitehead

Issue to be discussed: Issues arising from  
development permit presented Jul 15, 2014

Non compliance issues to be addressed  
in presentation

Request of Council: Review new development plan  
and discuss issues

Date of Council Meeting: Aug 28/14

Delegation Time: 7:00 pm

If there is additional information please attach: Yes ☒ No ☐

Delegations are limited to 15 minutes.  
All Council meetings are open to public



4818 - 47 Street  
P.O. Box 129  
Sedgewick, AB T0B 4C0  
Phone: (780) 384-3504  
Fax: (780) 384-3545  
Website: www.sedgewick.ca



Application # \_\_\_\_\_

Date Aug 20/14

### APPLICATION FOR DEVELOPMENT PERMIT\*\*

I/We hereby make application under the provisions of the Land Use Bylaw for a development permit to construct the following building in accordance with the plans and supporting information submitted herewith this application.

Applicant(s): Patrick / Esther Whitehead Mailing Address: Box 206 Sedgewick AB

Ph# 780-384-3581 C# 780-385-5612 Fx# \_\_\_\_\_ Email: \_\_\_\_\_

Civic Address of property to be developed: 4902 48st Sedgewick

Legal Description: Lot(s) SP-9 Block 7 Plan 3825P or \_\_\_\_\_

Registered Owner: Patrick Whitehead Mailing Address: Box 206 Sedgewick AB

Existing Use: RV Campground Land Use District: Direct Control

Type of Building/Development: \_\_\_\_\_

Size: 14,530<sup>2</sup> Percentage of lot occupied: 54%

Foundation: NA Basement: NA Heating: NA

Roofing: NA Ext. Finish: NA Contractor: NA

Setback from front lot line: 5' Setback from N/S/E/W side lot line: 10

Setback from N/S/E/W side lot line: 10 Setback from rear lot line: 5 Building Height: NA

Estimated Start Date: Aug 28/14 Estimated Completion Date: \_\_\_\_\_

Estimated cost of project or contract price: \$ NA

NOTE: Installation of water and sewer services must occur at basement excavation time.

NOTES: \_\_\_\_\_

\*\*Attach site plan to the application form.

Development Application Fees as follows: Res. \$50.00, Comm. \$50.00, Deck's, & Fences \$25.00

\_\_\_\_\_  
Elected Official

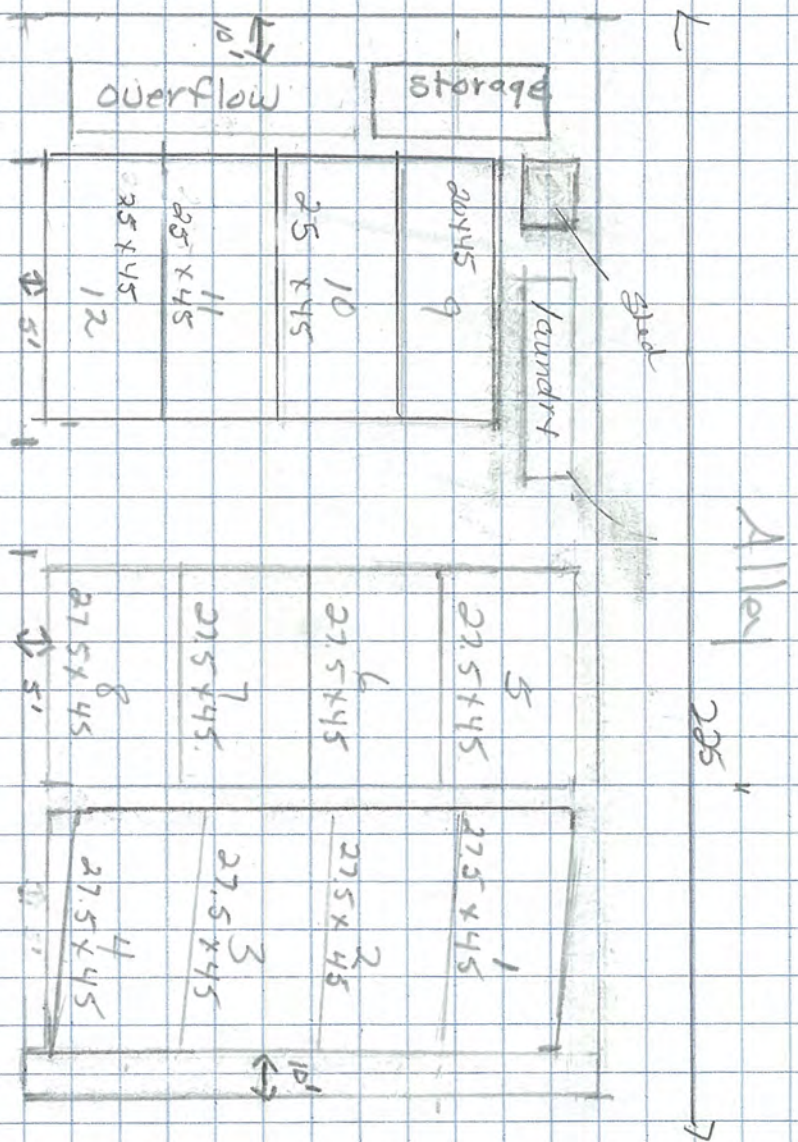
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Appointed Official

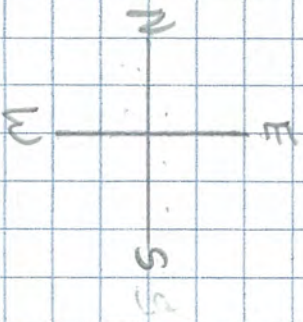
\_\_\_\_\_  
Signature of Applicant

Recreation Complex - Flagstaff Lodge - Senior's Club - Central High School - East Central Health Services - Royal Canadian Legion #55 - Flagstaff County Office  
Doctor - Dentist - Community Hall - Weekly Newspaper - Public Library - Museum - Motel - Bed & Breakfast - Sedgewick Lake Park Campground - Golf Course  
Walking Trail - Rodeo Grounds & Track - Football Field - Tourist Information Booth - Oil & Gas Industry - Bird & Big Game Hunting





Street



Town of Sedgewick Monthly Statement  
Month Ending June 30, 2014

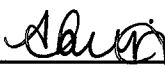
As Per Books	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG
Previous Month Balance	1,768,250.45	3,507.96	107,335.17	64,699.70	633,836.69	160,655.57
Receipts for Month	285,562.54					
Outstanding Receipts	279.00					
Interest Received	1,580.28	2.88	88.22	53.18		132.05
Subtotal	2,055,672.27	3,510.84	107,423.39	64,752.88	633,836.69	160,787.62
Less Disbursements	85,723.07					
AB Education	53,934.11					
Month End Balance	\$1,916,015.09	\$3,510.84	\$107,423.39	\$64,752.88	\$633,836.69	\$160,787.62

As Per Bank	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG
Month End Balance	1,917,709.84	3,510.84	107,423.39	64,752.88	633,836.69	160,787.62
Cash on Hand	300.00					
Cash in Transit	11,792.01					
Subtotal	1,929,801.85	3,510.84	107,423.39	64,752.88	633,836.69	160,787.62
Less Outstanding Cheques	13,786.76					
Month End Balance	\$1,916,015.09	\$3,510.84	\$107,423.39	\$64,752.88	\$633,836.69	\$160,787.62

Outstanding Cheques			
Number		Amount	
Payroll Cheques			
245	2,707.53		
246	1,710.41		
247	2,719.77		
248	2,168.43		
249	294.30		
250	917.69		
General Cheques			
3336	84.00		
3367	56.16		
3371	1,226.70		
3374	172.20		
3377	558.00		
3380	200.00		
3382	971.57		
Outstanding Cheque Total		\$13,786.76	

Submitted to Council this 28 day of August 2014.

Interested Earned/June	\$1,724.56
GIC - 5-yr @ BRCU	\$11,240.30
GIC - 5-yr @ ATB	\$19,083.04
Total Cash and Investments	\$2,755,862.23

Perry Robinson, Mayor  
  
Amanda Davis, CAO

28-Aug-14  
Mayor

28-Aug-14  
CAO



Town of Sedgewick Monthly Statement  
Month Ending July 31, 2014

As Per Books						
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG
Previous Month Balance	1,916,015.09	3,510.84	107,423.39	64,752.88	633,836.69	160,787.62
Receipts for Month	1,004,875.55				240,186.00	
Outstanding Receipts	129.64					
Interest Received	1,823.56	2.98	91.24	55.00		136.56
Subtotal	2,922,843.84	3,513.82	107,514.63	64,807.88	874,022.69	160,924.18
Less Disbursements	139,255.00					
NSF Charge	7.00					
Transfer to MSI Cap	240,186.00					
Month End Balance	\$2,543,395.84	\$3,513.82	\$107,514.63	\$64,807.88	\$874,022.69	\$160,924.18

As Per Bank						
Month End Balance	2,577,876.83	3,513.82	107,514.63	64,807.88	874,022.69	160,924.18
Cash on Hand	300.00					
Cash in Transit	10,414.81					
Subtotal	2,588,591.64	3,513.82	107,514.63	64,807.88	874,022.69	160,924.18
Less Outstanding Cheques	45,195.80					
Month End Balance	\$2,543,395.84	\$3,513.82	\$107,514.63	\$64,807.88	\$874,022.69	\$160,924.18

Outstanding Cheques						
	Number	Amount	Number	Amount	Number	Amount
Payroll Cheques						
	255	1,854.99	3423	78.75	3441	61.70
	261	196.24	3424	2,119.69	3442	7.63
	266	2,750.34	3426	597.96	3443	1,337.81
	267	1,710.41	3247	808.50	3444	52.45
	268	2,749.56	3428	794.17	3446	1,397.19
	269	2,137.85	3430	980.19	3448	483.08
	270	294.30	3431	200.00	3449	212.76
	271	1,085.99	3432	1,103.04	3450	546.65
	272	1,047.37	3433	200.00	3451	50.02
	273	629.50	3434	935.21	3452	500.00
General Cheques			3435	459.94	3453	3,236.59
	3336	84.00	3436	16.78		
	3402	188.97	3437	4,888.64		
	3419	585.56	3438	45.73		
	3420	6,635.15	3439	57.75		
	3421	1,810.84	3440	262.50		
Outstanding Cheque Total		\$45,195.80				

Submitted to Council this 28 day of August 2014.

Interested Earned/July	\$1,972.78
GIC - 5-yr @ BRCU	\$11,240.30
GIC - 5-yr @ ATB	\$19,083.04
Total Cash and Investments	\$3,623,578.20

Perry Robinson, Mayor

Amanda Davis, CAO

28-Aug-14  
Mayor

28-Aug-14  
CAO

Payment #	Date	Vendor Name	Reference	Payment Amount
<b>Bank Code: AP - BRCU</b>				
Computer Cheques:				
3347	6/03/14	Canada Post Corporation	May 2014 Utility Billing	329.96
3348	6/06/14	AAMD&C	Wolseley/Manhole Cover	171.03
3349	6/06/14	Arnett & Burgess Oilfield	A/R - Lake	7,350.00
3350	6/06/14	Cleartech Industries Inc	WTP - Chemicals	893.24
3351	6/06/14	The Community Press	May 2014 Statement	884.73
3352	6/06/14	Country Girl Greenhouses	2014 Flowers and Hangers	1,515.47
3353	6/06/14	CUETS Financial Mastercard	May 2014 Statement	1,290.94
3354	6/06/14	Flagstaff Waste Management	2014 Spring Clean Up	949.20
3355	6/06/14	Hillaby's Sprayer Service	2014 Spraying Charges	1,173.00
3356	6/06/14	Killam Transit Mix (1977) Ltd.	Crushed Road Gravel	472.50
3357	6/06/14	Watkins Holdings Ltd.	May 2014 Statement	248.94
3358	6/06/14	SKNGS - Sedgewick Killam	May 2014 Billing	16,126.08
3359	6/06/14	Sedgewick Pharmacy Ltd.	May 2014 Statement	21.76
3360	6/06/14	Syban Systems Ltd.	WTP - June 2014 Internet	52.45
3361	6/06/14	Telus	May 2014 Statement	869.80
3362	6/06/14	Town Of Sedgewick	May 2014 Utility Billing	334.67
3363	6/06/14	Wainwright Assessment	Jun. 2014 Contract	1,036.35
3364	6/06/14	Xerox Canada Ltd	Photocopier Maintenance	248.13
3365	6/20/14	Valley City Sales Inc.	Deposit on flat deck	2,625.00
3366	6/24/14	AAMD&C	Kal-Tire -Tire Repair	372.30
3367	6/24/14	Amanda Davis	CAO Mtg mileage	56.16
3368	6/24/14	AMSC	May 2014 Charges	6,260.68
3369	6/24/14	AMSC Insurance Services Ltd.	July. 2014 Remittance	1,810.84
3370	6/24/14	Battle River R.E.A. Ltd	May 2014 Charges	50.28
3371	6/24/14	Camrose Dynamic Sales & Serv	Mower Shaft	1,226.70
3372	6/24/14	Canada Revenue Agency	June 2014 Remittance	8,737.56
3373	6/24/14	Corner Gas	Shop- Fuel Expense	1,267.20
3374	6/24/14	Dream Creations	MSP Signs	172.20
3375	6/24/14	Eastlink	July 2014 Service	55.60
3376	6/24/14	FedEx Trade Networks	WTP Valves Freight	81.89
3377	6/24/14	Flagstaff County	Peace Officer /May	558.00
3378	6/24/14	Fred Watkins	Killam Parade Candy	100.11
3379	6/24/14	Hi-Way 13 Transport Ltd.	June 2014 statement	250.11
3380	6/24/14	Hillaby's Sprayer Service	Weed Control	200.00
3381	6/24/14	Johnson, Daryl	Weekend rotoroot #39 MacKen.	262.50
3382	6/24/14	Kelly's Computer Services	Clr. Laptop x (1)	971.57
3383	6/24/14	Local Authorities Pension Plan	June 2014 Remittance	5,315.04
3384	6/24/14	Loomis Express	Freight/ Cleartech Chem	42.35
3385	6/24/14	Parkland Regional Library	PRL 3rd Quarter Req	1,687.22
3386	6/24/14	Petty Cash Fund	Replenish Petty Cash	105.75
3387	6/24/14	Purolator Courier Ltd.	AWD info- RMRF	31.64
3388	6/24/14	Reynolds Mirth Richards & Farm	AWD File Statement of Account	777.48
3389	6/24/14	Telus (Mike)	FD - June 2014 Charges	63.29
3390	6/24/14	The Wooden Spoon	Regional Public Works treats	51.45
3391	6/24/14	TransAlta Energy Marketing	June 2014 Charges	37.73
3392	6/24/14	Vision Credit Union	2014 over payment	1,118.43
3393	6/24/14	Voided by the print process		0.00
3394	6/24/14	Voided by the print process		0.00
3395	6/24/14	Wild Rose Co-operative Ltd.	Shop- Trimline	543.97
Total for AP:				68,801.30

Accounts payable cheques for the month ending in June 30, 2014.

June 30, 2014, Payroll

0238-0244	15/06/2014	Mid Month Payroll	6,403.64
0245-0250	30/06/2014	Month End Payroll	<u>10,518.13</u>
<b>Total for Payroll:</b>			<b>\$16,921.77</b>

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28-Aug-14  
Mayor

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28-Aug-14  
CAO

Payment #	Date	Vendor Name	Reference	Payment Amount
<b>Bank Code: AP - BRCU</b>				
Computer Cheques:				
3396	7/03/14	Bonness Oilfield Supply Ltd.	Shop - paper towels	80.77
3397	7/03/14	Cal Conners	Clean-Up Orders	635.15
3398	7/03/14	Canada Post Corporation	June 2014 Utility Billing	334.69
3399	7/03/14	Eastlink	FD - July Svc.	38.75
3400	7/03/14	Flagstaff County	June 2014 Statement	115.49
3401	7/03/14	Flagstaff Waste Management	3rd qtr. req.	31,207.62
3402	7/03/14	Fred Watkins	Parade candy x 3	188.97
3403	7/03/14	Galletly, Sylvia	Advance Vote 2014	75.00
3404	7/03/14	GE Water & Process Technology	WTP - Valves	2,868.23
3405	7/03/14	Hillaby's Sprayer Service	Weed Control Spraying	200.00
3406	7/03/14	KaizenLAB Inc.	WTP - Water Testing	1,596.95
3407	7/03/14	Purolator Courier Ltd.	Kaizan freight	40.53
3408	7/03/14	Reynolds Mirth Richards & Farm	AWD Statement of Claim	565.13
3409	7/03/14	Sedgewick Pharmacy Ltd.	Office supplies	7.63
3410	7/03/14	Sheila Tanton	Advance Vote 2014	75.00
3411	7/03/14	SKNGS - Sedgewick Killam	June 2014 billings	9,240.88
3412	7/03/14	Telus	June 2014 Statement	868.58
3413	7/03/14	Town Of Sedgewick	June 2014 Utility Billing	239.77
3414	7/03/14	Valley City Sales Inc.	2002 Freightliner Flat Deck	16,800.00
3415	7/03/14	W.R. Meadows	Crackfiller	1,307.48
3416	7/03/14	Wainwright Assessment	July 2014 Contract	1,036.35
3417	7/03/14	Watkins Holdings Ltd.	June 2014 Statement	175.86
3418	7/03/14	Xerox Canada Ltd	photocopier maintenance	582.24
3419	7/29/14	AAMD&C	June 2014 Statement	585.56
3420	7/29/14	AMSC	June 2014 Charges	6,635.15
3421	7/29/14	AMSC Insurance Services Ltd.	Aug. 2014 Remittance	1,810.84
3422	7/29/14	Battle River R.E.A. Ltd	June 2014 Charges	51.29
3423	7/29/14	Budding Ideas	Doc Appreciation Flowers	78.75
3424	7/29/14	Canada Post Corporation	Utility Postage	2,119.69
3425	7/29/14	Canada Revenue Agency	July 2014 Remittance	9,390.95
3426	7/29/14	Cleartech Industries Inc	WTP Chemicals	597.96
3427	7/29/14	Convoy Supply Ltd.	Rec Roof Repairs	808.50
3428	7/29/14	Corner Gas	June 2014 fuel purchases	794.17
3429	7/29/14	Eastlink	August 2014 Service	94.35
3430	7/29/14	Flagstaff County	June 2014 Statement	980.19
3431	7/29/14	Galletly, Sylvia	2014 By Election July 7	200.00
3432	7/29/14	GE Water & Process Technology	WTP Valves x 3	1,103.04
3433	7/29/14	Helen Sakaluk	2014 By Election July 7	200.00
3434	7/29/14	Hi-Way 13 Transport Ltd.	July Statement	935.21
3435	7/29/14	John Deere Financial	Shop - weed eater	459.94
3436	7/29/14	Killam Home Hardware Ltd.	Trim line - weed eater	16.78
3437	7/29/14	Local Authorities Pension Plan	July 2014 Remittance	4,888.64
3438	7/29/14	Loomis Express	Cleartech freight	45.73
3439	7/29/14	Main Street Medley	A/R-Lake Name Tags	57.75
3440	7/29/14	Munisoft Ltd	System upgrades	262.50
3441	7/29/14	Purolator Courier Ltd.	Kaizen freight - WTP	61.70
3442	7/29/14	Sedgewick Pharmacy Ltd.	June 2014 Statement	7.63
3443	7/29/14	SRG Land Ltd.	Gas System Maps	1,337.81
3444	7/29/14	Syban Systems Ltd.	WTP - July 2014 Internet	52.45
3445	7/29/14	Telus (Mike)	FD - July 2014 Charges	63.29
3446	7/29/14	The Community Press	June 2014 Statement	1,397.19
3447	7/29/14	Voided by the print process		0.00
3448	7/29/14	Wild Rose Co-operative Ltd.	FD - June Statement	483.08
3449	7/31/14	Ali Sanders	Parkland Geo - Material Test	212.76
3450	7/31/14	Brian & Mary Lou Rawluk	Lot Purchase - Credit Error	546.65
3451	7/31/14	Fred Watkins	Truck Delivery - Fuel	50.02
3452	7/31/14	Kevin Barker	Double Payment - Taxes	500.00
3453	7/31/14	Nick & Renee McMahon	Double Payment - Taxes	3,236.59
Total for AP:				108,347.23

Accounts payable cheques for the month ending in July 31, 2014.



July 31<sup>st</sup>, 2014 Payroll

0251-0265	15/07/2014	Mid Month Payroll	18,502.45
0266-0271	31/07/2014	Month End Payroll	<u>12,405.32</u>
<b>Total for Payroll:</b>			<b>\$30,907.77</b>

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28-Aug-14  
Mayor

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28-Aug-14  
CAO

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## Council Committee Reports to August 28<sup>th</sup>, 2014

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### Mayor Robinson reported attendance to:

#### **Regional Emergency Services Committee (RESC) Meeting, County Office – June 24<sup>th</sup>, 2014**

- The primary purpose of this meeting was to discuss and settle the final concerns regarding the upcoming renewal of the "Fire Services Agreement" between the urban municipalities and Flagstaff County.
- The main concern Sedgewick had was that "False Alarms" need to be compensated for as a service is actually provided regardless of there actually being a need for response. It was established what an actual "False Alarm" was considered to be; that is, where no billable entity falsely reported an imaginary incident. In these cases it was agreed that one hour would be paid to responding personnel only.
- It was confirmed by Kim Cannady that if both pumpers are dispatched on any incident then our pumper can be billed out no problem. The final draft was to be sent to County's legal team and then presented to Urban Councils for ratification. However, in discussions with the Killam reps it was thought that we should have our own "legal" look over it as well, inasmuch as there is a court case underway regarding municipal responsibilities in "signing off" of a scene. Costs would be shared by participating urban municipalities. Further, Fire reports now require a "signoff" (Land Owner Release Form) confirmation upon leaving the location. If this requires further elaboration I will happy to do so at the Council Meeting of August 28th, 2014.

### Clr. C. Rose reported attendance to:

#### **Sedgewick Lake Park Association Board Meeting– June 23<sup>rd</sup>, 2014**

- Spray Park overview – the board discussed the variables of many park toys – it was noted that should the board be interested in a 2015 opening of the spray park we would need to commit to signing off on a park design by December 2014 and a 25% deposit on toys by mid January for a July 1<sup>st</sup> opening.
- Manager's Report:
  - July 1<sup>st</sup> is fully booked, August Long is 95% booked and the long term stall are full;
  - Discussion held regarding the size of firewood bundles – bundles to be reduced to ensure cost recovery;
  - The wading pool opened on June 20<sup>th</sup> – additional permitting is now required;
  - There were some "incidents" that occurred by youth at the pool house; matters have been addressed and the youth are not permitted without supervision;
  - Repairs; pressure tank needs to be replaced – the board request quotes for replacement;
    - Brakes in truck need to be replaced – the board advised these repairs are covered by general operating;
    - A trailer window was broken while mowing and has been replaced.
  - Flagstaff Printing to complete Staff shirts.

#### **Cemetery Committee Meeting – July 8<sup>th</sup>, 2014**

- Meeting notes attached to CAO Report.

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28-Aug-14  
Mayor

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28-Aug-14  
CAO

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## **Council Committee Reports to August 28<sup>th</sup>, 2014**

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### **Sedgewick Lake Park Association Board Meeting – July 21<sup>st</sup>, 2014**

- Discussion held regarding the “long-term” policy at the request of Town Council. The Managers were directed to contact the parties whose reservations were either cancelled or declined an offer service.
  - It was noted that there were issues with other work crews in the past therefore ensuring the board and staff members take all precautions.
- Manager’s Report:
  - Power issues from sites 2-10 and 24-27; initial quote to upgrade electrical was \$14,000, an additional quote is required.
  - Managers request 50amp power at their site – obtaining quotes;
  - Repairs have been complete in the washroom and new lights have been ordered. Switches have been changed to motion sensors. Mixer valve replaced in the pool house.
  - Yearend Services & Repairs:
    - Weedeater;
    - Lawnmower;
    - Teepee canvas has a few small tears
  - Suggested an ‘Honour Box’ at the pool house for swimming fees;
  - Group Site – eight site minimum for reservations – the four along the road may be used for general camping;
  - The managers request park assistance – The board approved R & E Roberts as assistant park managers from August – September on a trial basis. B & L Nordstrom request park relief in 2015.
  - The Town uses the Lake’s remaining wood supply during the winter to that ground prior to digging graves – there has been no reimbursement.

### **Clr. W. Dame reported attendance to:**

#### **Flagstaff Regional Solid Waste Management Association (FRSWMA) Meeting – June 23<sup>rd</sup>, 2014**

- Attended the annual landfill tour for board members followed by a BBQ at the Sedgewick Golf Course;
- A brief meeting was conducted:
  - Approved the purchase of a 1991 CAT 816 Compactor from Driedmeat Regional Landfill for \$60,000. The 25,000kg compactor has 8” long cleats and generates over 105 psi compaction pressure resulting in 185% increase in compaction results (640-850kg/m3). This improvement translates into an additional four years of landfill life. This unit will be purchased from the general operating account.
  - Disposal of Unit 52 – 2008 Dodge pick-up for salvage again replaced by a slightly used truck funded through the general operating account.
  - Next meeting, September 22, 2014.

### **Clr. G. Sparrow reported attendance to:**

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28-Aug-14  
Mayor

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28-Aug-14  
CAO

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**Council Committee Reports to August 28<sup>th</sup>, 2014**

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**Sedgewick Volunteer Fire Department Meeting – August 7<sup>th</sup>, 2014**

- Responded to the following calls:
  - One accident;
  - One medical assist
  - Fire at Flagstaff Regional Solid Waste Management – bobcat started fire while putting cardboard into the baler.
- Will be receiving Enbridge's Safe Community Grant this year in the amount of \$10,000.
- Department reviewed the Land Owner Release forms.

**Clr. C. Williams – nothing to report.**

**Clr. E. Skoberg – nothing to report.**

**Clr. F. Watkins – no report submit.**

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28-Aug-14  
Mayor

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28-Aug-14  
CAO



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## Public Works Report – Period Ending August 28<sup>th</sup>, 2014

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### An update on public works activities up to August 28<sup>th</sup>, 2014:

- Leaking water valve at 5014 – 47<sup>th</sup> Street was repaired on August 21<sup>st</sup>, 2014. We still have to shorten the riser as the top sticks out above the driveway.
- Completing ongoing maintenance at the cemetery, removal of grave decorations etc as directed by the CAO.
- Truck replacement – we replaced the 1970 water truck as per the 2014 budget allocations with a 2002 Freightliner FL60. Fred Watkins, Glover International assisted the Town with this purchase through Valley City Sales in Clive Alberta. We purchased the truck for \$18,500 – a water tank has been ordered from Kinsella Plastics.
- The new sign for the Water Treatment Plant has been delivered and should be installed this week.
- Replace 3 – 4” diaphragm valves at the Water Plant; the bottom three will be replaced in the coming weeks.
- Hale Electric has been contracted to remove the old electrical from the Cold Storage Shop to prepare for the building refacing.
- We’ve been advised that the plaque removed from J. Sparrow’s grave at the Cemetery was returned by a relative following the editorial in the Community Press.

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28-Aug-14  
Mayor

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28-Aug-14  
CAO

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## Administration Report – Period Ending August 28<sup>th</sup>, 2014

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**CAO Davis reported attended the following meetings since June 19<sup>th</sup>, 2014 Council meeting:**

**June 24<sup>th</sup> – Meeting with Associated Engineering** – Alvin Biers and Sutha Suthers met to with Sedgewick and Hardisty to provide an overview of their firm.

**June 25<sup>th</sup> – Candidates Forum** – The Town of Sedgewick and Sedgewick Seniors sponsored the second Candidates Forum. There were approx. twenty five delegates who attended the forum.

**June 25<sup>th</sup> – Beautification Forum** – The Beautification Committee (Clr.'s Rose, Williams and Dame) facilitated a public meeting to address development 4857 – 47<sup>th</sup> Street (former Co-op Lot). Various ideas were had ranging from:

- Community Garden, BBQ Park, Community Bulletin Board, Big Tee/Golf Ball, recreation theme park, outdoor movie theatre, additional parking stalls, market space etc.
- The Committee advised that they would take the feedback from the session and prepare a few draft site plans and present back to the public later in the year.

**June 26<sup>th</sup> – Regional Training Session, Hardisty** –Municipal Affairs provided a free training sessions for CAO's in East Central Alberta. I attended:

- Planning 101 – Navigating the Development Process;
- Municipal Bylaws – Development and Enforcement;
- Meeting Procedures

**July 7<sup>th</sup> – Seniors Housing** – Clr. F. Watkins and I met with Dennis Beesley of the Bethany Group to discuss Seniors Housing for the Town of Sedgewick as a result of the letters sent by surrounding municipalities who supported Flagstaff County's initiative to investigate an integrated living facility.

**July 7<sup>th</sup> – Election Day** – Municipal Secretary L. Polege and I completed the election count.

**July 8<sup>th</sup> – Cemetery Committee Meeting** – In attendance with Mayor P. Robinson, Clr's Williams and Rose. Meeting Notes attached.

**July 9<sup>th</sup> – Sedgewick Lake Park – Spray Park Meeting** – an open meeting was held to discuss the spray park project. Three additional community members joined the meeting. We reviewed the "toy catalogue" and picked a variety of toys. The group forwarded our ideas to Park N' Play Design Co. for pricing.

**July 14<sup>th</sup> – Land Committee Meeting** – In attendance with Clr's Watkins, Sparrow and Rose. The committee addressed Direct Control Development Permit Application 2014-08 for Plan 3825P; Block 7; Lots 5P-9.

**July 15<sup>th</sup> – Administrative Interviews** – Six interviews were held for the position of Administrative Assistant. Clr. W. Dame sat in as an observer during this process.

**July 16<sup>th</sup> – Foundation Search Conference Call** – Guy McPherson facilitated a conference call regarding Foundation Search. Foundation Search assists with finding and securing foundation grants. McPherson would like to present to Council – we will attempt to accommodate this in September.

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## Administration Report – Period Ending August 28<sup>th</sup>, 2014

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**July 29<sup>th</sup> – New Home Buyer Information Session** – Robyn Brisky and Allison Scott from the New Home Buyers Warranty Department facilitated an information session regarding the new act. The act is applied to residential development only. As this is a new act there are lots of unknowns, there are gaps between the insurance agencies, departments, developers etc. The warranty has been put in place in an attempt to eliminate unqualified builders.

**August 19<sup>th</sup> – CAO Group Meeting, Heisler** – Meeting notes attached.

### (12) Administration

- Michelle Deveau was hired as the Administrative Assistant on August 5<sup>th</sup>.
- Municipal Tax deadline was July 31<sup>st</sup> – a 10% penalty was applied to all outstanding tax accounts.
  - Current Tax Accounts Receivable: \$28,823.75 (monthly tax payment plan)
  - Tax Arrears: \$99,041.23

Child Care – one of the day homes in Sedgewick will be closing this Fall as the family is relocating to Stettler. In an attempt to ensure adequate childcare is provided within the Town I've contacted an individual who currently resides in Red Deer seeking their interest to return to Sedgewick and open a day home. I've provided contacts for the Family Day Home Society, details on funding opportunities through Community Futures and an overview of registered and private day homes.

Assessment Changes – Gary Barber of Wainwright Assessment Group revised an assessment on Plan 5755S; Block H, Lots 18-19 following review as of August 11, 2014. The assessment has been reduced from 194,100 to 165,210 resulting in a difference \$218.11 in municipal taxation.

MOTION Number Errors – While completing the resolution index we found an error when recording motion numbers in the meeting minutes. The error does not duplicate any motion numbers however the gap must be recorded.

2014.04.114 is followed by 2014.04.15 and continues with 2014.04.16...

A MOTION is require recognizing this error.

Our computers were upgraded during the weeks of July 21<sup>st</sup> and 28<sup>th</sup>. The only issue that has occurred is linking the scanner back to the systems. It is running however becomes temperamental from time to time which causing it to kick us offline.

Administration has been in contact with the new Shop Teacher, Andy Charest of Central High Sedgewick Public School (CHSPS). We sought interest in the class building community projects and Charest is onboard. At this time, the first project may be a new gazebo for the lake. Charest advised that should this project be effective he would be interested in keeping an ongoing list of community projects.

The following Battle River Community Foundation Grants have been applied for:

1. Town of Sedgewick/Sedgewick Lake Park – Gazebo Project \$1,000 (materials)
2. Sedgewick Cemetery Memorial Association - \$2,000 (waste receptacles)
3. Town of Sedgewick/Fire Department - \$1,000 (bunker gear)

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Mayor

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CAO

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## Administration Report – Period Ending August 28<sup>th</sup>, 2014

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4. Sedgewick Community Hall Association - \$1,000 (wireless microphones)

### (23) Fire Services

Fire Sign Off Release Forms have been reviewed with Fire Chief, J. Hebert. New reports have been printed for the department which will be placed in each fire truck. Flagstaff County's advised that when a fire occurs affecting more than one property owner it is not the Towns responsibility to have the release form signed by each party – Regional Chief K. Cannady will take on the responsibility of contacting property owners.

### (26) Bylaw Enforcement

The following bylaw infractions have been addressed (warnings):

1. Plan 792 0256, Block 2, Lot 1 (#3 MacKenzie Drive) – Land Use Bylaw #461 – August 7<sup>th</sup>, 2014
  - a. No occupant of a principal dwelling in a residential district shall permit a recreational vehicle to be used for living or sleeping accommodation for longer than a continuous 14 day period.
2. Plan 3825P, Block 7, Lots 5P-9 (4910 – 48<sup>th</sup> Street) – Land Use Bylaw #461 – August 7<sup>th</sup>, 2014
  - a. Non-Compliance of Development Permit 2014-08 (Direct Control Zoning)
3. Plan 3825P, Block 7, Lots 5P-9 (4910 – 48<sup>th</sup> Street) – Land Use Bylaw #461 – August 14<sup>th</sup>, 2014
  - a. Non-Compliance of Development Permit 2014-08 (Direct Control Zoning)
  - b. Letter delaying enforcement – Delegation Request
4. Plan 2500AE, Block M, Lot 8 (4929 – 52<sup>nd</sup> Street) – Traffic Control Bylaw #440 – August 15<sup>th</sup>, 2014
  - a. No person shall, without legal authority, place an obstruction on, under or over any highway, or any public place. RV Trailer impeding sidewalk.
5. Plan 2500AE, Block M, Lot 8 (4929 – 52<sup>nd</sup> Street) – Traffic Control Bylaw #440 – August 14<sup>th</sup>, 2014
  - a. Contacted the property owner as well as B&D Simons Trucking regarding overweight trucks being parked in town (45 tonne picker both loaded and unloaded from time to time being parked on the corner of 50<sup>th</sup> Street and 51<sup>st</sup> Avenue). No trucks over one tonne are permitted.
6. Plan 5755S, Block C, Lots 10-14 (5037 – 50<sup>th</sup> Street) – Unsightly Premises Bylaw #465 – July 18<sup>th</sup>, 2014
  - a. No owner shall cause, allow or permit trees or shrubs on his or her property to interfere in any way with property owned by another person or operated by a municipal or public utility. Apple tree impeding vision at intersection.
7. Plan 5755S, Block G, Lots 37-38 (4902 – 52<sup>nd</sup> Street) – Unsightly Premises Bylaw #465 – August 18<sup>th</sup>, 2014
  - a. An offensive, annoying, unpleasant or obnoxious thing, animal, object or practice that causes an intrusion or disturbance of a physical, visual or sensory nature affecting another person's quiet enjoyment of his or her property. Spraying weeds on neighboring properties without permission causing dead kill.
8. General maintenance and upkeep at the Sedgewick Cemetery pursuant to Bylaw #509.

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## **Administration Report – Period Ending August 28<sup>th</sup>, 2014**

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### **(32) Public Works**

Storm drains have been repaired on MacKenzie Drive and Bluebird Place.

There are issues with the grade and slope in the alley behind Main Street. Half of the business' flood in the Spring as the alley slopes into the buildings. We are obtaining quotes to have this alley reshaped this Fall. Should this project exceed our operational budget they shall be presented to Council in September.

The material South of the driving range is to be used to repair and rebuild a non-existing road to the lagoons. Once the road bans are lifted we can begin hauling material.

### **(66) Development**

A Purchase Agreement has been signed for the sale of Plan 802 1829, Block 3, Lot 54 (#54 Oriole Place).

Plan 802 1829, Block 4, Lot 25 (#2 Canary Cres.) – site preparation has been put on hold as development was moved up again. Jeff Wallace Contracting will dig the basement as well as finish site work as the town is obligated to ensure the site is developable. Charges shall be split accordingly.

- The material South of the driving range was tested for organics and passed which allows us to use at this location.

Plan 3825P, Block 2, Lots P28-31 (Former Cop-op Lot) – there has been interest in the purchase and development of this site. The interested party is working with their lenders and hopes to submit a proposal to council should everything go as planned.

### **(72) Recreation**

Application deadline for the Recreation Facility and Program Manager position was August 15<sup>th</sup>, 2014. Applicants to be short listed and interviewed.

Attachments:

1. Cemetery Committee Meeting Notes – July 8<sup>th</sup>, 2014 -
2. CAO Group Meeting Notes – August 19<sup>th</sup>, 2014
3. Action Item List - no action required



A Cemetery Committee Meeting was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Tuesday July 8<sup>th</sup>, 2014 at 10:00 am.

Present:	Perry Robinson	Mayor
	Cindy Rose	Councillor
	Carol Williams	Councillor
	Amanda Davis	CAO
	Lorna Polege	Municipal Secretary
Present:	Everett Mayne	Delegate
	Anita Mayne	Delegate
	Doreen French	Delegate
	Georgina Brandigen	Delegate

Call to Order:	<p>Mayor Robinson called the meeting to order at 10:00 am.</p> <p>Mayor Robinson addressed the delegates and provided rules and order of the meeting.</p>
Delegate Concerns:	Mayor Robinson conducted a round table session whereby providing each delegate an opportunity to express their concerns with the Cemetery.
E & A Mayne	<ul style="list-style-type: none"> <li>• Made mention that it appears that some headstones may have been vandalized or scrapped with mowers; specific mention to grave A3 New Site;</li> <li>• Expressed concerns regarding the inconsistent placement of headstones and plaques ie. nothing in the new site lines up;</li> <li>• Cremation garden, no marker to identify placement and would like to suggest small markers be permitted.</li> <li>• Sought clarity as to whom is the Bylaw Enforcement Officer;</li> <li>• Noted the poor condition of the approaches entering the cemetery</li> </ul>
D. French	<ul style="list-style-type: none"> <li>• Satisfied with the cemetery pending the placement of flowers etc.</li> </ul>
G. Brandigen	<ul style="list-style-type: none"> <li>• Made mention that there is not enough manicuring of headstones;</li> <li>• Advised of gopher issues;</li> <li>• Sought clarity on who the cemetery care taker is – made note that she would like to see someone checking the cemetery every two weeks.</li> <li>• Would like to know how to address some of the deteriorated plaques as some are becoming unidentifiable;</li> <li>• Expressed concerns as to whom would be responsible for care taking in the future;</li> </ul> <p>Brandigen made the following suggestions for improvements at the Cemetery:</p> <ol style="list-style-type: none"> <li>1. “What’s Permitted” signs located within the Cemetery;</li> </ol>

	<ol style="list-style-type: none"> <li>2. Placement of garbage cans;</li> <li>3. Annual cemetery cleanup;</li> <li>4. Eternal flame</li> </ol>
	<p>After concluding with concerns Mayor Robinson request that CAO Davis provide an overview of the Cemetery Bylaw as well as address concerns that were reflected within the Bylaw.</p> <p>Mayor Robinson made mention to the delegates that the Cemetery Committee had no authority to make any decision; the committee is only able to make recommendations to Council. Collectively it was understood that the overall goal of the meeting was to address concerns and ease maintenance while ensuring the cemetery is maintained in an esthetically pleasing manner.</p>
Administrative Overview	<p>CAO Davis addressed concerns as stated by the delegates with reference to Cemetery Bylaw #509.</p> <ul style="list-style-type: none"> <li>• Vandalism of headstones – site visit required before further comment; reference Sect. 8.7 of Cemetery Bylaw #509</li> <li>• Inconsistent placement of plaques/markers – site visit required – further mention will be directed to the public works department as well as Fee &amp; Sons;</li> <li>• Cremation Garden – advised that the Town has a separate bylaw for the cremation garden and explained the intent of the memorial book. The memorial book is in place for cremation garden plaques or to anyone who would like to make mention of a loved one. The cremation garden is plotted on an internal map.</li> <li>• By-law Enforcement Officer – Council appointed CAO Davis; Davis advised that it has not been part of the weekly routine to enforce actions at the Cemetery and could use improvement;</li> <li>• Approaches – will be discussed by the committee;</li> <li>• Signs/garbage cans – simple administrative function and should not be an issue to install;</li> <li>• Care taker – advised that the Town has advertised for caretaking for the past two years yet have had difficulty securing a contractor due to cost/wages. Davis reviewed public works procedures for maintenance; re: mowing, trimming, site visits etc. It was noted that the public works department does attend the cemetery ground at a minimum of every 2 weeks. Sunken graves are attended to approx. 5 times per year depending on manpower. On overview of the Cemeteries Assistance grant was also reviewed – ie. removal of grave covers.</li> <li>• Gopher issues – Public Works will be notified of the problem. Administration asked that in any circumstance if the cemetery appears to be unkempt to please contact the Town Office in the future.</li> <li>• Deteriorated Plaques – Davis referred to Cemetery Bylaw #509 Sec. 1.19 and 7.2 advising that the Town is not responsible for monument care and that these issues are to be addressed by family members. It was also noted that there are provisions to address deteriorating monuments; Sec.</li> </ul>

	<p>5.5 q and Section 10.</p> <ul style="list-style-type: none"> <li>• Future maintenance – again this is the responsibilities of the families – general maintenance will be the municipality's responsibility however anything further shall rest on the families shoulders.</li> <li>• Annual Cemetery Clean-Up – this should not be an issue and can be advertised administratively pending support from the committee;</li> <li>• Eternal flame – to be discussed by the Cemetery Committee in greater detail.</li> </ul>
Delegate Letters:	<p>CAO Davis referenced Cemetery Bylaw #509 and the Cemetery Act in reference to delegate letters:</p> <ol style="list-style-type: none"> <li>1. When a plot of land is purchased the purchasers are only entitled to burial rights, there is no land title transfers;</li> <li>2. Placement of flowers – clarification was provided in this regard – flowers are permitted at the Cemetery under the following provisions: <ol style="list-style-type: none"> <li>a. They are in an approved vase attached to the headstones;</li> <li>b. A small pipe is drilled into the cement base of the headstone whereby allowing for the placement of flowers;</li> <li>c. A small pipe is placed directly adjacent to the monument/headstone.</li> </ol> </li> </ol> <p>Flowers are not permitted to be placed on graves as it causes issues for maintenance as noted in Bylaw #509.</p> <ol style="list-style-type: none"> <li>3. At this time, solar lights are not permitted within Bylaw #509 however a recommendation could come from the Cemetery Committee whereby permitting the placement of solar light's – discussion required with Public Works;</li> <li>4. Lack of manicuring around headstones – As grave decorations are not permitted, manicuring around headstones should be of ease.</li> <li>5. Overall upkeep of the Cemetery – additional labour was hired for the 2014 season; public works is not available to attend to the cemetery 24/7 however they ensure general ongoing maintenance is adhered to.</li> </ol>
Site Visit	<p>A site visit was conducted with all members in attendance at 10:40 am with the exclusion of Municipal Secretary L. Polege.</p>
Cremation Garden	<p>The delegates expressed concerns regarding the need for edging around the plants at the prayer garden.</p> <p>CAO Davis pointed out the cremation garden to the attendees.</p>
New Site	<p>Various headstones were reviewed in the "New Site". Misalignment of headstones was observed and noted.</p>
Old Site	<p>Various headstones were reviewed in the "Old Site".</p>

Concluding Site Visit:	<p>Following the site visit, further suggestions where noted:</p> <ol style="list-style-type: none"><li>1. A sign in book was suggested along with cemetery rules and regulations.</li></ol> <p>The Cemetery Committee thanked the delegates for their participation and returned to the Council Chambers.</p>
Recommendations:	<p>Administrative duties as a result of the committee meeting:</p> <ol style="list-style-type: none"><li>1. Direct public works to install edging around the perimeter of the prayer garden;</li><li>2. Placement of plaques/headstones etc. – discuss with public works, contact Fee &amp; Sons as well as contact surveyors and discuss plotting options.</li><li>3. Signing book, rules and regulations – develop options for the committee to review.</li><li>4. Obtain costs for the placement of an eternal flame and present to the committee;</li><li>5. Obtain quotes for approach upgrades and present to the committee.</li><li>6. Removal of above ground grave decoration on I19 New Site; contact next of kin.</li></ol> <p>The Cemetery Committee made the following recommendations to Council:</p> <ol style="list-style-type: none"><li>1. Cremation Bylaw #493 be reviewed by Council. Discussion required regarding the placement of markers in the cremation garden; Administration to converse with Public Works in advance and propose alternate marking options. However, unless we can find a practical way of doing this than it would be impractical to proceed.</li><li>2. Issues concerning the placement of solar lights, flowers etc. The cemetery committee recommends the following having established the foregoing maintenance concerns:<ol style="list-style-type: none"><li>a. The Town of Sedgewick will offer for sale approved pipes and solar lights for placement at the cemetery. One pipe would be permitted per plot which may include one solar light and a bouquet of flowers; any further decorations shall not be permitted and shall be removed. Only approved pipes and solar light offered for sale by the Town would be considered.</li></ol></li></ol> <p>Recommendations will be addressed at the August 28<sup>th</sup>, 2014 regular Council meeting. Pending Council approval on the recommended changes the Committee will arrange a Spring Clean up as well as a formal ceremonial event. Any new regulations will be addressed during the Spring cleanup.</p>
Adjournment:	<p>The meeting adjourned at 11:50 am.</p>

## CAO Meeting Notes – August 19, 2014

### Hosted by Village of Heisler

#### Attendance

Leslie Heck  
Shelly Armstrong  
Debra Moffatt  
Kevin Miller  
Amanda Howell

Amanda Davis  
Laura Towers  
Rod Krips  
Nancy Ambler

#### Delegation

Dave Williams from Safety Designs Innovation (SDI) provided information on Health, Safety, and Environmental needs including individual assessments for organizations. SDI would conduct a needs assessment which is designed to build health and safety systems or find where improvements can be made. Working together in a partnership with SDI would have many benefits including:

- Shared resources & policies
- Customized assessments meeting individual municipalities needs
- Shared training
- Opportunity to share corporate policy
- Mirrored policies, easier to transition to regional policies
- Having a trusted resource to give answers
- 

***Rod Krips will investigate ACP grant for regional safety***

#### Regional Governance

- There was discussion held regarding the need for a Regional Governance study and the ability to implement the results.
- Need to educate the councillors as to what Regional Governance is about.
- Would be beneficial to conduct a Regional Governance study, the problem will be educating the public when it's complete.
- There is a need to simplify the results of the study for the community.

***Shelly will contact Municipal Affairs once the County has received confirmation from all municipalities regarding ACP grant application***

- There was discussion as to why recreation was put back on the plan.

***CAOs' recommend recreation be taken off the plan***

- Discussion over a Regional Water Operator:
  - 16 operators would be needed to work regionally

- If a regional waterline was built, each distribution point would still need someone with distribution certification.
- If a regional waterline was built, could hire a contractor to run it (would relieve municipality of responsibility of treatment.
- Council needs to be aware of any operating problems

## **Regional Forum Meeting**

There was discussion concerning whether there is a need for a speaker at the Fall Forum Meeting. It was decided the meeting should be more about the workplan and a speaker isn't recommended at this time. The FIP Clerk will determine where the meeting will be held and who will cater it.

## **Joint QMP**

Is it beneficial to have a joint QMP

- Joint QMP would reduce cost of esite
- Could have read only access
- Cost efficient for audit purposes
- Everyone in Flagstaff County would have same number of inspections

***Hardisty would like to join the joint QMP and will take the suggestion to council at the next meeting end of September***

## **Assessment Appeal Update**

There may not be a need to set a hearing date as the complainant may settle.

***Debra will contact Leslie before setting a hearing date***

## **Proposed Professional development Program for Safety Codes Officer**

***If interested you should respond to the survey by August 29, 2014***

## **Recreation**

- There was a discussion regarding how communities are dealing with recreation money the Ag Society will distribute.
- Concern was raised about developing a good working relationship with Ag society
- Alliance recommended sending a letter to the Ag society requesting the Recreation Committee determines where the money goes.
- There is concern that good recreation projects will be unable to continue without funds
- Sedgewick asked if there were any thoughts regarding, requesting County review the decision



## **Round Table**

Sedgewick wondered if anyone else was experiencing trouble with cellphone reception

## **Next Meeting**

The date and host of the next CAO meeting will be determined at a later date.

## Council Action Items

20-Feb-14

	For	Item	Action Taken	Date Completed
8	Public Works	Provide an overview as to water loss/reporting at the WTP		
20	Amanda	Develop an information/fact sheet on ways to protect our water source - request and provide feedback as per Council request	Ongoing updates in the Scoop.	

## Council Action Items

17-Apr-14

	For	Item	Action Taken	Date Completed
1	Amanda	Investigate Constituency leader change - Benoit to Soreson how will this affect our grant revenues etc.		
19	Lorna	Prepare background for an LED scrolling sign for the Town Office - similar to the one at the Rec Centre		

## Council Action Items

21-May-14

	For	Item	Action Taken	Date Completed
2	Lorna	Advertise Alberta Culture Days Sept. 26-28, 2014	posted on Facebook	
19	Lorna	Prepare background for an LED scrolling sign for the Town Office - similar to the one at the Rec Centre		

## Council Action Items

03-Jul-14

	For	Item	Action Taken	Date Completed
1	Amanda	Contact Engineers re: contract award	Spoke with Stantec - letter to be sent following meeting the DB. Letter sent to MH	4-Jul-14
2	Amanda	Contact D. Beesley re: 10 suite housing conceptual plan, design, building committee date etc. Expected announcement.	Emailed inquire; cc'd FW,	4-Jul-14
3	Amanda	Complete corresponding changes to the Rec. Job. Desc.	Complete - updated in all files.	4-Jul-14
4	Amanda	Send job desc. To press, notify Rec Board of approval.	Complete - emailed rec board job desc and overview	4-Jul-14

5	Amanda	Email SW re: Recreation Postion	Complete	4-Jul-14
6	Lorna	Advertize rec job desc. In Morning News, AARP online and local social media.	AD forwarded details to LP for ad.	4-Jul-14
7	Amanda	Complete updates to the salary chart.	Revisions complete	4-Jul-14
8	Amanda	Update personnel re: Traffic Control Bylaw #440.	Complete	
9	Amanda	Update Council Meeting dates - send out confirmation to Councillors.	Complete	4-Jul-14
10	Lorna	Update Council meeting date changes via media portals.	complete	8-Jul-14
11	Amanda	Draft a letter addressed to Mayor re: Sedgewick's stance on the Mayors Meeting application for PR review and signature.	Complete and emailed.	
12	Lorna	Arrange float times, candy, parade schedule for PR for Hardisty. Email him concrete details.	complete	8-Jul-14
13	Lorna	Contact K. Sanders for July 1st pics.		
14	Amanda	Newsletter highlights	Complete	
15	Amanda	Request SKNGS meeting to be rescheduled	Emailed KB & DG.	4-Jul-14
16	Amanda	Ensure agenda's are prepered for all Town Hall meetings - available in advance and at the door.		
17	Lorna	Kudo's in the upcoming newsletter re:legion support of pipers and drummers and RCMP walking in the parade		

## Council Action Items

07-Jul-14

	For	Item	Action Taken	Date Completed
1	Amanda	Update all committee re: new Town Council rep appointments.	Notified BRAED, SKNGS, FIP via email.	15-Jul-14
2	Amanda	Amend June 19 meeting minutes re: Public Works Incident	Complete	
3	Amanda	Complete DC letter for P. Whitehead re: Council direction.	Letter complete, signed by mayor, permit approved, met with land owner and discussed permitted development.	15-Jul-14

4	Amanda	Development Variance 2014-07 - Letter to property owners re: permitted variance.	Letter complete, spoke with property owners and gave the go ahead.	15-Jul-14
5	Amanda	Defer H&P Bylaw until the August agenda.		
6	Amanda	Complete meeting minutes and update signing authorities at the ATB.	Unapproved minutes complete; signatures required.	
7	Amanda	Draft a letter to the lake board re: relaxation of long-term policy. Send to council for approval prior to delivery.	Complete and addressed at the July 21 board meeting..	

An Organizational Meeting of Sedgewick Town Council was held on the above date with the following members present: Mayor P. Robinson, Clr. G. Sparrow, Clr. W. Dame, Clr. F Watkins, Clr. C. Williams, Clr. C. Rose and Clr. E. Skoberg; also in attendance, CAO Davis.

**Oath of Office:** Mayor P. Robinson swore in Clr. E. Skoberg.

**Call to Order:** Mayor Robinson called the meeting to order at 6:02 pm.

**Committee Appointments:**

**2014.07.113: MOTION:** by Clr. W. Dame that the members on the standing committees and appointments be approved as follows: **CARRIED.**

<b>Administration</b>	Budgeting and Finance Contracts, Agreements and Requisitions Bylaws Memberships and Subscriptions Legal Engineers Town Office - building and equipment Insurance Licenses and Permits Assessor and Assessments Auditor Grants – Local, Provincial and Federal
Perry Robinson Wayne Dame Cindy Rose	
Perry Robinson Erik Skoberg Greg Sparrow	Town Personnel Salary and Performance reviews
Wayne Dame Fred Watkins Erik Skoberg	Policy Review Committee
<b>Economic Development</b>	
Council	Economic Development Public Relations Citizen Complaints
<b>Protection to Persons and Property</b>	
Carol Williams	<b>Policing and Bylaw Enforcement</b> Citizens’ Advisory Committee - <i>Second Monday</i>
Greg Sparrow	Volunteer Fire Department - <i>first Thursday</i>
Perry Robinson	Regional Emergency Services Committee – <i>second Wednesday, quarterly</i>
Ian Malcolm	Director of Emergency Management
<b>Transportation &amp; Utilities – Public Works</b>	
Erik Skoberg Fred Watkins Wayne Dame	Streets and Sidewalks, sanding, gravel, oil, paving, lighting, storm sewers, and snow removal Public Works – building and equipment Water System Sanitary Sewer System
<b>Environmental Health Services and Utilities</b>	
Erik Skoberg Greg Sparrow Fred Watkins	Sedgewick Killam Natural Gas System – <i>Quarterly</i>
Wayne Dame	Flagstaff Regional Solid Waste Management Association – <i>fourth Monday</i>
<b>Parks, Recreation and Culture - Town Parks and Town owned Facilities</b>	
Wayne Dame Carol Williams Cindy Rose	Sedgewick Beatification – Parks & Signage
Greg Sparrow	Sedgewick & District Recreation Board – <i>third Monday</i>
Greg Sparrow, Fred Watkins, Perry Robinson	Regional Recreation Sub Committee
Fred Watkins	Sedgewick Golf Club
Cindy Rose	Sedgewick Lake Park Committee– <i>call of chair</i>
Carol Williams	Sedgewick Library Board – <i>second Thursday</i>
Cindy Rose	Parkland Regional Library Board
Wayne Dame	Sedgewick Community Hall Association – <i>call of chair</i>



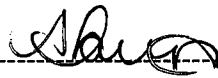
Erik Skoberg Greg Sparrow Cindy Rose	Land Acquisitions Publicity and Promotions Community Growth Land Agreements and Sales Zoning and Land Use Development Agreements and Minimum Standards
<b>Public Health and Welfare</b>	
Carol Williams	Health Unit contact and communication
Carol Williams	Flagstaff Family & Community Services – <i>second Wednesday</i>
Fred Watkins	Flagstaff Regional Housing (Lodge) – <i>call of chair – third Tuesday bimonthly</i>
Perry Robinson Carol Williams Cindy Rose	Sedgewick Cemetery
<b>Economic Development</b>	
Erik Skoberg	<b>BRAED</b> – Battle River Alliance Economic Development
Perry Robinson	<b>FIP</b> - Flagstaff Intermunicipal Partnership – <i>first Monday</i>

**Adjournment:**  
**2014.07.114:**

**MOTION:** by Mayor. P. Robinson for adjournment at 6:05 pm.

**CARRIED.**

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Perry Robinson, Mayor

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Amanda Davis, CAO

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28-Aug-14  
Mayor

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28-Aug-14  
CAO

The Special Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Monday July 14<sup>th</sup>, 2014 at 6:06 PM.

<b>Present</b>	Perry Robinson	Mayor
	Fred Watkins	Councillor
	Carol Williams	Councillor
	Cindy Rose	Councillor
	Greg Sparrow	Councillor
	Wayne Dame	Councillor
	Erik Skoberg	Councillor

<b>Present</b>	Amanda Davis	Chief Administrative Officer
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**Call to Order** Mayor P. Robinson called the meeting to order at 6:06PM.

**Agenda**

**2014.07.115** MOTION by Clr. C. Williams that the agenda be approved as presented. CARRIED.

**Minutes**

Council reviewed the minutes of the June 19<sup>th</sup>, 2014 Organizational Council meeting.

**2014.07.116** MOTION by Clr. G. Sparrow that the minutes of the June 19<sup>th</sup>, 2014 Organizational Council meeting be approved as presented. CARRIED.

**Reg. Meeting** Council reviewed the minutes of the June 19<sup>th</sup>, 2014 regular Council meeting.

**2014.07.117** MOTION by Clr. F. Watkins that the June 19<sup>th</sup>, 2014 regular Council meeting minutes be approved with the following errors and omissions:

Public Works Incident Report should state, "Council received a letter from D. Klein regarding a rock chip on his vehicle." *not* "Council received notification from D. Klein of damage caused.....". CARRIED.

**Special Meeting** Council reviewed the minutes of the July 3<sup>rd</sup>, 2014 special Council meeting.

**2014.07.118** MOTION by Mayor P. Robinson that the minutes of the July 3<sup>rd</sup>, 2014 special Council meeting be approved as presented. CARRIED.

**Business**

Business item #1B to be addressed following the scheduled delegation.

**MGA S. 172** Pursuant to Section 172 of the Municipal Government Act (MGA) Clr. C. Williams declared a pecuniary interest in the next business item.

**LUB #461 – Variance** Development Permit Application 2014-07 was presented for Council review.

**2014.07.119** MOTION by Clr. C. Rose that Council approve Development Permit Application 2014-07 whereby issuing an seven foot seven inch (7.7') variance on the south lot line for the development of a deck with a maximum deck height of two feet (2.0'). CARRIED.

**H&P Bylaw #484** Discussion held regarding Hawkers & Peddler's Bylaw #484.

**2014.07.120** MOTION by Clr. C. Rose that further discussion regarding Hawkers & Peddler's Bylaw #484 be deferred to the August 28<sup>th</sup>, 2014 regular Council meeting. CARRIED.

**Delegation**

Patrick Whitehead entered the meeting at 6:27 PM.

Whitehead provided an updated site plan to Council.

**LUB #461 DC** Discussion held regarding Development Permit Application 2014-08 pertaining to Plan 3825P; Block 7; Lots 5P-9, Direct Control (DC).

**Departure** Whitehead departed at 6:40 PM.

**LUB #461 –DC** Council discussed Development Permit Application 2014-08 pertaining to Plan 3825P; Block 7; Lots 5P-9, DC.

- 2014.07.121** MOTION by Clr. F. Watkins that whereas having received Development Permit 2014-08 (Plan 3825P; Block 7; Lots 5P-9) and having heard the delegation of Patrick Whitehead, Sedgewick Town Council hereby approved the following:
1. The twelve (12) site RV Park as presented in the attached site plan; each site must be marked and numbered accordingly;
  2. Permission that only one (1) RV shall occupy each stall with a North or South frontage configuration;
  3. RV's must be occupied;
  4. Use of gen sets permitted as per Noise Control Bylaw #451;
  5. Use of fire pits permitted as per Fire Services Bylaw #500 and approved by the Fire Chief;
  6. Rejects the use of and RV, personal/private outdoor storage;
  7. Permission to maintain and operate the coin wash;
  8. Permission to relocate the shed to the NE corner of the property;
  9. As a reminder, as per our delegate conversation it was made clear that the owner/operator would like a clean RV site as much as the Town; any deviation must be addressed by Council as per Direct Control Zoning Regulations. CARRIED.
- ATB Accounts** Alberta Treasury Branch (ATB) request updates indicating the Town's signing officers.
- 2014.07.122** MOTION by Clr. E. Skoberg that the signing authority on ATB accounts 00101677624 and 11824047700 be either Clr. W. Dame or Clr. C. Rose and the Chief Administrative Officer or the Municipal Secretary. CARRIED.
- S. Lake Reservation Policies** Discussion held regarding Sedgewick Lake Park's Long-Term Permanent Site policy.
- Council directed Administration to draft a letter to the Lake Board requesting the relaxation of the long-term permanent site policy when there is cause to increase economic benefits within the Town.
- Slo Pitch Tournament** Administration provided an update on the 1<sup>st</sup> Annual Slo Pitch Tournament.
- Adjournment** MOTION by Clr. C. Rose for adjournment at 7:55 PM. CARRIED.
- 2014.07.123**

\_\_\_\_\_  
Perry Robinson, Mayor

  
\_\_\_\_\_  
Amanda Davis, CAO

**BYLAW #511 OF THE TOWN OF SEDGEWICK IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING AND CONTROLLING MOTOR VEHICLE TRAFFIC.**

**WHEREAS THE MUNICIPAL GOVERNMENT ACT, RSA 2000, c. M-26 AS AMENDED OR REPEALED AND REPLACED FROM TIME TO TIME, AND THE TRAFFIC SAFETY ACT, RCA 2000, c. T-6 AS AMENDED OR REPEALED AND REPLACED FROM TIME TO TIME AUTHORIZES A MUNICIPAL COUNCIL TO PASS BYLAWS RESPECTING HIGHWAYS UNDER THE DIRECTION, CONTROL AND MANAGEMENT OF THE MUNICIPALITY;**

**AND WHEREAS the Council of the Town of Sedgewick deems it advisable to pass a bylaw for the purpose of regulating, controlling and managing highways within the Town of Sedgewick;**

**NOW THEREFORE the Municipal Council of the Town of Sedgewick duly assembled enacts as follows:**

**1. TITLE**

- 1. This bylaw may be cited as the **Traffic Control Bylaw**.

**2. DEFINITIONS**

- 2. In this bylaw, unless the context requires otherwise, all terms defined in the current Traffic Safety Act, including associated Regulations, shall apply. For clarification:
  - 2.1 “Council” means the Municipal Council of the Town of Sedgewick.
  - 2.2 “Highway” means any thoroughfare, street, road, trail, avenue, parkway, viaduct, lane, alley, square, bridge, causeway, trestle way, or any other place, or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, and includes
    - (a) the sidewalk and the boulevard adjacent to the sidewalk.
    - (b) the ditch, if any, lying adjacent to, and parallel with, the roadway, and
    - (c) if the highway right of way is fenced, all the land between the fences or between the fence and the roadway as the case may be.
  - 2.3 “Municipality” means the Town of Sedgewick.
  - 2.4 “Peace Officer” means any federal or provincial or duly appointed municipal Special Constable or Bylaw Enforcement Officer having jurisdiction within the municipality.
  - 2.5 “Vehicle” means any device in, or on by which a person or thing may be transported or drawn on a highway, including a combination of vehicles, but excluding a mobility aid being used to facilitate the transport, in a normal seated orientation, of a person with a physical disability.
  - 2.6 “Violation tag” means a ticket or similar document issued by the Town pursuant to the Municipal Government Act, R.S.A. 2000, c.M-26, as amended or replaced and appealed from time to time.
  - 2.7 “Violation ticket” means a ticket issued pursuant to the Provincial Offenses Procedure Act, RSA 2000, c.P-34 and regulations there under, as amended or replaced and repealed from time to time.

**3. GENERAL PROHIBITIONS**

- 3.1 No person shall tow anything behind a vehicle unless attached to the towing vehicle by a solid hitch.
- 3.2 No person shall start, stop, turn, or drive a vehicle or animal within the Town limits in a dangerous or reckless manner.

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- 3.3 No person shall cause any loud or unnecessary noise from the tires, engine, muffler or sound equipment of any vehicle.
- 3.4 No person shall place or cause or allow to be placed a light or object or other thing that reflects light in such a manner as to interfere with the vision of pedestrians or persons operating a vehicle.
- 3.5 No person shall cause to be or allow to be placed, thrown, deposited, disposed of, dropped or otherwise left any soil, rock, cement, noxious or waste fluids, litter; nor any object or thing whereby any person, animal, bicycle or vehicle may be injured or damaged; on a highway, on a boulevard, in a drainage system, or in any other public place; snow from an adjoining sidewalk excepted.
- 3.6 No vehicle larger than a ‘one (1) ton’, or combination of vehicles, having a GVW in excess of 4500 kg or exceeding 10.7 meters in length, whichever is less, shall enter within the Town except on designated truck routes or under authority of a permit issued by the Town Administrator, delivery vehicles while making a delivery and recreational vehicles excepted.
- 3.7 Notwithstanding the size, height or weight restrictions of vehicles or exemptions described in Section 3.6,
- (a) no person shall drive or haul or park on or over any highway within the Town, any vehicle or other type of equipment or thing that causes, or is likely to cause damage to the highway.
  - (b) No person shall operate a vehicle or trailer within the Town having metal spikes, lugs, cleats, chains or bands projecting from the surface of the wheels or tires.
  - (c) No person shall park or keep on private property in any residential area zoned R.1 or R.2, whether on or off a trailer, except for the express purpose of doing permitted work and only for the amount of time reasonably required to complete the work, any vehicle or equipment of husbandry or construction.
  - (d) no person shall park any vehicle or combination of vehicles having an offensive odor in any residential area.
  - (e) and pursuant to the Dangerous Goods Regulations, no person shall operate or park a vehicle carrying solid Dangerous Goods or any vehicle fitted with barrels, tanks, or containers for carrying gaseous or liquid Dangerous Goods in bulk quantities, whether such barrels, tanks, or containers are full or empty, on any highway within the municipality not designated as Dangerous Goods routes except for the express purpose of making a delivery.
- 3.8 Recreational vehicles that have not been modified to carry more fuel or propane than so designed and outfitted by the manufacturer shall be exempt from the prohibitions set out in Section 3.7 (e).
- 3.9 Any store or business establishment that has provided parking space for its patrons or customers may make and enforce regulations governing the parking of vehicles in said space.

**4. RIGHT OF WAY**

- 4.1 The driver of any animal or vehicle shall yield right of way to any pedestrian crossing a highway in a crosswalk.
- 4.2 The driver of any animal or vehicle entering any highway from any land, driveway, garage, parking lot or business property shall yield right of way to all vehicles and pedestrians.

**5. SPEED**

- 5.1 Unless otherwise posted, no person shall operate a vehicle within the Town at a speed in excess of fifty (50) km/h.



- 5.2 No person shall operate a vehicle within a school zone or playground zone at a speed in excess of thirty (30) km/h during the times pursuant to Sections 4 through 9 of the Use of Highway and Rules of the Road Regulation as amended or repealed and replaced from time to time.
- 5.3 No person shall operate a vehicle in any alley or lane within the town or within a trailer park or within a recreation park at a speed in excess of twenty (20) km/h.

**6.OBSTRUCTIONS**

- 6.1 No person shall, without legal authority, place an obstruction on, under, or over any highway, or any public place.
- 6.2 No person shall place or leave an extension cord across any sidewalk or boulevard for the purpose of operating a vehicle block heater, or for any other purpose.
- 6.3 No person shall allow, or cause to allow, any door or gate to swing over any sidewalk, designated footpath or highway.
- 6.4 No person shall drive a vehicle or stop, park, or leave a vehicle, whether attended or unattended, upon a highway, parking lot or other public place in such a manner as to block, obstruct, impede or hinder traffic.
- 6.5 Where an obstruction is unavoidable due to mechanical failure, a person who takes immediate steps to remove the obstructing vehicle will not be held in violation of this bylaw.
- 6.6 No person owning, occupying or in control of land within the Town shall fail to clear, within twenty four (24) hours of having been deposited, any snow, ice, soil or other obstructing matter from all sidewalks adjoining said property.

**7.PARADES AND PROCESSIONS**

- 7.1 No person shall hold or participate in a parade or procession including any group or train of individuals and/or animals and/or vehicles using any highway or public place within the Town for show, display or demonstration without having first notified and obtained any necessary permit of authority from the Town Office.
- 7.2 A vehicle in a funeral procession, other than the lead vehicle, may, during daylight hours, enter into an intersection if:
  - (a) the headlights of the vehicle are on, and
  - (b) the vehicle is travelling immediately behind the vehicle ahead of it so as to form a continuous line of traffic, and
  - (c) the passage into the intersection can be made in safety.
- 7.3 No person shall drive a vehicle:
  - (a) through the ranks of a military or funeral procession, or
  - (b) through the ranks of any other authorized parade or procession.

**8.BICYCLES, OFF-HIGHWAY VEHICLES, WAGONS, CARTS**

- 8.1 No person shall leave a bicycle or other manually propelled vehicle unattended within the Town:
  - (a) in any manner so as to obstruct pedestrian or vehicle traffic on any highway, sidewalk, or footpath, or

- (b) on any property owned or controlled by the Town unless it is parked in a bicycle rack or leaned against a building in such manner that it does not fall or roll.
- 8.2 No person shall drive, push, or pull any vehicle on a sidewalk except at sidewalk crossings designed for that purpose, children’s wagons, tricycles and bicycles having a wheel diameter of less than fifty (50) cm excepted.
- 8.3 No persons shall ride a manually propelled vehicle on a highway except that such persons:
  - (a) keep as near the right hand curb or edge of the roadway as conditions and weather permit, and
  - (b) ride not more than two abreast.
- 8.4 No person shall operate an off-highway vehicle in the Town except if provisions are made for such purpose pursuant to an Off-Highway Vehicle Bylaw.

9. PARKING

- 9.1 Except where exempted or otherwise authorized, all vehicles shall be parked parallel to
  - (a) the right hand curb and with the right hand wheels within thirty (30) cm of said curb, or
  - (b) where no curb exists, far enough to the right side of the highway so as to not impede normal traffic flow.
- 9.2 No vehicle shall be double or centre parked.
- 9.3 No person shall park any manner of trailer on a highway unless the trailer is attached to a vehicle by which it may be properly drawn, and when so attached the trailer shall be part of the vehicle and subject to any regulations pertaining to the vehicle.
- 9.4 No person shall, without permission of the person owning, occupying or controlling a private property in a residential area, park a recreational vehicle on a highway other than on that portion of the highway immediately adjoining property owned, occupied or other wise controlled by that person
- 9.5 No vehicle shall be parked on a highway for more than twenty four (24) continuous hours, owners of vehicles parked on a highway adjoining their personal property, vehicles parked pursuant to Section 9.4 excepted.
- 9.6 Except as permitted in Section 9.4, any vehicle parked for more than seventy-two (72) hours shall be considered abandoned.
- 9.7 Notwithstanding Section 9.4, no person shall leave a recreational vehicle parked on a highway from November 1 to April 30.
- 9.8 No person shall park a vehicle:
  - (a) at a place indicated in Schedule ‘A’ of this bylaw, if so attached to this bylaw or available for perusal at the Town Office, prohibiting or restricting the parking of vehicles, or
  - (b) in a place where a vehicle will interfere with the use of a doorway intended as a fire or emergency exit from a building adjoining a highway, or
  - (c) at or near the site of any fire, explosion, accident or other incident where stopping or parking may obstruct traffic flow or hinder the activities of any emergency vehicles, equipment, personnel or volunteers, or

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- (d) at an intersection, within five (5) meters to the projection of the corner property line immediately ahead or immediately to the rear excepting where parking spaces are defined, or
  - (e) within five (5) meters of a fire hydrant or, where it is not located on the curb, of the point on the curb closest to said fire hydrant, or
  - (f) within five (5) meters of a traffic control device, or
  - (g) within two (2) meters of the near side of a marked crosswalk, or
  - (h) within one and one half (1.5) meters of an access to a garage, driveway or a vehicle crossway over a sidewalk, or
  - (i) adjacent to any curb painted so as to identify it as a 'No Parking' zone, or
  - (j) except wholly within the limits of any space marked for that purpose, or
  - (k) in an angle parking space with the nearer front tire more than thirty (30) cm from the curb, or
  - (l) any combination of vehicles, motor cycles with attached trailers excepted, or vehicle exceeding six and one half (6.5) meters in length, in an area designated for angle parking, or
  - (m) in a place or area where a sign indicates that parking is restricted to designated classes of vehicles, or
  - (n) in a place or area where a painted curb indicates parking is restricted to designated classes of vehicles, or
  - (o) in an area marked 'No Parking', excepting a person:
    - i. receiving or delivering goods but only during the execution of a transaction and for a period not to exceed thirty (30) minutes, or
    - ii. receiving or delivering passengers for a period not exceeding five (5) minutes and provided traffic is not obstructed.
  - (p) on private property that has been clearly marked as such by a sign erected by the owner, legal occupant or agent of said land unless permission has been obtained from the owner, legal occupant or person in charge of said property, or
  - (q) or drive a vehicle on upon any land within the Town that the Town uses or permits to be used as a playground, boulevard, recreation or public park, except on such part thereof as may be designated by roadways or signs.
  - (r) parallel to any highway and facing oncoming traffic.
  - (s) or leave a vehicle parked on a highway within a block or otherwise defined space after the expiration of twelve (12) hours from the time signs as per Sections 3.6 or 3.7 are erected and until such signs are removed.
  - (t) opposite a construction site where parking may hinder the normal flow of traffic.
  - (u) Section 9 shall not apply to vehicles that are owned or operated by the Town or a:
    - i. Peace Officer having authority in the Town.
    - ii. public utility.
    - iii. school board when picking up or dropping off children.

- iv. funeral company during a funeral.
- v. any other vehicles of an emergency nature.

**10. AUTHORITY TO ERECT, REMOVE OR ALTER TRAFFIC CONTROL DEVICES**

- 10.1 Council may, by resolution, erect, remove or alter traffic control devices as deemed necessary from time to time.
- 10.2 Signage erected, removed or altered pursuant to Section 10.1 is deemed to be included in Schedule ‘A’, if such schedule is attached to this bylaw or is available at the Town Office for perusal.
- 10.3 The Town Foreman or his designate is hereby authorized to make any temporary provisions and regulations deemed necessary concerning traffic control devices, traffic flow, traffic speed, pedestrian access or public or private parking in times of emergencies or in areas where construction or repair work is being carried out.
- 10.4 The Town Foreman or his designate is further authorized to cause signs, barriers, flares or other markers to be placed to warn person of any such temporary provisions or regulations in effect.

**11. USE OF STREETS AND PUBLIC PLACES**

- 11.1 No person shall throw, or cause or allow to be thrown, any snow, ice, dirt, rocks or any other object at vehicles or pedestrians on a highway, sidewalk or any publicly owned, operated or controlled land or property within the Town.
- 11.2 No person shall use, or cause or allow to be used, any mechanical device to propel projectiles onto a highway or sidewalk or any publicly owned, operated or controlled land or property within the Town.
- 11.3 No person being in or upon any building, public vehicle, publicly owned, operated or controlled premises or land, or any of the same that the Town has a vested interest in, shall violate any rules, regulations or orders made or approved by Council for an in respect thereof.

**12. PEDESTRIANS**

- 12.1 No person shall crowd or jostle other pedestrians in such manner as to create or cause discomfort, disturbance or confusion.
- 12.2 No person shall stand or walk along a highway for the purpose of soliciting a ride from a person operating a vehicle.
- 12.3 Two (2) or more persons shall not stand so near to each other on a highway or sidewalk or footpath if such actions obstructs or prevents:
  - (a) the entrance to a building or public place, or
  - (b) other persons from using the highway, sidewalk or footpath.
- 12.4 Section 12.3 shall not be construed as prohibiting the assembly of persons for the purpose of watching a parade or procession.
- 12.5 Every pedestrian crossing a highway at a point other than at a crosswalk shall yield the right of way to vehicles using the highway.
- 12.6 At a place where there is a crosswalk, unless otherwise directed by a Peace Officer or traffic control device, although a pedestrian does have the right of way, nothing in this bylaw relieves a pedestrian from the duty of exercising due care for his or her safety.

- 12.7 No person or persons shall walk on a highway in such manner as to obstruct, hinder or distract persons operating vehicles.

**13. REMOVAL OF VEHICLES AND TRAILERS**

- 13.1 Pursuant to the Traffic Safety Act, Sections 76 and 77, any Peace Officer may cause any vehicle or trailer or combination thereof in violation of this bylaw to be removed, taken to, and stored in a suitable location and all costs for removal and storage shall constitute a lien against such vehicle or trailer.
- 13.2 No impounded vehicle or trailer shall be released to its owner or his agent until all liens against such vehicle or trailer are cleared; such charges shall be in addition to any fine or penalty imposed in respect of the violation.
- 13.3 Notwithstanding Section 13.1, in snow removal or street cleaning operations carried out by the Town or its contractors:
- (a) if a person fails to remove a vehicle upon a request made by a Town employee and within the time frame given, or
  - (b) if a Town employee is unable to contact said owner, then
  - (c) the Town may tow or remove vehicles interfering with these operations and park same on an adjacent street without impounding them.

**14 OFFENCES AND PENALTIES**

- 14.1 Any person who contravenes any Section of this bylaw is guilty of an offence and liable, on summary conviction before a Provincial Court Judge, to fines as listed in Schedule B.1 of this bylaw and/or be jailed for a time not exceeding thirty (30) days.
- 14.2 A Provincial Judge, in addition to the penalties provided in this bylaw, may direct or order any person found guilty of an offence in any manner deemed appropriate.
- 14.3 Notwithstanding Section 14.1 of this bylaw, a Peace Officer may issue a violation tag to a person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw:
- (a) specifying a voluntary payment as described in Schedule B.2 and B.3 of this bylaw; and
  - (b) the person to whom the violation tag is issued may, in lieu of being prosecuted for the offence, pay to the Town or the Enforcement Officer the penalty specified within the time period indicated on the violation tag.
- 14.4 A violation tag shall be deemed to have been sufficiently served if
- (a) served to the accused directly, or
  - (b) mailed to the address of the registered owner of the vehicle or person occupying a property, or
  - (c) secured to the vehicle or property in respect of which the offense is alleged to have been committed.
- 14.5 In those cases where a violation tag has been issued and the penalty specified on the violation tag has not been paid within the prescribed time, a Peace Officer may issue a violation ticket specifying that a voluntary payment be made as described in Schedule B.2 and B.3 of this bylaw.



- 14.6 Notwithstanding Sections 13.1 and 13.3 this bylaw, a Peace Officer may immediately issue a violation ticket to any person who the Peace Officer has reasonable grounds to believe has contravened any provisions of this bylaw, specifying that
- (a) a voluntary payment be made to the Provincial Court as described in Schedule B.2 and B.3 of this bylaw; or
  - (b) if it is in the public interest to compel the accused to appear before a Judge, issue a summons respecting any offense for which a voluntary payment may be made requiring the accused to appear before a Provincial Court Judge on the initial appearance date without the alternative of making a voluntary payment.
- 14.7 In addition to any fine levied relative to Section 6.6 of this bylaw, the person owning, occupying or having control of, said property shall pay any additional costs incurred in the event that the Town or its agents clean the sidewalk.
- 14.8 A Peace Officer, Manager, Operator or other person from time to time in charge of any buildings, vehicles, premises or lands owned, operated or controlled by the Town or in which the Town has a vested interest, may evict there from, using such force as is reasonably necessary, or deny access to, any person who fails or refuses to obey any rules, regulations, or orders as posted or otherwise applicable.
- 14.9 The levying and payment of any fines shall not relieve a person from the necessity of
- (a) immediately remedying the situation that created the violation, or
  - (b) paying any fees, charges or costs for which he is liable under the provisions of this bylaw.

**15. SEVERABILITY PROVISION**

15. Should any provision of this bylaw be invalid, then such provision shall be severed and the remaining bylaw shall be maintained.

**16. REPEAL**

16. Town of Sedgewick Bylaw # 440 is hereby repealed.

**17. EFFECTIVE DATE**

17. This bylaw shall take effect on the date of passing thereof.

**READ A FIRST TIME THIS 28<sup>th</sup> DAY OF AUGUST 2014.**

**READ A SECOND TIME THIS 28<sup>th</sup> DAY OF AUGUST 2014.**

**READ A THIRD AND FINAL TIME THIS 28<sup>th</sup> DAY OF AUGUST 2014 AND FINALLY PASSED.**

\_\_\_\_\_  
**Perry Robinson, Mayor**

\_\_\_\_\_  
**Amanda Davis, CAO**

BYLAW 440 - SCHEDULE ‘A’ – TRAFFIC DEVICES

STOP SIGNS	<p>On Spruce Drive as it intersects Amherst (50<sup>th</sup>) Street</p> <p>On Durham (53<sup>rd</sup>) Street as it intersects Borden (51<sup>st</sup>) Avenue</p> <p>On Thompson (49<sup>th</sup>) Avenue as it intersects MacKenzie (46<sup>th</sup>) Street from the West</p> <p><i>On Borden (51<sup>st</sup>) Avenue as it intersects Abbot (45<sup>th</sup>) Street</i></p> <p>At the intersection of 47<sup>th</sup> Avenue and Amherst (50<sup>th</sup>) Street fro stopping traffic entering Amherst (50<sup>th</sup>) Street from 47<sup>th</sup> Avenue East and West</p>
<del>3-WAY STOP</del>	<del>At the intersection of Abbott (45<sup>th</sup>) Street and Borden (51<sup>st</sup>) Avenue</del>
4-WAY STOP	<p>At the intersection of Bowell (50<sup>th</sup>) Avenue and Amherst (50<sup>th</sup>) Street</p> <p><i>At the intersection of Amherst (50<sup>th</sup>) Street and Thompson (49<sup>th</sup>) Avenue</i></p>
YIELD	<p>Traffic entering Railway (48<sup>th</sup>) Avenue from Durham (53<sup>rd</sup>) Street</p> <p>Traffic entering Railway (48<sup>th</sup>) Avenue from Colborne (52<sup>nd</sup>) Street</p> <p>Traffic entering Railway (48<sup>th</sup>) Avenue from Bagot (51<sup>st</sup>) Street</p> <p>Traffic entering Railway (48<sup>th</sup>) Avenue from Tupper (49<sup>th</sup>) Street</p> <p>Traffic entering Railway (48<sup>th</sup>) Avenue from Laurier (48<sup>th</sup>) Street</p> <p>Traffic entering Railway (48<sup>th</sup>) Avenue from MacDonald (47<sup>th</sup>) Street</p> <p>Traffic entering Thompson (49<sup>th</sup>) Avenue from Durham (53<sup>rd</sup>) Street</p> <p>Traffic entering Thompson (49<sup>th</sup>) Avenue from Colborne (52<sup>nd</sup>) Street</p> <p>Traffic entering Thompson (49<sup>th</sup>) Avenue from Bagot (51<sup>st</sup>) Street</p> <p>Traffic entering Thompson (49<sup>th</sup>) Avenue from Tupper (49<sup>th</sup>) Street</p> <p>Traffic entering Thompson (49<sup>th</sup>) Avenue from Laurier (48<sup>th</sup>) Street</p> <p>Traffic entering Bowell (50<sup>th</sup>) Avenue from Durham (53<sup>rd</sup>) Street</p> <p>Traffic entering Bowell (50<sup>th</sup>) Avenue from Colborne (52<sup>nd</sup>) Street</p> <p>Traffic entering Bowell (50<sup>th</sup>) Avenue from Bagot (51<sup>st</sup>) street</p> <p>Traffic entering Bowell (50<sup>th</sup>) Avenue from Tupper (49<sup>th</sup>) Street</p> <p>Traffic entering Bowell (50<sup>th</sup>) Avenue from Laurier (48<sup>th</sup>) Street</p> <p>Traffic entering Bowell (50<sup>th</sup>) Avenue from McLean (49A) Street</p> <p>Traffic entering Borden (51<sup>st</sup>) Avenue from McLean (49A) Street</p> <p>Traffic entering Borden (51<sup>st</sup>) Avenue from McLean Crescent West</p> <p>Traffic entering Borden (51<sup>st</sup>) Avenue from Tupper (49<sup>th</sup>) Street</p> <p>Traffic entering Borden (51<sup>st</sup>) Avenue from Laurier (49<sup>th</sup>) Street</p> <p>Traffic entering Borden (51<sup>st</sup>) Avenue from MacDonald (47<sup>th</sup>) Street</p> <p>Traffic entering or crossing Borden (51<sup>st</sup>) Avenue from Durham (53<sup>rd</sup>) Street</p> <p>Traffic entering MacDonald (47<sup>th</sup>) Street from Railway (48<sup>th</sup>) Avenue</p> <p>Traffic entering MacDonald (47<sup>th</sup>) Street from Thompson (49<sup>th</sup>) Avenue</p> <p>Traffic entering MacDonald (47<sup>th</sup>) Street from Bowell (50<sup>th</sup>) Avenue</p> <p>Traffic entering Amherst (50<sup>th</sup>) Street from Thompson (49<sup>th</sup>) Avenue</p> <p>Traffic entering Amherst (50<sup>th</sup>) Street from Borden (51<sup>st</sup>) Avenue</p> <p>Traffic entering Amherst (50<sup>th</sup>) Street from Railway (48<sup>th</sup>) Avenue</p> <p>Traffic entering Amherst (50<sup>th</sup>) Street from Bluejay Crescent</p> <p>Traffic entering Laurier (48<sup>th</sup>) Street from McLean Crescent</p> <p>Traffic entering 47<sup>th</sup> Avenue East from Spruce Drive</p> <p>Traffic entering MacKenzie (46<sup>th</sup>) Street from Bowell (50<sup>th</sup>) Avenue</p> <p>Traffic entering MacKenzie Drive from Canary Crescent</p> <p>Traffic entering MacKenzie Drive from Oriole Place</p> <p>Traffic entering MacKenzie Drive from Bluebird Place</p> <p><i>Traffic entering MacKenzie Drive from Abbot (45<sup>th</sup>) Street</i></p> <p><i>Traffic entering Abbot (45<sup>th</sup>) Street from MacKenzie Drive</i></p>
SCHOOL ZONE	<p>On Amherst (50<sup>th</sup>) Street from Thompson (49<sup>th</sup>) Avenue to Borden (51<sup>st</sup>) Avenue</p> <p>On Bowell (50<sup>th</sup>) Avenue from Amherst (50<sup>th</sup>) Street to Durham (53<sup>rd</sup>) Street</p>
NO U-TURN	<p>On Colborne (52<sup>nd</sup>) Street as it intersects Bowell (50<sup>th</sup>) Avenue</p>
ANGLE PARKING	<p>On MacDonald (47<sup>th</sup>) Street from Railway (48<sup>th</sup>) Avenue to Bowell (50<sup>th</sup>) Avenue</p>

NO PARKING

On Railway (48<sup>th</sup>) Avenue at the South end of MacDonald (47<sup>th</sup>) Street

On the north side of Bowell (50<sup>th</sup>) Avenue between Durham (53<sup>rd</sup>) Street & Bagot (51<sup>st</sup>) Street during School hours between 8:00 am to 9:00 am and 3:00 pm to 4:00 pm.

NO TURNING LEFT OF CENTER PERMITTED

On MacDonald (47<sup>th</sup>) Street from Railway (48<sup>th</sup>) Avenue to Borden (51<sup>st</sup>) Avenue

On Amherst (50<sup>th</sup>) Street from Railway (47<sup>th</sup>) Avenue to Borden (51<sup>st</sup>) Avenue

On Bowell (50<sup>th</sup>) Avenue from Durham (53<sup>rd</sup>) Street to Amherst (50<sup>th</sup>) Street

Except to enter a driveway or intersecting street or laneway

BY-LAW #440

SCHEDULE "B"

SCHEDULE B.1

PENALTIES FOR A <b>FIRST</b> OFFENSE	\$300.00
PENALTIES FOR A <b>SECOND</b> OFFENSE	\$600.00
ON A <b>SUBSEQUENT</b> OFFENSE, NOT LESS THAN	\$2,500.00

SCHEDULE B.2

FOR VIOLATIONS OF ALL SECTIONS OF THIS BYLAW EXCLUDING SECTION 3.7 (e):

PENALTIES FOR A <b>FIRST</b> OFFENCE	\$75.00
PENALTIES FOR A <b>SECOND</b> OFFENCE	\$150.00
PENALTIES FOR <b>SUBSEQUENT</b> OFFENCES	\$300.00

SCHEDULE B.3

FOR VIOLATION OF SECTION 3.7 (e) OF THIS BYLAW:

PENALTIES FOR <b>FIRST</b> OFFENCE	\$150.00
PENALTIES FOR <b>SECOND</b> OFFENSE	\$300.00
PENALTIES FOR <b>SUBSEQUENT</b> OFFENSES	\$600.00

## Request for Decision (RFD)

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**Topic:** Traffic Control Bylaw #511 - Draft  
**Initiated by:** Motion # 2014.05.123  
**Prepared by:** Amanda Davis  
**Attachments:** Draft Traffic Control Bylaw #511

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1. That Council give 1<sup>st</sup> reading of Bylaw #511
  2. That Council give 2<sup>nd</sup> reading of Bylaw #511.
  3. That Council have 3<sup>rd</sup> reading of Bylaw #511.
  4. That Council give 3<sup>rd</sup> and final reading to Bylaw #511.
- 

### Background:

Pursuant to Motion 2014.05.123 (that council authorize replacement of the 3-way STOP at intersection of 51st Avenue and 45th Street in Sedgewick and further replace a STOP sign on 51st Avenue East and two YIELD signs going north and south on 45th Street.) updates are required within Schedule A of the Town of Sedgewick' Traffic Control Bylaw #440.

### Current:

"Schedule A" Updates:

#### Additions:

Stop Signs - *On Borden (51<sup>st</sup>) Avenue as it intersects Abbot (45<sup>th</sup>) Street;*

4-Way Stop - *At the intersection of Amherst (50<sup>th</sup>) Street and Thompson (49<sup>th</sup>) Avenue*

YIELDS - *Traffic entering MacKenzie Drive from Abbot (45<sup>th</sup>) Street*

*Traffic entering Abbot (45<sup>th</sup>) Street from MacKenzie Drive*

#### Deletions:

3-Way Stop - *At the intersection of Abbott (45<sup>th</sup>) Street and Borden (51<sup>st</sup>) Avenue*

## Request for Decision (RFD)

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**Topic:** Partial Plan Cancellation Bylaw #512  
**Initiated by:** MGA Section 658  
**Prepared by:** Amanda Davis  
**Attachments:** 1. Letter of Request  
2. Corresponding Letter from the Town dated April 1<sup>st</sup>, 2014  
3. Site Map x 3  
4. Partial Plan Cancellation Bylaw #512 – *Draft* (Option 1)

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### Recommendations:

**OPTION 1: That Council give 1<sup>st</sup> reading to Partial Plan Cancellation Bylaw #512. OR**

#### **OPTION 2:**

- A. That Council reject the applicant's request to consolidate Plan 812 1206; Block 28: Lots 1-5;**
- B. That Council notify the applicant that the Town authorize the consolidation of Plan 812 1206; Block 28; Lots 2,3 and 4 only.**
- C. Should the applicant be in favor of consolidating Lots 2, 3 and 4 Wainwright Assessment Group shall complete assessment of the property prior to 2 and 3<sup>rd</sup> reading of an updated Plan Cancellation Bylaw.**

#### **OPTION 3:**

- A. That Council reject the applicant's request to consolidate Plan 812 1206; Block 28: Lots 1-5;**
- B. That Council notify the applicant that the Town authorize the consolidation of Plan 812 1206; Block 28; Lots 2,3 and 4 only and Plan 812 1206; Block 28; Lots 1 and 5. (Meaning two titles rather than five).**
- C. Should the applicant be in favor of consolidating Lots 2, 3 and 4 Wainwright Assessment Group shall complete an assessment of the property prior to 2<sup>nd</sup> and 3<sup>rd</sup> reading of an updated Plan Cancellation Bylaw.**

**OPTION 4: That Council reject the applicant's request all together.**

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### **Background:**

Pursuant to the Municipal Government Act, Section 658 Council has the ability to cancel a plan of subdivision in whole or in part.

If a plan of subdivision was registered with Alberta Land Titles before July 1<sup>st</sup>, 1950 a property owner may join lots without the permission of Council; any registered subdivision succeeding such time must be approved and registered via:

- 1. Legal Survey
- 2. Descriptive Survey
- 3. Or a Plan Cancellation Bylaw

Since the implementation of the minimum municipal tax the registered owners of Plan 812 1206; Block 28; Lots 1-5 have sought information regarding the consolidation of their properties.



Currently each of the five properties are on separate titles therefore each being subject to a minimum tax.

Plan 812 1206; Block 28; Lot 1 – Minimum Tax (Vacant) \$700 (serviced with water and sewer)

Plan 812 1206; Block 28; Lot 2 – Residential/Commercial Property – Assessable value (serviced with water and sewer)

Plan 812 1206; Block 28; Lot 3 - Minimum Tax (Vacant) \$700 (unserviced)

Plan 812 1206; Block 28; Lot 4 – Minimum Tax (Vacant) \$700 (unserviced)

Plan 812 1206; Block 28; Lot 5 – Minimum Tax (Vacant) \$700 (serviceable)

**Current:**

At this time the property owners are requesting that all five lots be consolidated onto one title whereby generating one LINC #. This can be achieved through the Plan Cancellation Bylaw process. To rescind this action the property owners would have to proceed with subdivision process.

When discussing this process with the applicant, Administration advised that perhaps the best course of action would be to request the consolidation of Plan 812 1206; Block 28 Lots 2-4; the applicant was advised that Council may not be in favor of permitting the consolidation of lots 1 & 5 as these lots are viable commercial lots. Lot 1 is serviced and Lot 5 is serviceable, they are on the far North end of Spruce Drive.

**Lot sizes:**

1. Lot 1 = 194.22' x 101.27' = 19,668.66 sqr. ft.
2. Lot 5 = 194.25' x 100.06' = 19,436.63 sqr. ft.

**Considerations:**

1. There is shortage of commercial/industrial lots available within the Town of Sedgewick. Should Council permit this consolidation of the 5 properties we would be eliminating two more commercial properties. At this time we haven't even discussed commercial lot expansion. I've spoke with Rosemary Hoyland, Flagstaff County's Development Officer regarding future annexation – she advised that our Inter-municipal Development Plans are due for a complete review in 2015. This would be the ideal time to discuss annexation for commercial /industrial purposes.
2. Administration has been receiving calls weekly from businesses looking for commercial land – I provided them with contacts/land sizes etc for everything that is available locally (pending authorization from the owners).

**\*Final Note\*** - should Council reject the applicants request in whole or in part, the applicant still has the option to get a legal or descriptive survey and consolidate the entirety.

**Map Attachments:**

1. Map 1 - Visual Site Plan

2. Map 2 – Option Map to align with above noted recommendations
3. Map 3 – Overview of all private commercial/industrial land that is for sale and/or may be considered for sale. Permission has been given to administration from the property owners.

RECEIVED

JUL 30 2014

July 30, 2014

Dear Town Council,

I wish to apply to have my properties consolidated , being lands

4501-46 Avenue

4502-46 Avenue

4503-46 Avenue

4504-46 Avenue

4505-46 Avenue

These lands are all adjacent to each other and form my home .

I am asking that these lands be consolidated as I am under the understanding from chief administrator Amanda that I can save a good deal of money on property taxes.

I currently am paying \$4791.47 for property taxes for this property; up almost 65% from 2010. Most of this property is not even serviced nor has an actual access road. I feel this is an unfair tax amount to be paying for such land and services. Every year the town raises the "minimum" tax on these lands and I really don't think they realize the impact it has had on all of us; as is evident with many land owners putting their land up for sale. And we are all afraid at where it will end; you just keep sticking it to us, the few people that happen to own more than one lot in town.

It is interesting that you "say" you upped the taxes on these properties to encourage people to develop them, but it has worked in the opposite direction; most of the people who own some of these "vacant properties" are small business owners who cannot afford to develop these properties. Furthermore,

isn't it going to take a lot of cash input from the town of Sedgewick to provide the basic services/develop roads to these lots?

In any case, I'm pretty tired of the fight every year over the minimum tax increase and the obscene amount I pay in taxes. I am sure hoping that you won't find some "loop hole" that will not allow me to realize a significant saving on my property tax.

With regards,

Karen Robinson and Ian Malcolm

Attached is a copy of my property taxes, for your reference.

P.S. Dear Council,  
I don't want to imply that  
Arranda encouraged me  
in anyway over this matter.  
She answered my questions  
and from these answers I  
understood I could save on  
my taxes. CN.



4818 - 47 Street  
P.O. Box 129  
Sedgewick, AB T0B 4C0  
Phone: (780) 384-3504  
Fax: (780) 384-3545  
Website: [www.sedgewick.ca](http://www.sedgewick.ca)



April 1<sup>st</sup>, 2014

Karen Robinson  
P.O. Box 378  
Sedgewick, AB T0B 4C0

RE: Lot Consolidation Inquiry

Dear Ms. Robinson;

As per our conversation, I've been in contact with the Alberta Land Titles Survey department regarding the consolidation of your lots:

Plan 812 1206; Block 28; Lot 02  
Plan 812 1206; Block 28; Lot 03  
Plan 812 1206; Block 28; Lot 04

If you are interested in consolidating the above noted properties you have two options:

1. Register a Plan of Consolidation
2. Submit an application to Sedgewick Town Council requesting a Plan Cancellation Bylaw

What is a Plan of Consolidation?

- Property Owners would be responsible to register a Plan of Survey or a Descriptive Plan of Consolidation with Alberta Land Titles (for fees associated with this service you, the property owner would be responsible to contact an Alberta Land Surveyor, a list of surveyors is attached)

What is a Plan Cancellation Bylaw?

- A Plan Cancellation Bylaw is a Bylaw that is approved by Town Council. The bylaw amends the legal descriptions; no survey is required.
- Fees that may be incurred with a Plan Cancellation Bylaw:
  - Plan Cancellation Bylaw (AB Land Titles) \$35.00
  - Certified Copy of Title (AB Land Titles) \$10.00
  - Land Use Bylaw Rezoning (Questionable) \$250 per application plus all advertisement fees
  - Administration Fee 15% plus all applicable Goods and Service Taxes.

Assuming the structures on your land are exactly what has been assessed and recorded in the Town of Sedgewick's system, 2015 taxation would be estimated as follows (keep in mind we are using 2013 mill rates, mill rates are subject to change annually pursuant to the municipal budget):

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Recreation Complex - Flagstaff Lodge - Senior's Club - Central High School - East Central Health Services - Royal Canadian Legion #55 - Flagstaff County Office  
Doctor - Dentist - Community Hall - Weekly Newspaper - Public Library - Museum - Motel - Bed & Breakfast - Sedgewick Lake Park Campground - Golf Course  
Walking Trail - Rodeo Grounds & Track - Football Field - Tourist Information Booth - Oil & Gas Industry - Bird & Big Game Hunting

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If consolidated the assessed value would be:

Combined Assessment:	174,740
Municipal Tax (res):	\$1,362

**\*NOTE\* Municipal tax is based on a residential assessment. It is our understanding that a business is operated on your premises therefore you can anticipate a split commercial/residential assessment on the percentage of land/buildings used commercially if consolidated.**

If there were no changes to your property status; taxation would be as follows (keep in mind we are utilizing 2013 mill rates and mill rates are subject to change annually):

Lot 02: Assessed Value	171,620
Municipal Tax:	\$1,338

Lot 03: Assessed Value	13,130
Municipal Tax (subject to Min. Tax Commercial)	\$600

Lot 04: Assessed Value	12,880
Municipal Tax (subject to Min. Tax Commercial)	\$600

Total municipal tax on Lots 02,03 and 04 = \$2,538

For additional inquires pertaining to the assessment of your property, please contact Wainwright Assessment Group at 780-842-5002.

(\*\*Note the difference in combined assessment as compared to consolidated assessment.)

As a reminder, any changes to your property will not come into effect until 2015 if completed in 2014 pursuant to Section 289 (2) of the Municipal Government Act (MGA) R.S.A 2000 states:

(2) Each assessment must reflect

- (a) the characteristics and physical condition of the property on December 31 of the year prior to the year in which a tax is imposed under Part 10 in respect to the property, and
- (b) the valuation and other standards set out in the regulations for that property

Following your request for a breakdown of your property assessment it has been identified that your property may not be assessed accordingly. Plan 812 1206; Block 28; Lot 2 is assessed 100% residential however we have information to believe that a percentage of your property is used commercially. If this is the case an adjustment may be required. Please provide confirmation as to residential/commercial use of Plan 812 1206; Block 28; Lot 2 so that this matter can be addressed by Council.



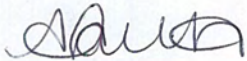
Any further action must be initiated by yourself the property owner. If you chose to request a Plan Cancellation Bylaw a written letter must be addressed to Sedgewick Town Council and delivered to the CAO seven (7) days prior to any Council meeting; the ultimate decision remains with Council.

Upcoming Council meeting dates:

- April 17<sup>th</sup>, 2014 at 7:00 pm
- May 21<sup>st</sup>, 2014 at 7:00 pm
- June 19<sup>th</sup>, 2014 at 7:00 pm

If you have any further questions or concerns please contact the undersigned at 780-384-3504 or via email at [sedgewick.cao@persona.ca](mailto:sedgewick.cao@persona.ca). For additional information regarding Land Title transactions please reference [www.servicealberta.ca/LandTitles](http://www.servicealberta.ca/LandTitles).

Sincerely,



Amanda Davis,  
CAO

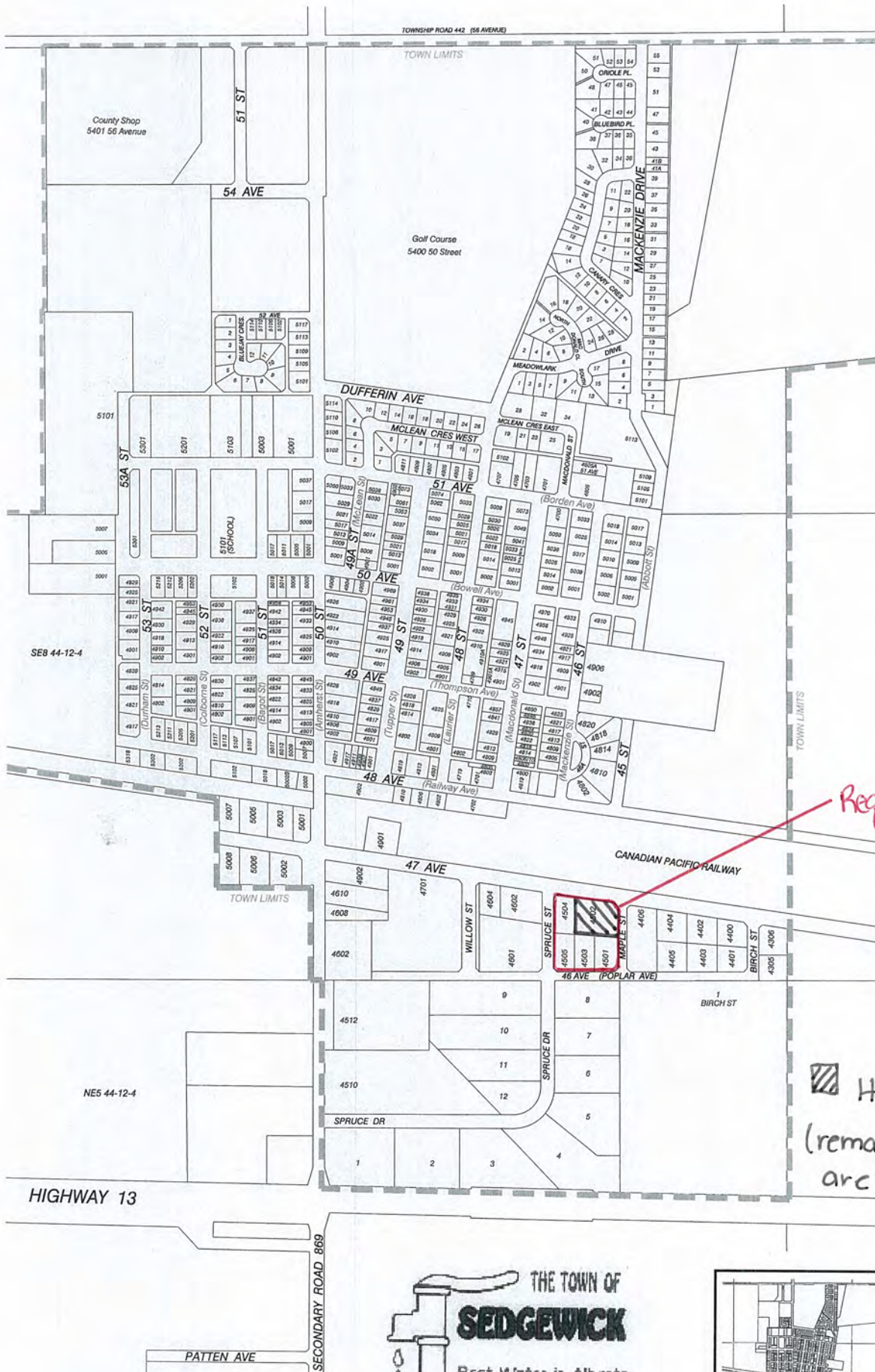
Enclos.

## SURVEYORS

This is a list of surveyors who frequently work in this area.

<b>Olson Surveys Ltd.</b> #11, 5033 – 52 Street Lacombe, AB T4L 2A6  Ph: 403-782-5358 Ph: 1-888-782-5358 Fx: 782-3508	<b>Hagen Surveys</b> 8929 – 20 Street Edmonton, AB T6P 1K8  Ph: 780-464-5506 Fx: 464-4450	<b>High Country Surveys</b> Box 1930 Rocky Mountain House, AB T4T 1B4 Ph: 403-845-5974 Fx: 845-2974
<b>Baseline Geomatics</b> Box 6929, 5141 – 54 Street Drayton Valley, AB T7A 1S3  Ph: 780-542-5252 Fx: 542-5044	<b>Gillmore Surveys (Arctic) Ltd.</b> 7322 – 101 Avenue Edmonton, AB T6A 0J2  Ph: 780-465-0096 Fx: 468-7072	<b>Midwest Surveys Inc.</b> 9468 – 51 Avenue Edmonton AB T6E 5A6 Ph: 780-433-6411 Fx: 439-2614
<b>Jim Lysons, A.L.S.</b> R.R. #3 Ponoka, AB T4J 1R3  Ph: 403-783-6756 Fx: 783-4793	<b>Maltais Associates Surveyors Ltd.</b> 17011 – 105 Avenue Edmonton, AB T5S 1M5  Ph: 780-483-2015 Fx: 484-1360	<b>Explore Surveys Inc.</b> 11612-36A Avenue Edmonton AB T6J 0G2 Ph: 866-936-1805 Fax: 989-0178 <a href="mailto:mike@exploresurveys.com">mike@exploresurveys.com</a>
<b>Bemoco Land Surveying</b> 100, 6040 – 47 Avenue Red Deer, AB T4N 1C2  Ph: 403-342-2611 Fx: 342-2910	<b>Bob Michie</b> R.R. #2 Kingman, AB T0B 2M0  Ph: 780-662-3565	<b>Diversified Geomatics Group Inc.</b> Unit 6, Edgar Ind. Drive Red Deer AB T4P 3R2 Ph: 403-346-8867 Fax: 346-8169
<b>Beta Surveys Ltd.</b> 4605B – 63 Street Red Deer, AB T4N 7A6  Ph: 403-342-6203 Fx: 342-5334	<b>Focus Intec</b> Suite 1000, 9925 – 109 St. Edmonton, AB T5K 2J8  Ph: 780-466-6555 Fx: 780-421-1397	<b>Geodetic Surveys &amp; Eng. Ltd.</b> 9538 – 87 Street Edmonton AB T6C 3J1 Ph: 780-465-3388 Fax: 780-465-5400
<b>Snell &amp; Oslund Surveys</b> #2, 5128 – 52 Street Red Deer, AB T4N 6Y4  Ph: 403-342-1255 Fx: 343-7025	<b>Harland &amp; Higgins</b> 10722 – 181 Street Edmonton, AB T5S 1K8 Ph: 780-486-1119 Fx: 780-483-0240	<b>Axis Geomatics Ltd.</b> #102, 5108-50 Avenue Wetaskiwin AB T9A 0S6 Ph: 780-352-3389 Fx: 352-3386 <a href="mailto:Ziegler@xplornet.com">Ziegler@xplornet.com</a>





Requested consolidator  
4502 - Home site

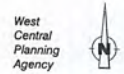
\* Current zoning \*

Direct Control

Home site  
(remaining four parcels  
are vacant)

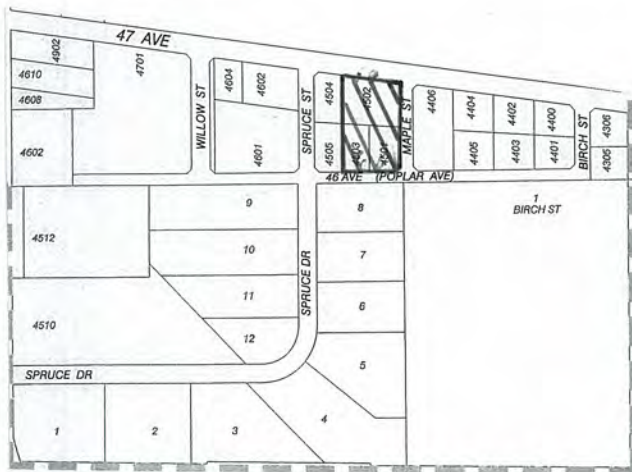


# Address Map

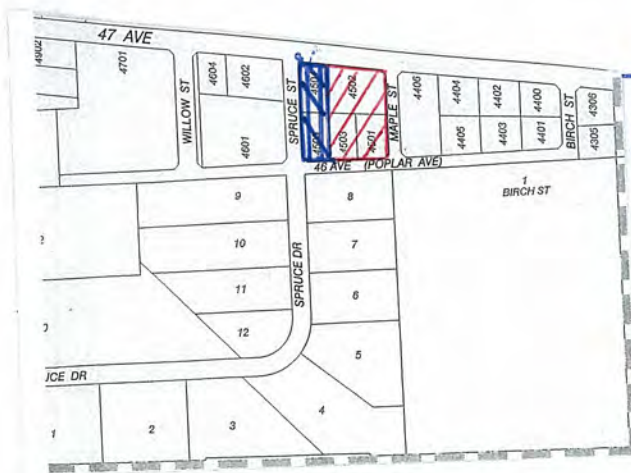




Option #1 → full consolidation



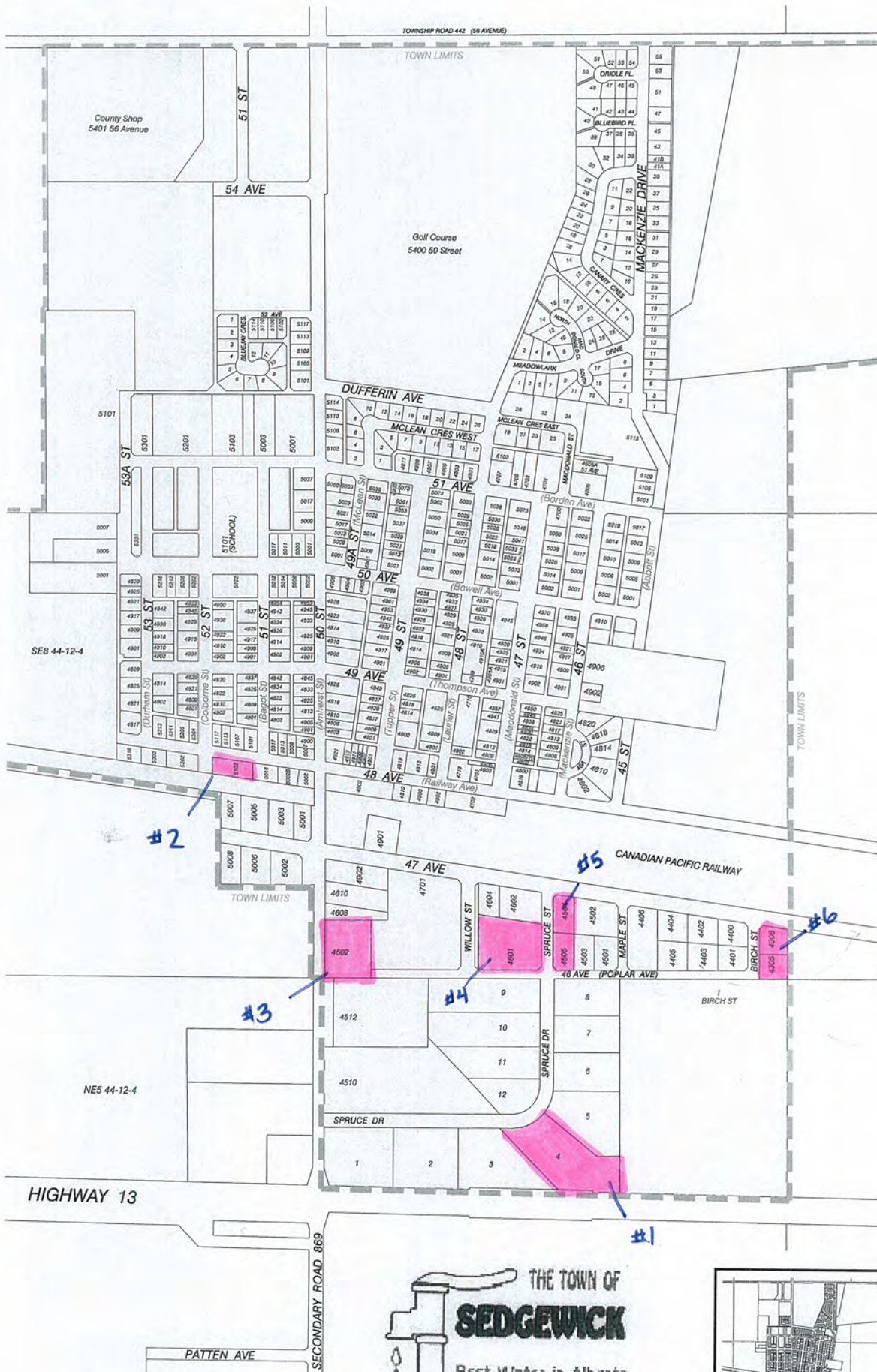
Option #2 → Partial consolidation,  
Permission to consolidate "home" site  
(lots 2, 3 and 4 only)



Option #3 → Two separate partial  
plan consolidations;  
#1 Commercial lands (Lots #1+5)  
#2 Home Site (Lots 2, 3 and 4)

Option #4 → Reject application.





## Address Map



REVISED: January, 2014

**BYLAW NO. 512**  
**Town of Sedgewick**

**Being a Bylaw of the Town of Sedgewick, in the Province of Alberta, to Cancel a portion of A Registered Plan of Subdivision.**

**WHEREAS** Section 658 of the Municipal Government Act empowers a municipality to cancel a plan of subdivision in whole or in part;

**AND WHEREAS** the owners of the parcels of land in the portion of the plan to be cancelled have consented to the proposed cancellation;

**AND WHEREAS** every person shown on the certificates of title of the land in the plan of subdivision as having an estate or interest in it have consented to the proposed cancellation;

**NOW THEREFORE** the Council of the Town of Sedgewick in the Province of Alberta, have ensured that all of the conditions listed under Section 658 of the Municipal Government Act have been met, hereby enacts a portion of Plan 812 1206, as follows:

- 1. That the lands described as Plan 812 1206, Block 28, Lots 1, 2, 3, 4 and 5 are to be cancelled from the plan of subdivision of Record which is registered in the Land titles Office for the North Alberta Land Registration District.
- 2. That the cancelled lands be established as a single new lot, known as Plan 812 1206, Block 28, Lot 6.
- 3. That this Bylaw shall not be effective unless filed by the applicant in the office of the Registrar within NINETY DAYS from the date of third reading.

THE REGISTRAR for North Alberta Land Registration District shall make all cancellations, issue all certificates of title and do such things as necessary, in his opinion, to give effect to this bylaw, including but not restricted to, carrying forward all encumbrances, charges, liens, interests, and reservations as to mines and minerals in the existing certificate(s) of title.

ANY EXPENSES in connection with carrying out this Bylaw shall be borne by the applicant.

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2014.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2014.

UNANIMOUSLY CONSENTED TO AND READ a third and final time this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Perry Robinson, Mayor

\_\_\_\_\_  
Amanda Davis, CAO



## Request for Decision (RFD)

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**Topic:** Land Use Bylaw #461 – Variance  
**Initiated by:** LUB #461  
**Prepared by:** Amanda Davis  
**Attachments:** 1. Development Permit 2014-09 & Site Plan  
2. Land Use Bylaw #461  
a. Section 36  
b. Section 65

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**Recommendations:**

1. That Council approve Development Permit Application 2014-09 whereby issuing an 6” variance on the east lot line for the development of a veranda.

**OR**

2. That Council reject Development Permit Application 2014-09 due to front yard setback regulations.

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**Background:**

The applicants of Development Permit 2014-09 are requesting permission be granted a 6” variance for the development of a veranda on their new home which will be situated at #2 Canary Cres.

**Current:**

This property is located at the corner of Canary Cres. and MacKenzie Drive meaning compliance must be met under Section 36 of the Town’s Land Use Bylaw #461.

***36.2 In all districts, a site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of the Bylaw.***

A variance is required if Council is in favor of the development.

Section 65.3: R1 Residential General District – Site Regulations:

Front Yard Setback:

Dwelling: 6.0 meters (19.7’)

(This mean there must be a minimum setback of 19.7’ from the property line in the front yard. This property is a corner lot meaning it has two front yards.)

The applicant is requesting a variance be permitted with a 19’ 1” setback VS 19’ 7” from the East property line.

Section 20: Variance Authority

20.1 The Municipal Planning Commission (Council) may allow a variance of any standard prescribed in the bylaw provided the variance complies with the requirements of the Alberta Building Code, and the variances does not unduly affect the neighbourhood which includes variances for non-conforming buildings.

20.2 In considering a variance the Municipal Planning Commission shall have regard to the purpose and intent of the district and the nature of developments on adjacent properties.

20.3 If a variance is granted, the Municipal Planning Commission shall specify its nature in the development permit approval.



4818 - 47 Street  
P.O. Box 129  
Sedgewick, AB T0B 4C0  
Phone: (780) 384-3504  
Fax: (780) 384-3545  
Website: www.sedgewick.ca



Application # 2014-09

Date July 14 2014

### APPLICATION FOR DEVELOPMENT PERMIT\*\*

I/We hereby make application under the provisions of the Land Use Bylaw for a development permit to construct the following building in accordance with the plans and supporting information submitted herewith this application.

Applicant(s): Town of Sedgewick Mailing Address: P.O. Box Sedgewick AB T0B 4C0

Ph#                      C#                      Fx#                      Email: c                    

Civic Address of property to be developed: #2 Canary Crescent

Legal Description: Lot(s) 17 Block 03 Plan 802-1829 or                     

Registered Owner: Town of Sedgewick Mailing Address: Box 129 Sedgewick AB T0B 4C0

Existing Use: Vacant Land Use District: R1

Type of Building/Development: Residential Dwelling - Single Family

Size: 1809 sq ft Dwelling + 851 Garage Percentage of lot occupied: 25-26%

Foundation: ICF Cement Basement: ICF Concrete Finished Heating: Forced Air + In-floor

Roofing: FiberGlas/Asphalt Shingle Ext. Finish: Hardie Board Siding Contractor: DAVID GRAFF

Setback from front lot line: 38' 5 1/4" Setback from N/S/E/W side lot line: 19' 1"

Setback from N/S/E/W side lot line: 5' Setback from rear lot line: 19' 8 3/8" Building Height: 26' 4"

Estimated Start Date: Oct 2014 Estimated Completion Date: Apr. 2015

Estimated cost of project or contract price: \$ 380,000.00 452,000.00

NOTE: Installation of water and sewer services must occur at basement excavation time.

NOTES: Request 7" Variance for corner post of Veranda.

\*\*Attach site plan to the application form.

Development Application Fees as follows: Res. \$50.00, Comm. \$50.00, Deck's, & Fences \$25.00

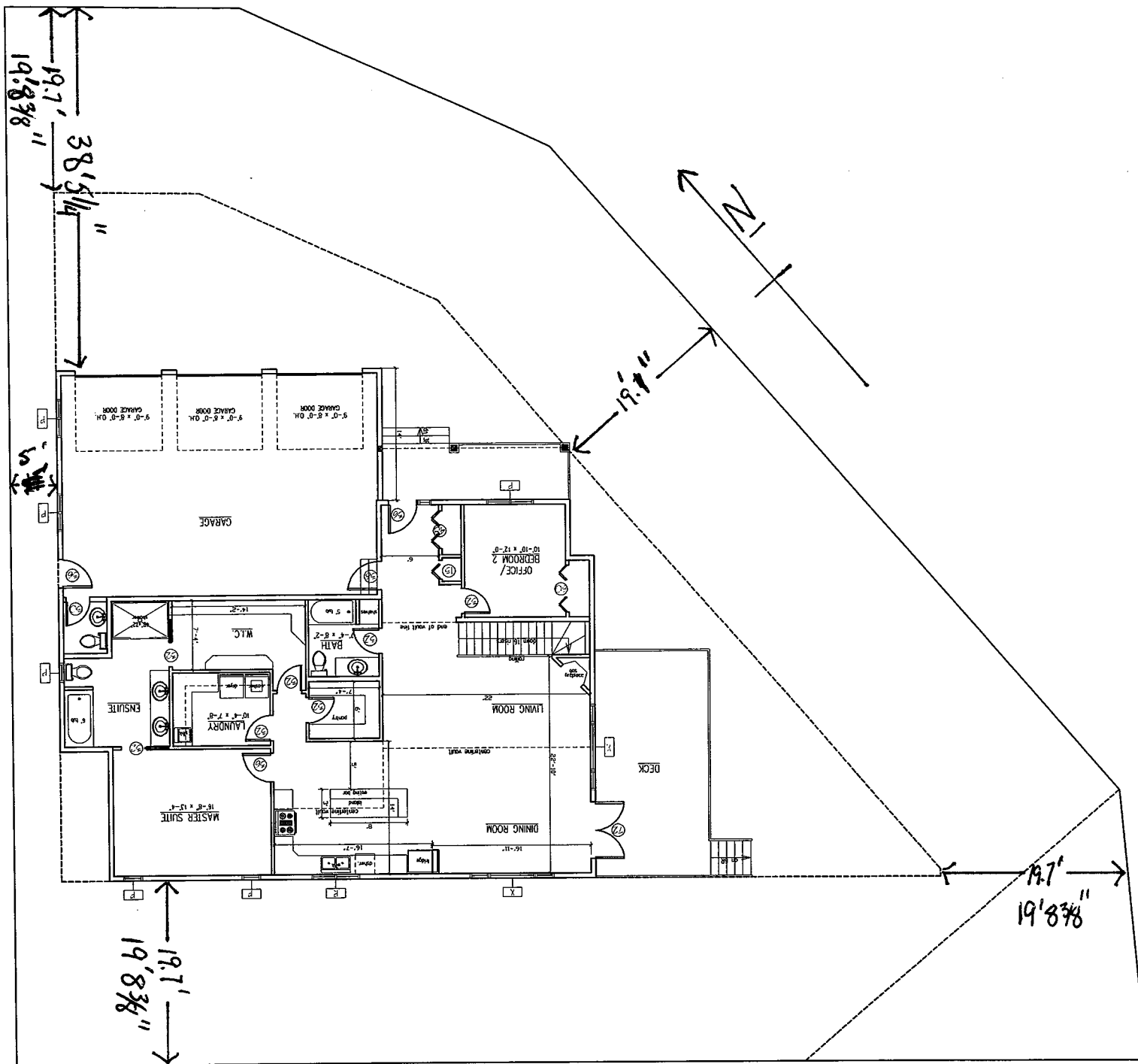
Elected Official

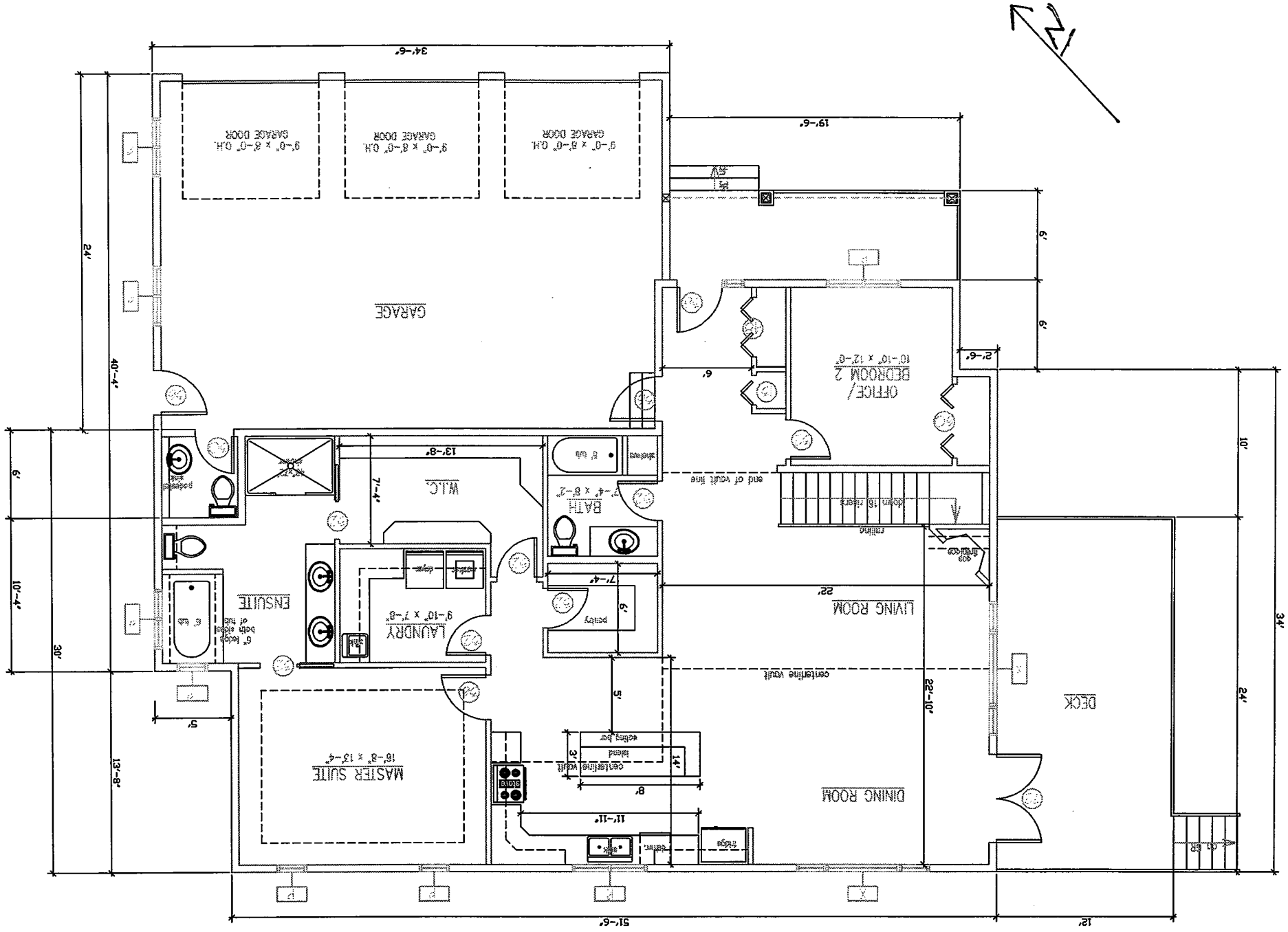
Signature of Applicant

Appointed Official

Signature of Applicant

Recreation Complex - Flagstaff Lodge - Senior's Club - Central High School - East Central Health Services - Royal Canadian Legion #55 - Flagstaff County Office  
Doctor - Dentist - Community Hall - Weekly Newspaper - Public Library - Museum - Motel - Bed & Breakfast - Sedgewick Lake Park Campground - Golf Course  
Walking Trail - Rodeo Grounds & Track - Football Field - Tourist Information Booth - Oil & Gas Industry - Bird & Big Game Hunting





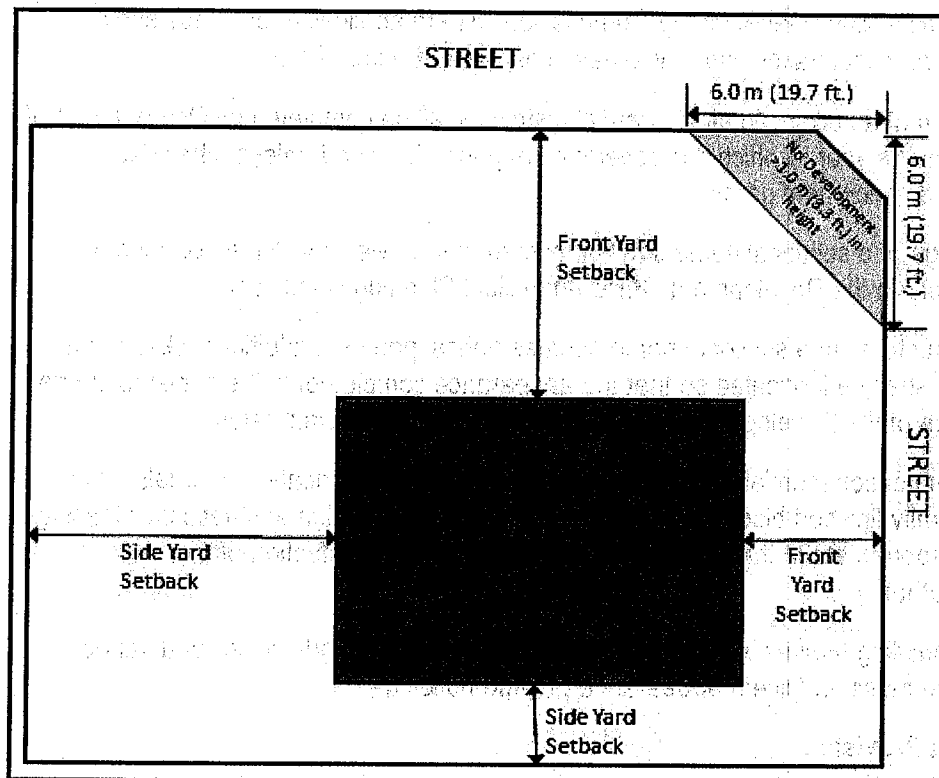
### **Section 35: Building Design, Character and Appearance**

- 35.1 The design, character, location, external finish, architectural appearance and landscaping of all buildings, including accessory buildings or structures shall be to the satisfaction of the Development Officer/Municipal Planning Commission. Where applicable, buildings shall comply with any architectural/design guidelines in an Area Structure Plan.
- 35.2 The exterior finish of a building in all residential districts shall be completed by October 31st of the year following the year in which the development permit is issued unless otherwise stipulated in the development permit.
- 35.3 The undercarriage of a sectional home shall be screened from view by skirting or such other means satisfactory to the Development Officer/Municipal Planning Commission.
- 35.4 All accessory structures to a sectional home such as patios, porches, additions, skirting and storage facilities shall be fabricated so that the appearance complements the sectional home to the satisfaction of the Development Officer/Municipal Planning Commission
- 35.5 The exterior finish of commercial structures shall be of wood, prefabricated materials, stone, brick, architecturally finished block or concrete, stucco or other durable aesthetically pleasing material that is appropriate to the development style and to the satisfaction of the Development Authority.
- 35.6 Roof lines and building facades within commercial districts shall be articulated and varied to reduce perceived mass and linear appearance of large buildings.

### **Section 36: Corner Lot Provision**

- 36.1 No person on a corner lot in any District shall erect, place or maintain, within a triangle formed by the boundaries of the site common with the streets abutting them and a straight line connecting points on each of the said boundaries a distance of six metres from the point where they intersect, a wall, fence, shrub, trees, hedge or any object over one metre in height above the lowest street grade adjacent to the intersection.
- 36.2 In all districts, a site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of the Bylaw.
- 36.3 Notwithstanding Section 36.2, one front yard setback may be reduced to 3.0 m taking into account the location of existing buildings or the permitted setback on adjacent sites where a building does not exist.

**Figure 36.1: Restrictions on Corner/Double Fronting Lots**



### **Section 37: Dwelling Units on a Parcel**

- 37.1 The number of dwelling units permitted on a parcel shall be one, except where additional dwellings are:
- 37.1.1 Contained in a building designed for, or divided into, two or more dwelling units and is located in a land use district which permits multiple units;
  - 37.1.2 A sectional home forming part of a sectional home park for which a development permit has been issued; or
  - 37.1.3 A building as defined in the Condominium Property Act that is the subject of an approved condominium plan registered with Alberta Registries.

### **Section 38: Easements**

- 38.1 A development permit shall not be issued for a development, other than a fence, that encroaches in or over a utility easement or right-of-way without the written consent of the person whom the easement is registered to or the person whose utility line is located in the easement.



## Section 65: R1 Residential General District

### 65.1 Purpose:

This district is generally intended to provide land for the development of low density single family dwellings.

### 65.2 Uses:

Permitted Uses	Discretionary Uses
Accessory Building	Apartment
Dwelling, Single Detached – New Construction	Assisted Living Facility
Home Occupation	Basement Suite
Public Assembly	- Dwelling, Single Detached
Public Use	Bed and Breakfast Facility
	Dwelling, Duplex
	Dwelling, Single Detached
	- Relocated not of New Construction
	Group Care Facility
	Sectional Home (new)
	Utility Building
	Similar Use

### 65.3 Site Regulations:

In addition to the Regulations contained in Parts Seven, Eight and Nine, the following regulations shall apply to every development in this District.

Site Coverage	40%
Minimum Floor Area	100 m <sup>2</sup> (1,080 ft <sup>2</sup> ) - increased from 85 m <sup>2</sup> (915 ft <sup>2</sup> )
Minimum Parcel Area (Single Detached)	In the case of roadway and lane systems: - 475 m <sup>2</sup> (5,130 ft <sup>2</sup> ); and In the case of laneless systems: - 502 m <sup>2</sup> (5,422 ft <sup>2</sup> ); or Such greater size necessitated to meet minimum yard requirements.
Minimum Parcel Area (Duplexes)	In all cases: - 177.8 m <sup>2</sup> per unit (3,000.0 ft <sup>2</sup> per unit).
Maximum Building Height	<u>Dwelling</u> - 10.0 metres (32.8 feet) from grade to roof peak. <u>Garage and Accessory Building</u> - 4.0 metres (13.1 feet) from grade to roof peak, with a maximum exterior wall height of 2.74 metres (9.0 feet).

Front Yard Setback	<p><u>Dwelling</u></p> <ul style="list-style-type: none"> <li>- 6.0 metres (19.7 feet).</li> </ul> <p><u>Garage and Accessory Building</u></p> <ul style="list-style-type: none"> <li>- None in Front Yard.</li> </ul>
Double Fronting Lots	A site abutting two streets or more shall have a front yard on each street and two side yards in accordance with the setback requirements of the Bylaw.
Rear Yard Setback	<p><u>Dwelling</u></p> <ul style="list-style-type: none"> <li>- 6.0 metres (19.7 feet).</li> </ul> <p><u>Garage and Accessory Building</u></p> <ul style="list-style-type: none"> <li>- 0.6 metres (2.0 feet), except where vehicle doors face a lane 3.0 metres (9.8 feet).</li> </ul> <p><u>Garage Roof Overhang</u></p> <ul style="list-style-type: none"> <li>- 0.3 metres (1.0 feet).</li> </ul>
Side Yard Setback	<p><u>Dwellings</u></p> <ul style="list-style-type: none"> <li>- 1.5 metres (4.9 feet).</li> </ul> <p><u>Garage and Accessory Building</u></p> <ul style="list-style-type: none"> <li>- 1.5 metres (4.9 feet), except where vehicle doors face a lane 3.0 metres (9.8 feet).</li> </ul> <p><u>Garage Roof Overhang</u></p> <ul style="list-style-type: none"> <li>- 0.3 metres (1.0 feet).</li> </ul>
Landscaping	All yards shall be landscaped with trees, shrubs and planted groundcover in accordance with plans approved by the Development Authority. Notwithstanding any provisions of this Bylaw to the contrary, as a condition of approval of a development permit, all landscaping and planting required must be carried out to the satisfaction of the Development Authority within twelve months of occupancy or commencement of operation of the development.
Parking	A two car parking area shall be provided to the rear, side or front of the dwelling. Notwithstanding, in the case of a dwelling fronting onto an arterial road, the parking area shall access from the lane where one is provided.

## Request for Decision (RFD)

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**Topic:** Cemetery Bylaw #513 - *Draft*  
**Initiated by:** Cemetery Committee  
**Prepared by:** Amanda Davis  
**Attachments:** 1. Cemetery Committee Meeting Notes – July 8<sup>th</sup>, 2014  
2. Cemetery Bylaw #513 – Draft (suggested recommendation keyed)  
3. Cemetery Bylaw #513 - Defined

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**Recommendations:**

1. That Council provide comments on the amended Cemetery Bylaw #513 as presented;
  2. That a public Cemetery Committee meeting be scheduled to discuss and review the Town's proposed changes;
- 

**Background:**

Pursuant to the Cemetery Committee Meeting held on July 8<sup>th</sup>, 2014 the following recommendations have been brought forth to accommodate citizen's concerns:

1. Cremation Bylaw #493 be reviewed by Council. Discussion required regarding the placement of markers in the cremation garden; Administration to converse with Public Works in advance and propose alternate marking options. However, unless we can find a practical way of doing this than it would be impractical to proceed.
2. Issues concerning the placement of solar lights, flowers etc. The cemetery committee recommends the following having established the foregoing maintenance concerns:
  - a. The Town of Sedgewick will offer for sale approved pipes and solar lights for placement at the cemetery. One pipe would be permitted per plot which may include one solar light and a bouquet of flowers; any further decorations shall not be permitted and shall be removed. Only approved pipes and solar light offered for sale by the Town would be considered.

On August 21, I met with Les Fee of Fee & Sons to review the proposed changes and to request his input on the bylaw (we also completed a site visit to the cemetery):

- He advised that the "New Site" has been an issue since the 80's when the Town implemented the flush mounted headstones as it does provide many options for headstones and markers. Ideally it would be nice to have cement runners for monuments. Unfortunately the headstones significantly differ in size and it would be impractical to replace the existing with runners. He highly recommends that we consider cement runners during our next phase of expansion. We have approx. 5-6 years left in the "new site".
- We discussed the seven stages of grieving and the emotional attachment humans have during this time. He reminds that a cemetery is a place of grieving for families and friends; not just immediate family members place mementos on graves it is also extended families and friends.

- Headstones take an average of three months to be prepared and installed. During that time a simple marker from the funeral home is placed on the grave, typically families occupy more space with more decorations while they await the placement of the monument. Our bylaw does not allow this at all.



- We reviewed Section 5 regarding Headstones and Grave Markers. As stated in our bylaw the Town allows one casket burial and five cremain burials in one plot. Grave Markers may be placed down the centre for cremain burials resulting in potentially five (5) additional markers. In essence, the headstone and markers cover almost the entire plot yet are not abutted together causing additional maintenance issues. As an alternate families could purchase a monument that is similar to a grave cover. The monument is made of granite whereas a grave cover is typically made of cement. The full size monuments could be an alternate to the grave markers with potentially a 75% cost savings to the families. Les noted that these large monuments cost approx. \$3,000 and are much more visually appealing (maintenance free). Again, this is not permitted in our bylaw...and may be worth discussing. (the samples below are in the old site, this was appropriate at the time however does not conform in the new site).





- We discussed the idea of permitting one grave decoration/affixed upright vase per plot and further recommended that on double graves two affixed upright vases and/or approved pipes be permitted.



**Current:**

Les agreed to meet with Council or the Cemetery Committee if desired to elaborate on the above comments. At this time, I would recommend that a public meeting be held to request resident feedback on the proposed changes if Council is in favor of the Committee's recommendations.

Note – after researching solar lights it may be in the Town's best interest to refrain from offering them for sale as they are personal to the families. *Draft* Bylaw #513 has been amended to state that approved pipes must be purchased from the Town however, decoration/ornaments that fit within the 1" pipe may be purchased individual family members.

A Cemetery Committee Meeting was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Tuesday July 8<sup>th</sup>, 2014 at 10:00 am.

Present:	Perry Robinson	Mayor
	Cindy Rose	Councillor
	Carol Williams	Councillor
	Amanda Davis	CAO
	Lorna Polege	Municipal Secretary
Present:	Everett Mayne	Delegate
	Anita Mayne	Delegate
	Doreen French	Delegate
	Georgina Brandigen	Delegate

Call to Order:	<p>Mayor Robinson called the meeting to order at 10:00 am.</p> <p>Mayor Robinson addressed the delegates and provided rules and order of the meeting.</p>
Delegate Concerns:	Mayor Robinson conducted a round table session whereby providing each delegate an opportunity to express their concerns with the Cemetery.
E & A Mayne	<ul style="list-style-type: none"> <li>• Made mention that it appears that some headstones may have been vandalized or scrapped with mowers; specific mention to grave A3 New Site;</li> <li>• Expressed concerns regarding the inconsistent placement of headstones and plaques ie. nothing in the new site lines up;</li> <li>• Cremation garden, no marker to identify placement and would like to suggest small markers be permitted.</li> <li>• Sought clarity as to whom is the Bylaw Enforcement Officer;</li> <li>• Noted the poor condition of the approaches entering the cemetery</li> </ul>
D. French	<ul style="list-style-type: none"> <li>• Satisfied with the cemetery pending the placement of flowers etc.</li> </ul>
G. Brandigen	<ul style="list-style-type: none"> <li>• Made mention that there is not enough manicuring of headstones;</li> <li>• Advised of gopher issues;</li> <li>• Sought clarity on who the cemetery care taker is – made note that she would like to see someone checking the cemetery every two weeks.</li> <li>• Would like to know how to address some of the deteriorated plaques as some are becoming unidentifiable;</li> <li>• Expressed concerns as to whom would be responsible for care taking in the future;</li> </ul> <p>Brandigen made the following suggestions for improvements at the Cemetery:</p> <ol style="list-style-type: none"> <li>1. “What’s Permitted” signs located within the Cemetery;</li> </ol>

	<ol style="list-style-type: none"><li>2. Placement of garbage cans;</li><li>3. Annual cemetery cleanup;</li><li>4. Eternal flame</li></ol>
	<p>After concluding with concerns Mayor Robinson request that CAO Davis provide an overview of the Cemetery Bylaw as well as address concerns that were reflected within the Bylaw.</p> <p>Mayor Robinson made mention to the delegates that the Cemetery Committee had no authority to make any decision; the committee is only able to make recommendations to Council. Collectively it was understood that the overall goal of the meeting was to address concerns and ease maintenance while ensuring the cemetery is maintained in an esthetically pleasing manner.</p>
Administrative Overview	<p>CAO Davis addressed concerns as stated by the delegates with reference to Cemetery Bylaw #509.</p> <ul style="list-style-type: none"><li>• Vandalism of headstones – site visit required before further comment; reference Sect. 8.7 of Cemetery Bylaw #509</li><li>• Inconsistent placement of plaques/markers – site visit required – further mention will be directed to the public works department as well as Fee &amp; Sons;</li><li>• Cremation Garden – advised that the Town has a separate bylaw for the cremation garden and explained the intent of the memorial book. The memorial book is in place for cremation garden plaques or to anyone who would like to make mention of a loved one. The cremation garden is plotted on an internal map.</li><li>• By-law Enforcement Officer – Council appointed CAO Davis; Davis advised that it has not been part of the weekly routine to enforce actions at the Cemetery and could use improvement;</li><li>• Approaches – will be discussed by the committee;</li><li>• Signs/garbage cans – simple administrative function and should not be an issue to install;</li><li>• Care taker – advised that the Town has advertised for caretaking for the past two years yet have had difficulty securing a contractor due to cost/wages. Davis reviewed public works procedures for maintenance; re: mowing, trimming, site visits etc. It was noted that the public works department does attend the cemetery ground at a minimum of every 2 weeks. Sunken graves are attended to approx. 5 times per year depending on manpower. On overview of the Cemeteries Assistance grant was also reviewed – ie. removal of grave covers.</li><li>• Gopher issues – Public Works will be notified of the problem. Administration asked that in any circumstance if the cemetery appears to be unkempt to please contact the Town Office in the future.</li><li>• Deteriorated Plaques – Davis referred to Cemetery Bylaw #509 Sec. 1.19 and 7.2 advising that the Town is not responsible for monument care and that these issues are to be addressed by family members. It was also noted that there are provisions to address deteriorating monuments; Sec.</li></ul>



	<p>5.5 q and Section 10.</p> <ul style="list-style-type: none"> <li>• Future maintenance – again this is the responsibilities of the families – general maintenance will be the municipality's responsibility however anything further shall rest on the families shoulders.</li> <li>• Annual Cemetery Clean-Up – this should not be an issue and can be advertised administratively pending support from the committee;</li> <li>• Eternal flame – to be discussed by the Cemetery Committee in greater detail.</li> </ul>
Delegate Letters:	<p>CAO Davis referenced Cemetery Bylaw #509 and the Cemetery Act in reference to delegate letters:</p> <ol style="list-style-type: none"> <li>1. When a plot of land is purchased the purchasers are only entitled to burial rights, there is no land title transfers;</li> <li>2. Placement of flowers – clarification was provided in this regard – flowers are permitted at the Cemetery under the following provisions: <ol style="list-style-type: none"> <li>a. They are in an approved vase attached to the headstones;</li> <li>b. A small pipe is drilled into the cement base of the headstone whereby allowing for the placement of flowers;</li> <li>c. A small pipe is placed directly adjacent to the monument/headstone.</li> </ol> </li> </ol> <p>Flowers are not permitted to be placed on graves as it causes issues for maintenance as noted in Bylaw #509.</p> <ol style="list-style-type: none"> <li>3. At this time, solar lights are not permitted within Bylaw #509 however a recommendation could come from the Cemetery Committee whereby permitting the placement of solar light's – discussion required with Public Works;</li> <li>4. Lack of manicuring around headstones – As grave decorations are not permitted, manicuring around headstones should be of ease.</li> <li>5. Overall upkeep of the Cemetery – additional labour was hired for the 2014 season; public works is not available to attend to the cemetery 24/7 however they ensure general ongoing maintenance is adhered to.</li> </ol>
Site Visit	<p>A site visit was conducted with all members in attendance at 10:40 am with the exclusion of Municipal Secretary L. Polege.</p>
Cremation Garden	<p>The delegates expressed concerns regarding the need for edging around the plants at the prayer garden.</p> <p>CAO Davis pointed out the cremation garden to the attendees.</p>
New Site	<p>Various headstones were reviewed in the "New Site". Misalignment of headstones was observed and noted.</p>
Old Site	<p>Various headstones were reviewed in the "Old Site".</p>

Concluding Site Visit:	<p>Following the site visit, further suggestions where noted:</p> <ol style="list-style-type: none"><li>1. A sign in book was suggested along with cemetery rules and regulations.</li></ol> <p>The Cemetery Committee thanked the delegates for their participation and returned to the Council Chambers.</p>
Recommendations:	<p>Administrative duties as a result of the committee meeting:</p> <ol style="list-style-type: none"><li>1. Direct public works to install edging around the perimeter of the prayer garden;</li><li>2. Placement of plaques/headstones etc. – discuss with public works, contact Fee &amp; Sons as well as contact surveyors and discuss plotting options.</li><li>3. Signing book, rules and regulations – develop options for the committee to review.</li><li>4. Obtain costs for the placement of an eternal flame and present to the committee;</li><li>5. Obtain quotes for approach upgrades and present to the committee.</li><li>6. Removal of above ground grave decoration on I19 New Site; contact next of kin.</li></ol> <p>The Cemetery Committee made the following recommendations to Council:</p> <ol style="list-style-type: none"><li>1. Cremation Bylaw #493 be reviewed by Council. Discussion required regarding the placement of markers in the cremation garden; Administration to converse with Public Works in advance and propose alternate marking options. However, unless we can find a practical way of doing this than it would be impractical to proceed.</li><li>2. Issues concerning the placement of solar lights, flowers etc. The cemetery committee recommends the following having established the foregoing maintenance concerns:<ol style="list-style-type: none"><li>a. The Town of Sedgewick will offer for sale approved pipes and solar lights for placement at the cemetery. One pipe would be permitted per plot which may include one solar light and a bouquet of flowers; any further decorations shall not be permitted and shall be removed. Only approved pipes and solar light offered for sale by the Town would be considered.</li></ol></li></ol> <p>Recommendations will be addressed at the August 28<sup>th</sup>, 2014 regular Council meeting. Pending Council approval on the recommended changes the Committee will arrange a Spring Clean up as well as a formal ceremonial event. Any new regulations will be addressed during the Spring cleanup.</p>
Adjournment:	<p>The meeting adjourned at 11:50 am.</p>

**Town of Sedgewick  
Bylaw 513  
Cemetery Bylaw**

A Bylaw of the Town of Sedgewick respecting management and control of the Sedgewick Cemetery;

**Whereas** the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, 2000, hereinafter referred to as the “M.G.A.” provides for Council to pass bylaws, and

**And Whereas** the Town of Sedgewick, hereinafter call the Town, is the owner of the Cemetery situated on the N.E ¼ -17-44-12-W4 and SE ¼ -17-44-12-W4 in the Province of Alberta, more particularly described as follows:

All that portion of the North East quarter of Section Seventeen (17), Township forty-four (44), Range Twelve (12) West of the Fourth Meridian, in the said Province described as follows:-- Commencing at the South-East corner of said quarter Section, Thence northerly along the Easterly limit thereof 330 feet, Thence Westerly parallel with the Southerly limit of said quarter Section 660 feet, thence Southerly parallel with the Easterly limit of said quarter section 330 feet to the Southerly limit thereof aforesaid, Thence Easterly along the Southerly limit of the said quarter 660 feet to the place of beginning – Containing 2.02 Hectares (5 acres) more or less, to be identified as the “Old Site” and;

All that portion of the South East quarter of Section Seventeen (17) Township Forty-Four (44) Range Twelve (12) West of the Fourth Meridian in the said Province described as follows,-- Commencing at the North East Corner of the said Quarter Section, thence Southerly along the East Boundary thereof Three Hundred and Thirty (330) Feet, Thence Westerly and parallel to the North Boundary thereof Six Hundred and Sixty (660) feet, thence northerly and parallel to the said East Boundary to a point in the said North Boundary, Thence Easterly long the said north Boundary to the point of Commencement the Land hereby described containing five (5) acres more or less, reserving thereout all coal petroleum and valuable stone and also reserving thereout all other mines and minerals as set forth in Transfer 5771 H.I. to be identified as the “New Site.”

**And Whereas** it is deemed necessary to provide and update regulations and controls for the operation of the Sedgewick Cemetery;

**And Whereas** this bylaw shall encompass all sections of the *Cemeteries Act*, R.S.A. 2000, c.C-3 and the General Regulations as amended or repealed or replaced from time to time.

**Now Therefore** the Council of the Town of Sedgewick, duly assembled enacts as follows:

Short Title

This bylaw may be cited as the “**Cemetery Bylaw**”

Section 1 - Definitions

In this Bylaw:

- 1.1 *Ash Interment* – means the act of burying cremated remains. The act includes the digging of the grave, placement of the ashes and the backfilling of the grave.
- 1.2 *Bylaw Enforcement Officer* – means a Bylaw Enforcement Officer appointed by the Town pursuant to the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time, to enforce the Town’s bylaws, and includes a member of the Royal Canadian Mounted Police, a Peace Officer and when authorized by Council, a Special Constable.
- 1.3 *CAO* - means Chief Administrative Officer
- 1.4 *Cemetery* – means land that is set apart or used as a place for the burial of dead human bodies or other human remains or in which dead human bodies or other human remains are buried.

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- 1.5 *Cemetery Supervisor* – means the employee or department of the Town charged with the care and control of the Cemetery, or an employee of the Town to whom the Chief Administrative Officer delegates the responsibilities under this Bylaw or a Volunteer organization delegated the responsibilities for the care and control of the Cemetery.
- 1.6 *Concrete Foundation* – means a piece of rectangular concrete which is placed to support a monument. Refer to Section 5.5 of the Cemetery Bylaw for specifications.
- 1.7 *Council* – means the Council of the Town of Sedgewick;
- 1.8 *Disinter* – means to take from the gravesite
- 1.9 *Flowering Ornamental* – means any perennial, annual or bi-annual flowering plant
- 1.10 *Funeral Director* – means any registered or licensed embalmer or mortician;
- 1.11 *Grave* – a plot designated for burial of human remains and cremated remains.
- 1.12 *Grave Cover* – Grave covers are a structure of marble, granite, or similar material placed on the entire burial plot for memorial purposes and set level with the contour of the ground. The installations of such monuments are not permitted in the New/Old Site.
- 1.13 *Grave Decoration* – is anything that is placed on a grave for memorial purposes.
- 1.14 **Insert.**
- 1.15 *Grave liner* – means a concrete or metal rough box placed in a grave to house a casket
- 1.16 *Lot* – means a group of graves without a walkway or roadway between them
- 1.17 *Memorial Book Monument* – means the granite cairn located in the southwest corner of the New Site.
- 1.18 *Monument* – means any structure in the Cemetery erected or constructed on any grave or plot for memorial purposes
- 1.19 *Monument Permit* – means a permit issued by the Town for the approval and placement or removal or repair of the said monument
- 1.20 **..**
- 1.21 *Ongoing Maintenance* – means a general term used to designate all the various types of work the Town does to ensure that the burial plots and the continuous foundations are kept in good repair and that the surrounding grounds are properly cared for. This does not include monument care.
- 1.22 *Open and Close* – means the digging of the grave, the placement of the rough box or vault, the backfilling of the grave, site clean up and placement of funeral decorations, and reestablishment of grass as soon as practicable afterwards. This also applies to the digging of a cremation grave by manual or mechanical means.
- 1.23 *Owner* – means a person, heir, executor or authorized funeral director, with burial privileges for one or more plots.
- 1.24 *Person* – shall include an individual, partnership or corporation
- 1.25 *Plot* – means one grave
- 1.26 **..**
- 1.27 *Reserve Plot(s)* – shall mean a plot or number of plots which lie adjacent to one another and which are to be reserved for the burial of one or more deceased members of a family.
- 1.28 *Violation Tag* – means a tag or similar document issued by the Town pursuant to Section 7 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended and replaced from time to time.

**Comment [A1]:** Grave Marker - a marker placed on a grave to identify a cremains burial secondary to a monument.

**Comment [A2]:** Ornament – shall mean an upright solar light.

**Comment [A3]:** Town – means the Town of Sedgewick

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- 1.29 *Violation Ticket* – means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedures Act*, R.S.A. 2000, c. P-34, as amended or repealed and replaced from time to time, and the regulations thereunder.
- 1.30 *Woody Ornamentals* – means any trees, shrubs and creeping or climbing plants
- 1.31 *Working Hours* – mean the regular hours of work between 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding declared or Statutory Holidays.

**Section 2: Duties, Rights and Powers**

- 2.1 The Cemetery Supervisor shall have the sole control of all matters within the Cemetery that are concerned with maintaining the grounds in a neat and pleasing condition, in accordance with this bylaw, the Town's policies and the *Cemeteries Act*, R.S.A. 2000 c.C-3, as amended or repealed or replaced from time to time.
- 2.2 The Cemetery Supervisor is hereby authorized to remove, or have removed, any weeds, grass, funeral designs, stuffed ornaments or floral pieces which may become wilted, or any grave decoration or any other article or thing which, in the opinion of the Cemetery Supervisor, is unsightly.
- 2.3 If, in the opinion of the Cemetery Supervisor, any woody ornamentals situated on or about the Cemetery, become, by means of their roots, branches, or any other way detrimental to adjacent plots, walks or driveways, prejudicial to the general appearance of the grounds, or dangerous or inconvenient to the public, the Cemetery Supervisor is authorized to remove such woody ornamentals, or any parts thereof.
- 2.4 No person shall erect upon a plot or lot any fence, railing, wall, border, hedge, coping or the like and where any of the same have been previously erected around a plot or grave and have, by reason of age or neglect, become unsightly or objectionable.
- 2.5 Every owner of a Monument or other erection upon any Plot shall maintain it in proper repair.
- 2.6 When, in the opinion of the Cemetery Supervisor, any structure located on all or part of a plot, other than a Monument or marker, is in a state of disrepair, the Cemetery Supervisor shall notify the Owner or the owner's agent in writing, via registered mail, to the last address provided to the Town and require repairs be promptly undertaken. Any monument or structure not repaired within 90 days after a letter has been set to the owner or his personal representative, to the last known address provided to the Town, may be removed and retained in the custody of the Cemetery Supervisor for a period of 90 days to allow the person responsible for its maintenance to claim the monument and return it to an acceptable condition.
- 2.7 Any structure, for which a notice has been provided pursuant to section 2.6, at the end of the expiry period, Council may direct that the structure be retained for a further period of time, be disposed of by public auction or such other directions as Council deems appropriate.
- 2.8 The Cemetery Supervisor may remove any monument from a plot when necessary to gain access to another plot, provided that such monument is re-installed in a like manner.

**Section 3: Plots**

- 3.1 Plans for burial purposes, including a record of all interments and disinterments will be kept at the Town of Sedgewick office. Copies of all such plans shall be available for inspection free of charge at the Town Office during regular office hours.
- 3.2 Plots shall be sold in rotation with no choice as to location.

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- 3.3 A maximum of two (2) adjoining plots may be sold for reservation, except in the case of the death of dependant child/children, in which case two (2) additional plots may be reserved for future use.
- 3.4 No Person shall make a reservation for one or more plots without making payment in full at the time of the reservation. Upon payment of the full price of any plot, the Town shall provide a receipt for the said sum, and provide a cemetery deed for such plot to such person or to that person's personal representative, as such person may appoint.
- 3.5 The owner of any plot or plots shall not sell except to the Town in which case the offer must be in writing.
- 3.6 The owner of reserve plots may cancel his/her reservations by advising the Town in writing.
- 3.7 The Town will refund the market value of a plot(s) at the time of the sale or cancellation, less fifteen (15) percent for administration pursuant to the *Cemeteries Act*, R.S.A. 2000, c.C-3.
- 3.8 Plots may be transferred from one family member to another family member. No transfer shall be valid unless it is duly registered with the Town.
- 3.9 No person shall accept any fee or reward for interment of any body in a plot of which such person is the owner, or over which that person exercises any power of control.
- 3.10 When a plot is held by two (2) or more Persons, an order for interment in such plot or any part thereof will be accepted by the Town of Sedgewick from any one of the said Persons or their personal representative.
- 3.11 Plots shall not be used for any purpose other than burial grounds for human remains.
- 3.12 All burials are to be made within the confines of a single Plot. A full plot may only be used for:
- (a) A single burial of a person, or
  - (b) the single burial of a person, but with the provision that up to five (5) ash interments may also occur, or
  - (c) cremation purposes only, for up to six (6) ash interments.
- 3.13 Ash interments are permitted only after regular interments have occurred or when no regular interments will occur. Ash interments will only be permitted in Part I of a grave prior to the installation of a monument.
- 3.14 No person other than a Town employee or person designated by the Chief Administrative Officer of the Town shall open or close a Plot or make a disinterment in the Cemetery.
- 3.15 Regardless of the specific wording of any sale agreement or other agreement between the Town and a purchaser of a Plot, it is a condition of every agreement relating to the sale or use of a Plot, that the parties to the agreement expressly waive any right to claim against the Town and its officers and employees, arising by reason of any error or mistake in relation to the description of any burial plot. The Town's liability shall only extend to a refund of any money paid to the Town for a plot(s) providing that the plot(s) suggested as an alternative is/are not acceptable to the purchaser.
- 3.16 It is a condition of sale of every burial plot that the Town has the right to reclaim all unused burial plots after the period of twenty (20) years has expired, pursuant to the *Cemeteries Act*, R.S.A. 2000 c.C-3, as amended or repealed or replaced from time to time.

**Section 4: Interments and Disinterments**

- 4.1 Opening and closing for interment and disinterments must be completed by the Cemetery Supervisor.



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- 4.2 No interment shall be permitted in the Cemetery unless and until there has been produced to the Cemetery Supervisor, a burial permit issued by the proper office of the Government of the Province of Alberta.
- 4.3 Between May 1 and October 31 in any year, all applications for burials shall be made to the Town of Sedgewick office at least 48 hours before the time for interment. Between November 1 and April 30, all applications for burials shall be made at least seventy-two (72) hours before the time of internment. In the calculation of these time limits, Sundays and holidays shall not be included.
- 4.4 The use of grave liners is mandatory except for cremains.
- 4.5 Grave liners shall be constructed of concrete, plastic-lined concrete, bronze, or copper.
- 4.6 The type and size of outer cases, liners or oversized caskets shall be identified when ordering an opening for an interment so the correct size of the grave can be determined. The Town maintains a supply of concrete liners for sale. For other grave liner options the liner shall be at the Cemetery at a reasonable time before the time set for internment.
- 4.7 The burial of cremated remains shall be in such portion or portions of the Cemetery as may be designated by the Cemetery Supervisor.
- 4.8 All work being conducted in the immediate vicinity of a Plot shall be discontinued during a burial service at the Plot.
- 4.9 No disinterment of a body, regardless of circumstances, shall take place until a permit for disinterment is issued by the Provincial Government and a copy thereof presented to the Town. Disinterment must be attended by the funeral home requesting such service. The funeral home must provide the staff to handle the human remains and all necessary equipment and supplies. Town staff will only be responsible for locating the rough box, vault or grave liner or casket and opening and closing of the grave; an additional charge may apply.
- 4.10 The Person requesting a disinterment shall give complete and precise instructions regarding the location of the grave. The Town of Sedgewick shall not be responsible for any errors resulting for the lack of proper instruction.

**Section 5: Monuments**

- 5.1 All Persons employed in the construction and erection of Monuments or doing other work in the Cemetery, whether they are employed by the Town of Sedgewick or not, shall be subject to the direction and control of the Cemetery Supervisor. **No work shall proceed until the Town of Sedgewick authorizes it.**
- 5.2 No person shall erect, or cause to be erected, or remove any Monument without submitting a Monument Permit to erect or remove a Monument, including a description of the Monument and receiving approval from the Town.
- 5.3 A Monument Permit is required prior to purchase and placement of monuments. Monument permit fees are pursuant to the Towns Fees Bylaw and are subject to change without notice.
- 5.4 All Monuments must be flush mount.
- 5.5 The placement of Monuments shall comply with the following requirements:
- a. Monuments must be placed on that portion of the Plot undisturbed by excavation and must be in alignment with other Monuments in that section of the Cemetery.
  - b. No Person shall install a Monument in any area within the Cemetery unless it conforms to the type and style of Monument permitted to be installed in that area.
  - c. Monuments shall be constructed of granite, marble or bronze.
  - d. Monuments in the cemetery shall be plaques with a maximum size of 91 centimeters (36 inches) by 40.5 centimeters (16 inches) for a single, or

**Comment [A4]:** /Grave Markers

**Comment [A5]:** /Grave Marker

**Comment [A6]:** /Grave Marker

**Comment [A7]:** /Grave Marker

**Comment [A8]:** /Grave Marker

**Comment [A9]:** All Monuments/Grave Markers.

**Comment [A10]:** Shall be charged in accordance with

**Comment [A11]:** /Grave Markers

**Comment [A12]:** /Grave Markers

**Comment [A13]:** /Grave Markers

**Comment [A14]:** Grave Markers

**Comment [A15]:** /Grave Marker

**Comment [A16]:** /Grave Markers

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111.76 centimeters (44 inches) by 55.88 centimeters (22inches) for a double plot (not including foundation base).

- e. In the case of multiple burials (cremains) in a single plot a maximum of five (5) additional ~~markers~~ may be placed down the center of the grave. The maximum size of each additional plaque shall not exceed 25.4 centimeters (10 inches) by 50.8 centimeters (20 inches); sizes do not include the foundation base; accessories are not permitted on the cremain plaques/markers. Variances may be permitted for the exclusion of the foundation base on markers that are sandblasted at the discretion of the Cemetery Supervisor. ~~All markers must remain existing markers.~~
- f. Each plot may have, upon receiving written approval from the Town, one foundation with one Monument with a maximum of six (6) names or an original Monument ~~with a maximum of five (5) cremains flush mount plaques~~ placed down the center of the grave.
- g. ~~Plaques~~ shall be placed on a concrete base as follows unless otherwise authorized by the Cemetery Supervisor as per section 5.5 (e):
  - i. On a rectangular piece of concrete of not less that 3400 lbs P.S.A. strength and not less than a four-inch thickness;
  - ii. Be placed level with the surrounding ground contour with no corners protruding;
  - iii. Be a maximum of four (4) inches wide on all sides of the monument or monument base it is going to support.
- h. No ~~monument~~, including the monument foundation shall exceed the maximum dimensions per Sections 5 of the Bylaw.
- i. Inscriptions on ~~Monuments~~ must be of sufficient depth and quality so as to be legible and durable. ~~Metal plaques which oxidize or deteriorate are not permitted.~~
- j. No inscription shall be placed on any ~~Monument~~, which is not in keeping with the dignity and decorum of the Cemetery.
- k. Notwithstanding the provisions of this Section, each ~~Monument~~ shall be in keeping with the appearance of other ~~Monuments~~ in the Cemetery and with the character of the Cemetery.
- l. The Town of Sedgewick may refuse the placement of any ~~Monument~~, which may otherwise conform to these regulations, should it be determined that the proposed ~~Monument~~ is not appropriate for placement in the Cemetery.
- m. After installation of a monument, no fixture of any type, such as pictures, ornaments, or similar items may be attached or affixed in any manner whatsoever to any part of a monument other than an ~~approved flush mount vase~~ attached to the ~~monument foundation~~, unless prior permission is granted for same by the Town.
- n. Lettered boards, or memorial designs of any description designating graves, other than the standard temporary marker provided by the funeral home, will not be permitted. The standard temporary marker provided by the funeral home may be removed after a period of one year from the date of the burial. The Town is not responsible for standard temporary markers.
- o. All persons employed by a monument supply firm shall be subject to the direction and control of the Cemetery Supervisor while providing delivery of monuments to the Cemetery and shall provide sixteen (16) working hours notice to inform the Town of when an installation is required.
- p. All earth, debris, litter and rubbish arising or resulting from work done on any burial plot shall be carefully cleaned up and removed from the Cemetery.

Comment [A17]: Grave Markers

Comment [A18]: and

Comment [A19]: Grave Markers

Comment [A20]: Grave Markers

Comment [A21]: / grave marker

Comment [A22]: / Grave Markers

Comment [A23]: Excluding bronze Monuments or Grave Markers.

Comment [A24]: /Grave Marker

Comment [A25]: / Grave Marker

Comment [A26]: /Grave Markers

Comment [A27]: /Grave Marker

Comment [A28]: /Grave Marker

Comment [A29]: Upright affixed vase

Comment [A30]: Or the foundation base

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- q. The Town may, from time to time, report to the owners or next of kin on the condition of any monument in need of repair, and it shall be the duty of the owner of such monument, or the next of kin, to repair same without delay to the satisfaction of the Cemetery Supervisor.
- r. When the installation of a monument and or foundation is in non-compliance with the Cemetery Bylaw, a notice identifying the non-compliance will be issued by the Town. If the problem is not rectified in a reasonable amount of time, the Cemetery Supervisor has the authority to remove the monument in question pursuant to Cemetery Bylaw Part 2.6.

**Comment [A31]:** /grave marker

**Comment [A32]:** /grave marker

**Comment [A33]:** /grave marker

**Section 6: Grave Decorations**

- 6.1 Grave Decorations placed at the Cemetery shall conform to the following guidelines:
  - a. Flowers and similar decorations shall be placed in an approved monument base flush mounted containers;
  - b. ~~The grave decorations must not include lawn ornaments or any items made of glass or china;~~
  - c. Flowers and potted plants shall not be placed on the turf area of graves except where provided otherwise herein. See Section (2) (3).
- 6.2 Flowers or potted plants placed on a grave following the burial may be left for seven (7) calendar days, after which they may be removed and disposed of by the Cemetery Supervisor.
- 6.3 The Cemetery Supervisor is authorized to remove any grave decorations that do not conform to the provisions of this Bylaw.
- 6.4 The placement of grave decorations in the Cemetery is at the sole risk of the owner.

**Comment [A34]:** upright affixed vase attached to the monument or foundation base.

**Comment [A35]:** b. In the instance where an approved upright affixed vase is not available the Town shall permit the use of ONE (single) and TWO (double) 18" 133 standard pipe buried 8-12" in depth in the ground at the head of the grave for flowers, ornaments or similar decorations.

i. All pipes must be purchased from the Town to ensure similar decorum. Fees shall be charged in accordance with the Town's Fees and Charges Bylaw and may be subject to change without notice.

ii. Only one affixed upright vase and/or one pipe shall be permitted per single grave; two affixed upright vases and/or pipes shall be permitted on double graves.

iii. The placement of one ornament shall be permitted per grave; the ornament must be inserted in an approved upright affixed vase attached to the monument, foundation base or in an approved pipe.

iv. Any unauthorized ornaments or decorations shall be removed at the discretion of the Cemetery Supervisor.

**Section 7: Maintenance**

- 7.1 The Cemetery Supervisor shall be responsible for the maintenance of the Cemetery grounds and the area around the Memorial Book.
- 7.2 The Town and the Cemetery Supervisor shall have no obligation to maintain individual Plots, Monuments or other structures placed on Plots.
- 7.3 All perpetual care agreements must be provided to the Town.
- 7.4 No person shall throw, abandon or otherwise dispose of rubbish anywhere within the Cemetery except in receptacles specifically provided for that purpose by the Town.
- 7.5 No person shall place any thing on or adjacent to a Plot which in the opinion of the Cemetery Supervisor, restricts or hampers regular maintenance activities.
- 7.6 No person shall plant any shrub, tree or flowers in any part of the Cemetery without first obtaining written approval from the Town.

**Section 8: General Provisions**

- 8.1 No person shall enter the Cemetery carrying a firearm unless such Person is participating in a military funeral and has lawful authority to bear such a firearm.
- 8.2 No Person shall create any nuisance, engage in activities such as games or sport, or otherwise engage in any activity that is, in the opinion of the Cemetery Supervisor, a Peace Officer or Bylaw Enforcement Officer, indecent or disrespectful, disturbing to solemnity or repose of the Cemetery, or disturbing of other persons assembled for the purpose of a funeral or internment within the Cemetery.

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- 8.3 No unauthorized person shall drive a vehicle through the Cemetery at a speed exceeding 15 KM or upon any part of the Cemetery except on the roadway provided specifically for vehicular access.
- 8.4 No person shall ride an All Terrain Vehicle, Snowmobile or horse in the Cemetery except as part of a funeral procession.
- 8.5 There shall be no canvassing, advertising or placement of advertising trademarks on any monument within the Cemetery.
- 8.6 No person shall ride a bicycle over the graves, nor lean same against any monument or monument base, nor leave same on any grave.
- 8.7 The Town of Sedgewick will take all reasonable precautions to protect the property within the Cemetery, but assumes no responsibility for the loss of, or damage to any Monument, marker or part thereof, of any article placed on a Plot or to a Plot itself.
- 8.8 No person other than the Cemetery Supervisor shall disturb or remove or place any Flowering Ornament, Woody Ornamental, sod or dirt anywhere in the Cemetery.
- 8.9 No Person shall destroy, damage, alter, write on, deface, injure or remove any Monument, marker, structure, railing, fence, or other work for the protection, maintenance or ornamentation of the Cemetery or Plot, or any vehicle, building, machinery, tool, equipment, or any other material placed or left in the Cemetery.
- 8.10 No Person shall deposit any paper, sticks or refuse of any kind on any portion of the lands within the boundaries of the Cemetery except in receptacles provided for that purpose.
- 8.11 No animal shall be allowed in the Cemetery unless such animal is on a leash and under the control of an adult Person.

**Section 9: Offences & Penalties**

- 9.1 Any person who commits any act or omission contrary to this Bylaw is guilty of an offence and is liable to pay a fine not exceeding \$500.00 exclusive of costs, for breach thereof or in the case of non-payment of the fine and costs, imprisonment not exceeding sixty (60) days.
- 9.2 Notwithstanding section 9.1 of this Bylaw, any person who commits a second or subsequent offence under this Bylaw within one (1) year of committing a first offence under this Bylaw, is liable on summary conviction to double the fine set for the first offence.

**Section 10: Violation Tag**

- 10.1 A Bylaw Enforcement Officer is hereby authorized and empowered to issue Violation Tags to any person who the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 10.2 A Violation Tag may be issued to such person:
  - a. either personally; or
  - b. by mailing a copy, via registered mail, to such person at his or her last known postal address.
- 10.3 The Violation Tag shall be in a form approved by the Chief Administrative Officer and shall state:
  - a. The name of the person
  - b. The offense

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- c. The appropriate penalty for the offense
  - d. That the penalty shall be paid within 21 days of the issuance of the Violation Tag, and;
  - e. Any other information as may be required by the Town.
- 10.4 Where a Violation Tag is issued pursuant to this Bylaw, the person to whom the Violation Tag is issued may in lieu of prosecution of the offense, pay the Town the penalty specified in the Violation Tag.

**Section 11: Violation Tickets**

- 11.1 A Bylaw Enforcement Officer is hereby authorized and empowered to issue Violation Tickets to any person who the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw;
- 11.2 A Violation Ticket issued with respect to a contravention of this Bylaw shall be served upon the person responsible for the contravention in accordance with the *Provincial Offences Procedure Act*, R.S.A. 2000, C. p-34, as amended or repealed and replaced from time to time;
- 11.3 The person to whom the Violation Ticket has been issued may plead guilty by making a voluntary payment in respect of the Summons by delivering to the Provincial Court, on or before the initial appearance date, the Violation Ticket together with an amount equal to the specified penalty for the offence.
- 11.4 When a Clerk of the Provincial Court records the receipt of a voluntary payment pursuant to section 9 of the Bylaw and the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended or repealed and replaced from time to time, the act of recording constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

**Section 12: Severability**

Should any provision of this Bylaw be found invalid, the invalid provision shall be severed and the remaining Bylaw shall be maintained.

**Section 13: Attachments**

- 13.1 SCHEDULE A shall be included as part of this bylaw.
- 13.2 SCHEDULE B shall be included as part of this bylaw.

**Section 14: Repeal**

Bylaw No. 509 is hereby repealed.

**Section 15: Effective Date**

This Bylaw shall come into force upon receipt of its third and final reading.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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Perry Robinson, Mayor

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Amanda Davis, CAO

Town of Sedgewick  
Bylaw 513  
Cemetery Bylaw

Box 129  
Sedgewick, Alberta  
T0B 4C0  
Phone: 780 384 3504  
Fax: 780 384 3545  
Email: sedgewick@persona.ca

Sedgewick Memorial Cemetery  
Monument Permit Application & Inspection Form – Schedule A

Name of Owner/ Purchaser:		Signature of Owner/ Purchaser:		Date Signed: M/D/Y	
Mailing Address:		Phone:		Email:	
		Cell:			
		Fax:			
Name of Monument Company		Date Submitted: M/D/Y		Date Monument Placed or Work Done M/D/Y	
Mailing Address:		Phone:		Email:	
		Fax:			
Site Old/New    Row _____ Block _____ Lot _____			Date of Birth: M/D/Y		
Name of Deceased:			Date of Death: M/D/Y		
<b>Type of Monument</b> (Flush mount):  <input type="checkbox"/> Headstone  <input type="checkbox"/> Plaque	<b>Accessories:</b>  <input type="checkbox"/> <del>Flush Mount</del> Vase  <input type="checkbox"/> Flush Mount Picture  <input type="checkbox"/> Other: _____	<b>Material:</b>  <input type="checkbox"/> Bronze  <input type="checkbox"/> Granite  <input type="checkbox"/> Marble	<b>Type of Service:</b>  <input type="checkbox"/> New Installation (Specify: Single/ Double)  <input type="checkbox"/> Permanent Removal  <input type="checkbox"/> Removal for Alteration/Repair _____  _____  <input type="checkbox"/> On Site Alteration /Repair		
<b>Monument/Marker Proof:</b> _____					
<b>Additional Information:</b>					
<div></div>					
<b>Length</b> shall mean the measurement of the monument as it would face the plot measured from left to right. <b>Width</b> shall mean the measurement of the monument as it would face the plot measured from the head of the plot towards the foot of the plot. <b>Height shall be flush to the ground surrounding the monument including the 4” foundation.</b>					
All measurements: (to be made in inches)		Length		Width	
Monument Size:					
Foundation Size:					
In making an application for this Monument Permit I acknowledge that I am aware of and will comply with the following terms: <ul style="list-style-type: none"><li>Any and all work at the cemetery requires authorization from the Town, and may only be conducted though licensed firms.</li><li>Monument dimension, composition and placement shall be as set forth by the <b>Cemetery Bylaw # 513</b>, (attached).</li><li>All monuments shall be placed at the head of the plot or grave on solid ground and shall be in line designated by the Town.</li><li>No monument shall be erected/placed in the cemetery until the design, description and materials composition has been approved by the Town and a permit on the prescribed form has been issued by the Town. Such structure shall be erected according to the provision of the <b>Cemetery Bylaw # 513</b> and under the direction of the Cemetery Supervisor.</li></ul>					

Comment [A36]: Affixed Upright Mounted



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<ul style="list-style-type: none"><li>• All monuments are subject to inspection by the Cemetery Supervisor or designate for compliance with the <b>Cemetery Bylaw # 513</b> and those found in violation thereof may be caused to be removed by the Town. Fees for removal of the monument shall be borne by the owner of the Interment Rights or heir.</li><li>• The Town may remove all installations at the cemetery made without authorization by the Town; any fees regarding removal shall be borne by the owner of the Interment Rights or heir.</li></ul>		
Town Authorization:	Date:	Permit No.
Note:		

DRAFT

**Town of Sedgewick  
Bylaw 513  
Cemetery Bylaw**

A Bylaw of the Town of Sedgewick respecting management and control of the Sedgewick Cemetery;

**Whereas** the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, 2000, hereinafter referred to as the “M.G.A.” provides for Council to pass bylaws, and

**And Whereas** the Town of Sedgewick, hereinafter call the Town, is the owner of the Cemetery situated on the N.E ¼ -17-44-12-W4 and SE ¼ -17-44-12-W4 in the Province of Alberta, more particularly described as follows:

All that portion of the North East quarter of Section Seventeen (17), Township forty-four (44), Range Twelve (12) West of the Fourth Meridian, in the said Province described as follows:-- Commencing at the South-East corner of said quarter Section, Thence northerly along the Easterly limit thereof 330 feet, Thence Westerly parallel with the Southerly limit of said quarter Section 660 feet, thence Southerly parallel with the Easterly limit of said quarter section 330 feet to the Southerly limit thereof aforesaid, Thence Easterly along the Southerly limit of the said quarter 660 feet to the place of beginning – Containing 2.02 Hectares (5 acres) more or less, to be identified as the “Old Site” and;

All that portion of the South East quarter of Section Seventeen (17) Township Forty-Four (44) Range Twelve (12) West of the Fourth Meridian in the said Province described as follows,-- Commencing at the North East Corner of the said Quarter Section, thence Southerly along the East Boundary thereof Three Hundred and Thirty (330) Feet, Thence Westerly and parallel to the North Boundary thereof Six Hundred and Sixty (660) feet, thence northerly and parallel to the said East Boundary to a point in the said North Boundary, Thence Easterly long the said north Boundary to the point of Commencement the Land hereby described containing five (5) acres more or less, reserving thereout all coal petroleum and valuable stone and also reserving thereout all other mines and minerals as set forth in Transfer 5771 H.I. to be identified as the “New Site.”

**And Whereas** it is deemed necessary to provide and update regulations and controls for the operation of the Sedgewick Cemetery;

**And Whereas** this bylaw shall encompass all sections of the *Cemeteries Act*, R.S.A. 2000, c.C-3 and the General Regulations as amended or repealed or replaced from time to time.

**Now Therefore** the Council of the Town of Sedgewick, duly assembled enacts as follows:

Short Title

This bylaw may be cited as the “**Cemetery Bylaw**”

Section 1 - Definitions

In this Bylaw:

- 1.1 *Ash Interment* – means the act of burying cremated remains. The act includes the digging of the grave, placement of the ashes and the backfilling of the grave.
- 1.2 *Bylaw Enforcement Officer* – means a Bylaw Enforcement Officer appointed by the Town pursuant to the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time, to enforce the Town’s bylaws, and includes a member of the Royal Canadian Mounted Police, a Peace Officer and when authorized by Council, a Special Constable.
- 1.3 *CAO* - means Chief Administrative Officer
- 1.4 *Cemetery* – means land that is set apart or used as a place for the burial of dead human bodies or other human remains or in which dead human bodies or other human remains are buried.

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- 1.5 *Cemetery Supervisor* – means the employee or department of the Town charged with the care and control of the Cemetery, or an employee of the Town to whom the Chief Administrative Officer delegates the responsibilities under this Bylaw or a Volunteer organization delegated the responsibilities for the care and control of the Cemetery.
- 1.6 *Concrete Foundation* – means a piece of rectangular concrete which is placed to support a monument. Refer to Section 5.5 of the Cemetery Bylaw for specifications.
- 1.7 *Council* – means the Council of the Town of Sedgewick;
- 1.8 *Disinter* – means to take from the gravesite
- 1.9 *Flowering Ornamental* – means any perennial, annual or bi-annual flowering plant
- 1.10 *Funeral Director* – means any registered or licensed embalmer or mortician;
- 1.11 *Grave* – a plot designated for burial of human remains and cremated remains.
- 1.12 *Grave Cover* – Grave covers are a structure of marble, granite, or similar material placed on the entire burial plot for memorial purposes and set level with the contour of the ground. The installations of such monuments are not permitted in the New/Old Site.
- 1.13 *Grave Decoration* – is anything that is placed on a grave for memorial purposes.
- 1.14 *Grave Marker* – a marker placed on a grave to identify a cremains burial secondary to a monument.
- 1.15 *Grave liner* – means a concrete or metal rough box placed in a grave to house a casket
- 1.16 *Lot* – means a group of graves without a walkway or roadway between them
- 1.17 *Memorial Book Monument* – means the granite cairn located in the southwest corner of the New Site.
- 1.18 *Monument* – means any structure in the Cemetery erected or constructed on any grave or plot for memorial purposes.
- 1.19 *Monument Permit* – means a permit issued by the Town for the approval and placement or removal or repair of the said monument.
- 1.20 *Ornament* – shall mean an upright solar light.
- 1.21 *Ongoing Maintenance* – means a general term used to designate all the various types of work the Town does to ensure that the burial plots and the continuous foundations are kept in good repair and that the surrounding grounds are properly cared for. This does not include monument care.
- 1.22 *Open and Close* – means the digging of the grave, the placement of the rough box or vault, the backfilling of the grave, site clean up and placement of funeral decorations, and reestablishment of grass as soon as practicable afterwards. This also applies to the digging of a cremation grave by manual or mechanical means.
- 1.23 *Owner* – means a person, heir, executor or authorized funeral director, with burial privileges for one or more plots.
- 1.24 *Person* – shall include an individual, partnership or corporation.
- 1.25 *Plot* – means one grave.
- 1.26 *Town* – means the Town of Sedgewick.
- 1.27 *Reserve Plot(s)* – shall mean a plot or number of plots which lie adjacent to one another and which are to be reserved for the burial of one or more deceased members of a family.
- 1.28 *Violation Tag* – means a tag or similar document issued by the Town pursuant to Section 7 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended and replaced from time to time.

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- 1.29 *Violation Ticket* – means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedures Act*, R.S.A. 2000, c. P-34, as amended or repealed and replaced from time to time, and the regulations thereunder.
- 1.30 *Woody Ornamentals* – means any trees, shrubs and creeping or climbing plants
- 1.31 *Working Hours* – mean the regular hours of work between 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding declared or Statutory Holidays.

**Section 2: Duties, Rights and Powers**

- 2.1 The Cemetery Supervisor shall have the sole control of all matters within the Cemetery that are concerned with maintaining the grounds in a neat and pleasing condition, in accordance with this bylaw, the Town's policies and the *Cemeteries Act*, R.S.A. 2000 c.C-3, as amended or repealed or replaced from time to time.
- 2.2 The Cemetery Supervisor is hereby authorized to remove, or have removed, any weeds, grass, funeral designs, stuffed ornaments or floral pieces which may become wilted, or any grave decoration or any other article or thing which, in the opinion of the Cemetery Supervisor, is unsightly.
- 2.3 If, in the opinion of the Cemetery Supervisor, any woody ornamentals situated on or about the Cemetery, become, by means of their roots, branches, or any other way detrimental to adjacent plots, walks or driveways, prejudicial to the general appearance of the grounds, or dangerous or inconvenient to the public, the Cemetery Supervisor is authorized to remove such woody ornamentals, or any parts thereof.
- 2.4 No person shall erect upon a plot or lot any fence, railing, wall, border, hedge, coping or the like and where any of the same have been previously erected around a plot or grave and have, by reason of age or neglect, become unsightly or objectionable.
- 2.5 Every owner of a Monument or other erection upon any Plot shall maintain it in proper repair.
- 2.6 When, in the opinion of the Cemetery Supervisor, any structure located on all or part of a plot, other than a Monument or marker, is in a state of disrepair, the Cemetery Supervisor shall notify the Owner or the owner's agent in writing, via registered mail, to the last address provided to the Town and require repairs be promptly undertaken. Any monument or structure not repaired within 90 days after a letter has been set to the owner or his personal representative, to the last known address provided to the Town, may be removed and retained in the custody of the Cemetery Supervisor for a period of 90 days to allow the person responsible for its maintenance to claim the monument and return it to an acceptable condition.
- 2.7 Any structure, for which a notice has been provided pursuant to section 2.6, at the end of the expiry period, Council may direct that the structure be retained for a further period of time, be disposed of by public auction or such other directions as Council deems appropriate.
- 2.8 The Cemetery Supervisor may remove any monument from a plot when necessary to gain access to another plot, provided that such monument is re-installed in a like manner.

**Section 3: Plots**

- 3.1 Plans for burial purposes, including a record of all interments and disinterments will be kept at the Town of Sedgewick office. Copies of all such plans shall be available for inspection free of charge at the Town Office during regular office hours.
- 3.2 Plots shall be sold in rotation with no choice as to location.

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- 3.3 A maximum of two (2) adjoining plots may be sold for reservation, except in the case of the death of dependant child/children, in which case two (2) additional plots may be reserved for future use.
- 3.4 No Person shall make a reservation for one or more plots without making payment in full at the time of the reservation. Upon payment of the full price of any plot, the Town shall provide a receipt for the said sum, and provide a cemetery deed for such plot to such person or to that person's personal representative, as such person may appoint.
- 3.5 The owner of any plot or plots shall not sell except to the Town in which case the offer must be in writing.
- 3.6 The owner of reserve plots may cancel his/her reservations by advising the Town in writing.
- 3.7 The Town will refund the market value of a plot(s) at the time of the sale or cancellation, less fifteen (15) percent for administration pursuant to the *Cemeteries Act*, R.S.A. 2000, c.C-3.
- 3.8 Plots may be transferred from one family member to another family member. No transfer shall be valid unless it is duly registered with the Town.
- 3.9 No person shall accept any fee or reward for interment of any body in a plot of which such person is the owner, or over which that person exercises any power of control.
- 3.10 When a plot is held by two (2) or more Persons, an order for interment in such plot or any part thereof will be accepted by the Town of Sedgewick from any one of the said Persons or their personal representative.
- 3.11 Plots shall not be used for any purpose other than burial grounds for human remains.
- 3.12 All burials are to be made within the confines of a single Plot. A full plot may only be used for:
  - (a) A single burial of a person, or
  - (b) the single burial of a person, but with the provision that up to five (5) ash interments may also occur, or
  - (c) cremation purposes only, for up to six (6) ash interments.
- 3.13 Ash interments are permitted only after regular interments have occurred or when no regular interments will occur. Ash interments will only be permitted in Part I of a grave prior to the installation of a monument.
- 3.14 No person other than a Town employee or person designated by the Chief Administrative Officer of the Town shall open or close a Plot or make a disinterment in the Cemetery.
- 3.15 Regardless of the specific wording of any sale agreement or other agreement between the Town and a purchaser of a Plot, it is a condition of every agreement relating to the sale or use of a Plot, that the parties to the agreement expressly waive any right to claim against the Town and its officers and employees, arising by reason of any error or mistake in relation to the description of any burial plot. The Town's liability shall only extend to a refund of any money paid to the Town for a plot(s) providing that the plot(s) suggested as an alternative is/are not acceptable to the purchaser.
- 3.16 It is a condition of sale of every burial plot that the Town has the right to reclaim all unused burial plots after the period of twenty (20) years has expired, pursuant to the *Cemeteries Act*, R.S.A. 2000 c.C-3, as amended or repealed or replaced from time to time.

**Section 4: Interments and Disinterments**

- 4.1 Opening and closing for internment and disinterments must be completed by the Cemetery Supervisor.

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- 4.2 No interment shall be permitted in the Cemetery unless and until there has been produced to the Cemetery Supervisor, a burial permit issued by the proper office of the Government of the Province of Alberta.
- 4.3 Between May 1 and October 31 in any year, all applications for burials shall be made to the Town of Sedgewick office at least 48 hours before the time for interment. Between November 1 and April 30, all applications for burials shall be made at least seventy-two (72) hours before the time of internment. In the calculation of these time limits, Sundays and holidays shall not be included.
- 4.4 The use of grave liners is mandatory except for cremains.
- 4.5 Grave liners shall be constructed of concrete, plastic-lined concrete, bronze, or copper.
- 4.6 The type and size of outer cases, liners or oversized caskets shall be identified when ordering an opening for an interment so the correct size of the grave can be determined. The Town maintains a supply of concrete liners for sale. For other grave liner options the liner shall be at the Cemetery at a reasonable time before the time set for internment.
- 4.7 The burial of cremated remains shall be in such portion or portions of the Cemetery as may be designated by the Cemetery Supervisor.
- 4.8 All work being conducted in the immediate vicinity of a Plot shall be discontinued during a burial service at the Plot.
- 4.9 No disinterment of a body, regardless of circumstances, shall take place until a permit for disinterment is issued by the Provincial Government and a copy thereof presented to the Town. Disinterment must be attended by the funeral home requesting such service. The funeral home must provide the staff to handle the human remains and all necessary equipment and supplies. Town staff will only be responsible for locating the rough box, vault or grave liner or casket and opening and closing of the grave; an additional charge may apply.
- 4.10 The Person requesting a disinterment shall give complete and precise instructions regarding the location of the grave. The Town of Sedgewick shall not be responsible for any errors resulting for the lack of proper instruction.

**Section 5: Monuments/Grave Markers**

- 5.1 All Persons employed in the construction and erection of Monuments/Grave Markers or doing other work in the Cemetery, whether they are employed by the Town of Sedgewick or not, shall be subject to the direction and control of the Cemetery Supervisor. **No work shall proceed until the Town of Sedgewick authorizes it.**
- 5.2 No person shall erect, or cause to be erected, or remove any Monument/Grave Marker without submitting a Monument Permit to erect or remove a Monument/Grave Marker, including a description of the Monument/Grave Marker and receiving approval from the Town.
- 5.3 A Monument Permit is required prior to purchase and placement of all Monuments/Grave Markers. Monument permit fees shall be charged in accordance with the Towns Fees Bylaw and are subject to change without notice.
- 5.4 All Monuments/Grave Markers must be flush mount.
- 5.5 The placement of Monuments/Grave Markers shall comply with the following requirements:
  - a. Monuments/Grave Markers must be placed on that portion of the Plot undisturbed by excavation and must be in alignment with other Monuments/Grave Markers in that section of the Cemetery.
  - b. No Person shall install a Monument/Grave Marker in any area within the Cemetery unless it conforms to the type and style of Monument/Grave Marker permitted to be installed in that area.
  - c. Monuments shall be constructed of granite, marble or bronze.



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- d. Monuments in the cemetery shall be plaques with a maximum size of 91 centimeters (36 inches) by 40.5 centimeters (16 inches) for a single, or 111.76 centimeters (44 inches) by 55.88 centimeters (22 inches) for a double plot (not including foundation base).
- e. In the case of multiple burials (cremains) in a single plot a maximum of five (5) additional Grave Markers may be placed down the center of the grave. The maximum size of each additional plaque shall not exceed 25.4 centimeters (10 inches) by 50.8 centimeters (20 inches); sizes do not include the foundation base; accessories are not permitted on the cremain plaques/markers. Variances may be permitted for the exclusion of the foundation base on markers that are sandblasted at the discretion of the Cemetery Supervisor.
- f. Each plot may have, upon receiving written approval from the Town, one foundation with one Monument with a maximum of six (6) names or an original Monument and a maximum of five (5) cremain Grave Markers placed down the center of the grave.
- g. Grave Markers shall be placed on a concrete base as follows unless otherwise authorized by the Cemetery Supervisor as per section 5.5 (e):
  - i. On a rectangular piece of concrete of not less than 3400 lbs P.S.A. strength and not less than a four-inch thickness;
  - ii. Be placed level with the surrounding ground contour with no corners protruding;
  - iii. Be a maximum of four (4) inches wide on all sides of the monument or monument base it is going to support.
- h. No Monument/Grave Markers including the monument foundation shall exceed the maximum dimensions per Sections 5 of the Bylaw.
- i. Inscriptions on Monuments/Grave Markers must be of sufficient depth and quality so as to be legible and durable. Metal plaques which oxidize or deteriorate are not permitted.
- j. No inscription shall be placed on any Monument/Grave Marker, which is not in keeping with the dignity and decorum of the Cemetery.
- k. Notwithstanding the provisions of this Section, each Monument/Grave Marker shall be in keeping with the appearance of other Monuments/Grave Markers in the Cemetery and with the character of the Cemetery.
- l. The Town of Sedgewick may refuse the placement of any Monument/Grave Marker, which may otherwise conform to these regulations, should it be determined that the proposed Monument/Grave Marker is not appropriate for placement in the Cemetery.
- m. After installation of a monument, no fixture of any type, such as pictures, ornaments, or similar items may be attached or affixed in any manner whatsoever to any part of a monument other than an approved upright affixed vase attached to the monument or the foundation base, unless prior permission is granted for same by the Town.
- n. Lettered boards, or memorial designs of any description designating graves, other than the standard temporary marker provided by the funeral home, will not be permitted. The standard temporary marker provided by the funeral home may be removed after a period of one year from the date of the burial. The Town is not responsible for standard temporary markers.
- o. All persons employed by a monument supply firm shall be subject to the direction and control of the Cemetery Supervisor while providing delivery of monuments to the Cemetery and shall provide sixteen (16) working hours notice to inform the Town of when an installation is required.

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- p. All earth, debris, litter and rubbish arising or resulting from work done on any burial plot shall be carefully cleaned up and removed from the Cemetery.
- q. The Town may, from time to time, report to the owners or next of kin on the condition of any Monument/Grave Marker in need of repair, and it shall be the duty of the owner of such Monument/Grave Marker, or the next of kin, to repair same without delay to the satisfaction of the Cemetery Supervisor.
- r. When the installation of a Monument/Grave Marker and or foundation is in non-compliance with the Cemetery Bylaw, a notice identifying the non-compliance will be issued by the Town. If the problem is not rectified in a reasonable amount of time, the Cemetery Supervisor has the authority to remove the monument in question pursuant to Cemetery Bylaw Part 2.6.

**Section 6: Grave Decorations**

- 6.1 Grave Decorations placed at the Cemetery shall conform to the following guidelines:
  - a. Flowers and similar decorations shall be placed in an approved upright affixed vase attached to the monument or foundation base OR
  - b. In the instance where an approved upright affixed vase is not permitted or available the Town shall permit the use of *ONE* (single) or *TWO* (double) 18" 133 standard pipe buried 8-12" in the ground at the head of the grave for flowers, ornaments or similar decorations.
    - i. All pipes must be purchased from the Town to ensure similar decorum. Fees shall be charged in accordance with the Town's Fees and Charges Bylaw and may be subject to change without notice.
    - ii. Only one affixed upright vase and/or one pipe shall be permitted per single grave; two affixed upright vases and/or pipes shall be permitted on double graves.
    - iii. The placement of *ONE* ornament shall be permitted per grave; the ornament must be inserted in an approved upright affixed vase attached to the monument, foundation base or in an approved pipe.
    - iv. Any unauthorized ornaments or decorations shall be removed at the discretion of the Cemetery Supervisor.
  - c. Flowers and potted plants shall not be placed on the turf area of graves except where provided otherwise herein. See Section (2) (3).
- 6.2 Flowers or potted plants placed on a grave following the burial may be left for seven (7) calendar days, after which they may be removed and disposed of by the Cemetery Supervisor.
- 6.3 The Cemetery Supervisor is authorized to remove any grave decorations that do not conform to the provisions of this Bylaw.
- 6.4 The placement of grave decorations in the Cemetery is at the sole risk of the owner.

**Section 7: Maintenance**

- 7.1 The Cemetery Supervisor shall be responsible for the maintenance of the Cemetery grounds and the area around the Memorial Book.
- 7.2 The Town and the Cemetery Supervisor shall have no obligation to maintain individual Plots, Monuments or other structures placed on Plots.
- 7.3 All perpetual care agreements must be provided to the Town.

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Bylaw 513  
Cemetery Bylaw**

- 7.4 No person shall throw, abandon or otherwise dispose of rubbish anywhere within the Cemetery except in receptacles specifically provided for that purpose by the Town.
- 7.5 No person shall place any thing on or adjacent to a Plot which in the opinion of the Cemetery Supervisor, restricts or hampers regular maintenance activities.
- 7.6 No person shall plant any shrub, tree or flowers in any part of the Cemetery without first obtaining written approval from the Town.

**Section 8: General Provisions**

- 8.1 No person shall enter the Cemetery carrying a firearm unless such Person is participating in a military funeral and has lawful authority to bear such a firearm.
- 8.2 No Person shall create any nuisance, engage in activities such as games or sport, or otherwise engage in any activity that is, in the opinion of the Cemetery Supervisor, a Peace Officer or Bylaw Enforcement Officer, indecent or disrespectful, disturbing to solemnity or repose of the Cemetery, or disturbing of other persons assembled for the purpose of a funeral or internment within the Cemetery.
- 8.3 No unauthorized person shall drive a vehicle through the Cemetery at a speed exceeding 15 KM or upon any part of the Cemetery except on the roadway provided specifically for vehicular access.
- 8.4 No person shall ride an All Terrain Vehicle, Snowmobile or horse in the Cemetery except as part of a funeral procession.
- 8.5 There shall be no canvassing, advertising or placement of advertising trademarks on any monument within the Cemetery.
- 8.6 No person shall ride a bicycle over the graves, nor lean same against any monument or monument base, nor leave same on any grave.
- 8.7 The Town of Sedgewick will take all reasonable precautions to protect the property within the Cemetery, but assumes no responsibility for the loss of, or damage to any Monument, marker or part thereof, of any article placed on a Plot or to a Plot itself.
- 8.8 No person other than the Cemetery Supervisor shall disturb or remove or place any Flowering Ornament, Woody Ornamental, sod or dirt anywhere in the Cemetery.
- 8.9 No Person shall destroy, damage, alter, write on, deface, injure or remove any Monument, marker, structure, railing, fence, or other work for the protection, maintenance or ornamentation of the Cemetery or Plot, or any vehicle, building, machinery, tool, equipment, or any other material placed or left in the Cemetery.
- 8.10 No Person shall deposit any paper, sticks or refuse of any kind on any portion of the lands within the boundaries of the Cemetery except in receptacles provided for that purpose.
- 8.11 No animal shall be allowed in the Cemetery unless such animal is on a leash and under the control of an adult Person.

**Section 9: Offences & Penalties**

- 9.1 Any person who commits any act or omission contrary to this Bylaw is guilty of an offence and is liable to pay a fine not exceeding \$500.00 exclusive of costs, for breach thereof or in the case of non-payment of the fine and costs, imprisonment not exceeding sixty (60) days.
- 9.2 Notwithstanding section 9.1 of this Bylaw, any person who commits a second or subsequent offence under this Bylaw within one (1) year of committing a first

**Town of Sedgewick**  
**Bylaw 513**  
**Cemetery Bylaw**

offence under this Bylaw, is liable on summary conviction to double the fine set for the first offense.

Section 10: Violation Tag

- 10.1 A Bylaw Enforcement Officer is hereby authorized and empowered to issue Violation Tags to any person who the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 10.2 A Violation Tag may be issued to such person:
- a. either personally; or
  - b. by mailing a copy, via registered mail, to such person at his or her last known postal address.
- 10.3 The Violation Tag shall be in a form approved by the Chief Administrative Officer and shall state:
- a. The name of the person
  - b. The offense
  - c. The appropriate penalty for the offense
  - d. That the penalty shall be paid within 21 days of the issuance of the Violation Tag, and;
  - e. Any other information as may be required by the Town.
- 10.4 Where a Violation Tag is issued pursuant to this Bylaw, the person to whom the Violation Tag is issued may in lieu of prosecution of the offense, pay the Town the penalty specified in the Violation Tag.

Section 11: Violation Tickets

- 11.1 A Bylaw Enforcement Officer is hereby authorized and empowered to issue Violation Tickets to any person who the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw;
- 11.2 A Violation Ticket issued with respect to a contravention of this Bylaw shall be served upon the person responsible for the contravention in accordance with the *Provincial Offences Procedure Act*, R.S.A. 2000, C. p-34, as amended or repealed and replaced from time to time;
- 11.3 The person to whom the Violation Ticket has been issued may plead guilty by making a voluntary payment in respect of the Summons by delivering to the Provincial Court, on or before the initial appearance date, the Violation Ticket together with an amount equal to the specified penalty for the offence.
- 11.4 When a Clerk of the Provincial Court records the receipt of a voluntary payment pursuant to section 9 of the Bylaw and the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended or repealed and replaced from time to time, the act of recording constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

Section 12: Severability

Should any provision of this Bylaw be found invalid, the invalid provision shall be severed and the remaining Bylaw shall be maintained.

Section 13: Attachements

- 13.1 SCHEDULE A shall be included as part of this bylaw.
- 13.2 SCHEDULE B shall be included as part of this bylaw.

**Town of Sedgewick  
Bylaw 513  
Cemetery Bylaw**

Section 14: Repeal

Bylaw No. 509 is hereby repealed.

Section 15: Effective Date

This Bylaw shall come into force upon receipt of its third and final reading.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Perry Robinson, Mayor

\_\_\_\_\_  
Amanda Davis, CAO

DRAFT

Town of Sedgewick  
Bylaw 513  
Cemetery Bylaw

Box 129  
Sedgewick, Alberta  
T0B 4C0  
Phone: 780 384 3504  
Fax: 780 384 3545  
Email: sedgewick@persona.ca

Sedgewick Memorial Cemetery  
Monument Permit Application & Inspection Form – Schedule A

Name of Owner/ Purchaser:		Signature of Owner/ Purchaser:		Date Signed: M/D/Y	
Mailing Address:		Phone:		Email:	
		Cell:			
		Fax:			
Name of Monument Company		Date Submitted: M/D/Y		Date Monument Placed or Work Done M/D/Y	
Mailing Address:		Phone:		Email:	
		Fax:			
Site Old/New    Row _____ Block _____ Lot _____				Date of Birth: M/D/Y	
Name of Deceased:				Date of Death: M/D/Y	
<b>Type of Monument</b> (Flush mount):  <input type="checkbox"/> Headstone  <input type="checkbox"/> Plaque		<b>Accessories:</b>  <input type="checkbox"/> Affixed Upright Mounted Vase  <input type="checkbox"/> Flush Mount Picture  <input type="checkbox"/> Other: _____		<b>Material:</b>  <input type="checkbox"/> Bronze  <input type="checkbox"/> Granite  <input type="checkbox"/> Marble	
				<b>Type of Service:</b>  <input type="checkbox"/> New Installation (Specify: Single/ Double)  <input type="checkbox"/> Permanent Removal  <input type="checkbox"/> Removal for Alteration/Repair _____  _____  <input type="checkbox"/> On Site Alteration /Repair	
<b>Monument/Marker Proof:</b> _____					
<b>Additional Information:</b>					
<p><b>Length</b> shall mean the measurement of the monument as it would face the plot measured from left to right. <b>Width</b> shall mean the measurement of the monument as it would face the plot measured from the head of the plot towards the foot of the plot. <b>Height shall be flush to the ground surrounding the monument including the 4” foundation.</b></p>					
All measurements: (to be made in inches)		Length		Width	
Monument Size:					
Foundation Size:					
In making an application for this Monument Permit I acknowledge that I am aware of and will comply with the following terms:					
<ul style="list-style-type: none"><li>Any and all work at the cemetery requires authorization from the Town, and may only be conducted though licensed firms.</li><li>Monument dimension, composition and placement shall be as set forth by the <b>Cemetery Bylaw # 513</b>, (attached).</li><li>All monuments shall be placed at the head of the plot or grave on solid ground and shall be in line designated by the Town.</li><li>No monument shall be erected/placed in the cemetery until the design, description and materials composition has been approved by the Town and a permit on the prescribed form has been issued by the Town. Such structure shall be erected according to the provision of the <b>Cemetery Bylaw # 513</b> and under the direction of the Cemetery Supervisor.</li><li>All monuments are subject to inspection by the Cemetery Supervisor or designate for compliance with the <b>Cemetery Bylaw # 513</b> and those found in violation thereof may be caused to be removed by the Town. Fees for removal of the monument shall be borne by the owner of the Interment Rights or heir.</li><li>The Town may remove all installations at the cemetery made without authorization by the Town; any fees regarding removal shall be borne by the owner of the Interment Rights or heir.</li></ul>					
Town Authorization:		Date:		Permit No.	

**Town of Sedgewick  
Bylaw 513  
Cemetery Bylaw**

Note:		

DRAFT



## Request for Decision (RFD)

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**Topic:** Cremation Bylaw #493  
**Initiated by:** Cemetery Committee  
**Prepared by:** Amanda Davis  
**Attachments:** Cremation Bylaw #493

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**Recommendations:**

**That Cremation Bylaw #493 remain unchanged.**

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**Background:**

Pursuant to the Cemetery Committee Meeting held on July 8<sup>th</sup>, 2014 the following recommendations have been brought forth to accommodate citizen's concerns:

1. Cremation Bylaw #493 be reviewed by Council. Discussion required regarding the placement of markers in the cremation garden; Administration to converse with Public Works in advance and propose alternate marking options. However, unless we can find a practical way of doing this than it would be impractical to proceed.

**Current:**

The Cremation Bylaw clearly lays out the use and purpose of the cremation garden. When the memorial book was installed its purpose was to house plaques for families who chose not to purchase a full cemetery plot and who chose to bury their loved one in the cremation garden. The cremation garden is located behind the memorial book with only two burials.

The use of the cremation garden is encouraged to ensure proper land use planning. When considering the long term effects of using an entire plot 8'x10' for a cremation burial it is clear how quickly the cemetery would fill up. That is why our Cemetery Bylaw was updated to permit additional burials in a single plot (1 casket and 5 cremains or 6 cremains).

The Town has the cremations garden plotted internally. The memorial book is intended as the grave marker. We do not see a solution that's any more practical than our current practice.

- A. Small bronze plaques similar to the trees for babies at the Lion's Park still require a foundation.



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**CREMATION BYLAW**

**BEING** a Bylaw of the Town of Sedgewick, in the Province of Alberta, for the purpose of instituting a set of standards and procedures for the purchase, use and reservation of cremation interments in the new Memorial Cairn area in the southwest corner of the Sedgewick Cemetery;

**WHEREAS** it is deemed expedient and advisable in the best interests of cemetery planning that Council be authorized to establish a series of regulations controlling the operation of the Memorial Cairn area;

**NOW THEREFORE**, under the authority of the Municipal Government Act, Chapter M-26 S.A.1994 and amendments thereto, and pursuant to provisions of the Cemeteries Act, Chapter C-2, R.S.A. 1999 and amendments thereto, the Town of Sedgewick enacts as follows:

**Definitions:**

- a. *Cremation Plot* shall mean a single 2' by 2' area located in the Sedgewick Cemetery in the southwest corner behind the Memorial Book cairn,
- b. *Memorial Book* shall mean the granite cairn located in the southwest corner of Sedgewick Cemetery.
- c. *Memorial Plaque* shall mean a bronze plaque, size and placement determined by the Town.
- d. *Memorial Plaque Space* shall mean a single, indented space on the front of the Memorial Book cairn.

**Title:** This Bylaw shall be known and may be cited as the "Cremation Bylaw."

**Authorization to Sell:**

- 1. Council authorizes the Chief Administrative Officer and his/her designate, to sell cremation plots and memorial cairn spaces and, to arrange for the ordering, payment and installation of memorial plaques.

**Cremation Plot:**

- 2. Cremation plots will be sold in rotation with no choice of location. No plot deed or transfer of ownership will take place.
- 3. No markers, headstones, plaques of any kind, placement of flowers, shrubs or trees, aboveground urns or any other decorative object, will be permitted in the cremation plot area.
- 4. Town employees will dig all cremation burials; digging will not be permitted by any other individuals.
- 5. The cremation plots will not be used for any purpose other than the burial of human ashes.

**Memorial Book:**

- 6. The plaque spaces in the Memorial Book will be assigned by the Town in an orderly fashion with no choice of placement.
- 7. A maximum of one (1) additional memorial plaque placement holder may be purchased unless following the death of a child whereby two (2) additional memorial plaque placement holders may be purchased.
- 8. The memorial plaques will be of a size and material, as approved by the Town. The plaques must be ordered from a company approved by the Town.
- 9. The memorial plaque will be a direct cost to the individual in addition to the cremation plot, burial fees and the Memorial Book cairn fee.
- 10. The Town of Sedgewick will order the memorial plaque, as recorded by the family member or private individual. The plaque costs will be due at the date of ordering.
- 11. A standard form will be supplied to individuals to record the appropriate information required on a memorial plaque. The Town accepts no responsibility for the manufacturing or design of the memorial plaque.

12. Town employees will install all memorial plaques on the Memorial Book. No other entities are permitted to install plaques on the Memorial Book.
13. Memorial plaques on the Memorial Book are provided for humans only.

**Pre-Purchase Plan:**

14. A pre-purchase plan may be implemented by the Chief Administrative Officer and/or his/her designate for the purchase of cremation burial plots and memorial book spaces.
15. A maximum of one (1) additional plot may be pre-purchased in the Cremation garden unless following the burial of a child whereby two (2) additional plots may be pre-purchased as approved by the Chief Administrative Officer and/or delegate.
16. Final placements in the cremation burial area and on the Memorial Book will be determined upon the time of death.
17. The pre-purchase plan will not include the purchase of a permanent memorial plaque due to the changing value of the commodity.
18. The pre-purchase plan may include the purchase of a blank memorial plaque, of a design selected by the Town, to reserve a space on the Memorial Book next to a departed loved one. Ownership of the plaque will revert back to the Town, with no compensation, upon the installation of a permanent Memorial Plaque in the reserved space. Final placement in the cremation burial area will be determined upon the time of death.

**Fees:**

19. The fees for the purchase of cremation burial plots, memorial cairn spaces and opening and closing of cremation burials will be set by council per the 'Fees Bylaw' as amended from time to time.

**Enforcement:**

20. Any Person or persons who contravenes a provision of this Bylaw is guilty of an offence and is liable to pay a fine not exceeding \$250 exclusive of costs for breach thereof, or in the case of non-payment of the fine and costs, imprisonment for a period not exceeding 30 days.

**Severability:**

21. If any term of this Bylaw is found to be invalid, illegal or unenforceable by a court or tribunal having jurisdiction to do so, that term is to be considered to have been severed from the rest of this Bylaw and the rest of the Bylaw remains in force unaffected by that finding or by the severance of that term.

**AMENDMENT OF BYLAW**

Bylaw 430 is hereby rescinded.


**Effective Date:**

22. This Bylaw shall come into effect upon third and final reading.

Read a First Time this 16 Day of August, 2012 A.D.

Read a Second time this 16 Day of August, 2012 A.D.

Read a Third Time by Unanimous Consent of All Councillors present and finally passed this 20 Day of September, 2012 A.D.

  
MAYOR HELEN WHITTEN

  
AMANDA DAVIS, CAO

## Request for Decision (RFD)

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**Topic:** Hawkers & Peddlers Bylaw #484 - Review  
**Initiated by:** Administration  
**Prepared by:** Amanda Davis  
**Attachments:** Hawkers & Peddlers Bylaw #484

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**Recommendations:**

1. That Council review Hawkers & Peddlers Bylaw #484 and provide comment.
  2. If Hawkers and Peddlers Bylaw #484 remains in effect does council wish to designate any public property for the use of peddlers?
- 

**Background:**

At the July 14<sup>th</sup>, 2014 Special Council meeting, Administration request that Council review and discuss the legitimacy of Hawkers & Peddlers Bylaw #484. This business item was deferred to the August 28<sup>th</sup> meeting for discussion.

In a given year the Town may authorize one-two licenses; typically for the sale of BC fruit and surrounding Colonies; approx. \$350/revenue.

The Town no longer issues permits to home security companies as cause from much resident disruption.

**Current:**

With the recent motion to support the enforcement of the municipal lot lease policy a concern that has been brought to our attention is the use of the 4857 – 47<sup>th</sup> Street (former co-op lot) for peddlers.

Section 3 of the bylaw states:

4. Mobile vending units shall not be allowed to park on Town streets. They shall only be allowed on private property with the written consent of the owner, on in places specified by Council resolution.

Points of clarity:

1. Is council in favor of allowing hawkers and peddlers to park on the former co-op lot until the site has been developed? If yes, a motion is required permitting temporary use of this site.
2. Is council in favor of the attached bylaw?

Communities with a Hawkers & Peddlers Bylaw in Flagstaff County that responded to the blanket email: Heisler – Yes Forestburg - Yes
---

# Hawkers & Peddlers Bylaw#484

## Town of Sedgewick

### Bylaw 484

#### Hawkers and Peddlers License Bylaw

**BEING A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE LICENSING, CONTROL AND REGULATION OF HAWKERS AND PEDDLERS WITHIN THE TOWN OF SEDGEWICK.**

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**WHEREAS** the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta 2000 and amendments thereto, provides that a Council of a Municipality may by Bylaw, control and regulate business, business activities and persons engaged in business within the municipality and provide for a system of licenses, permits or approvals for same, and

**WHEREAS** it is desirable and in the best interest of the Town of Sedgewick that a Bylaw be passed regulating, licensing and controlling hawkers and peddlers operating within the corporate limits of the Town of Sedgewick.

**NOW THEREFORE**, the Council of the Town of Sedgewick, duly assembled, hereby enacts as follows:

#### Section 1

##### Definitions:

1. **Application** – shall mean application for a Hawkers and Peddlers license and application for renewal of a license required by this Bylaw.
2. **Hawkers and Peddlers License** – means a license issued pursuant to this Bylaw
3. **Council** – shall mean the Council of the Town of Sedgewick
4. **Exemption** – shall mean an exemption to the requirement to obtain a Hawkers and Peddlers License, such exemption to be given by a Council resolution.
5. **Hawker or Peddler** – means a person whether as a principle or agent who:
  - i. goes from residence to residence selling, or offering for sale any merchandise or service to any person, and who is not a wholesale or retail dealer in merchandise or service with a permanent place of business within the Town of Sedgewick;
  - ii. offers or exposes for sale to any person by means of samples, patterns, cuts or blueprints, merchandise to be afterwards delivered or shipped into the Town of Sedgewick, or
  - iii. sells merchandise on the streets or roads or elsewhere than a building that is his permanent place of dwelling or business within the Town of Sedgewick;
6. **Mobile Vending Units** – means a motor vehicle, trailer, or similar structure designed for the purpose of offering products for sale.
7. **Person** – means a person or persons, firm, partnership or body corporate including a partnership, a group or persons acting in concert or any association unless the context explicitly or by necessary implication, otherwise requires.
8. **Town** – means the Town of Sedgewick.

## **Hawkers & Peddlers Bylaw#484**

### **Section 2**

1. No person shall, within the Town of Sedgewick, carry on or operate any business as a hawker or peddler unless he/she hold a valid and subsisting license to conduct such business pursuant to the provisions of this bylaw.
2. Local service groups, producers or organizations may be given an exemption to the requirements of this bylaw, by a letter from the Chief Administrative Officer. An example of such organizations would be the Girl Guides with their annual cookie sale. An example of a local producer would be a market garden and sale of the produce.
3. The person shall make a written Application to the Town of Sedgewick on the form specified in Schedule 'A' which is hereby declared to form a part of this bylaw.
4. When submitting the Application, the person shall pay the required license fee as listed in Schedule 'B' which is hereby declared to form a part of this bylaw.
5. A Hawkers and Peddlers License shall be in effect for the duration stated on the business license provided.
6. Hawkers and Peddlers issued a License under this bylaw shall carry the license on their person at all times when conducting their business within the Town of Sedgewick.
7. The Licensee will produce the license for the inspection by a designated officer for the Town of Sedgewick or upon the request of any customer he approaches within the Town of Sedgewick.
8. A Designated Officer of the Town of Sedgewick may at any time revoke or suspend a license issued under the provisions of this Bylaw for failure to comply with any of the conditions or regulations herein.

### **Section 3**

#### **Conditions and Regulations**

1. No Hawkers and Peddlers License shall be granted until such time as the applicant holds a valid Provincial or Federal License, where required by law.
2. No Hawkers and Peddlers License shall be granted until the applicant has submitted to the Designated Officer the proper fee as provided by this Bylaw.
3. Hawkers, Peddlers and salesmen shall not call upon residents before 9:00 a.m. or after 9:00 p.m.
4. Mobile vending units shall not be allowed to park on Town streets. They shall only be allowed on private property with the written consent of the owner, or in places specified by Council resolution.
5. No business shall conduct its operation in such a manner as to offend the general public. Upon receipt of bona fide complaints, the Designated Officer may advise the proprietor of the nature of the complaint and may require that the matter be rectified.
6. If the Designated Officer for the municipality finds a hawker, peddler or mobile vending unit in operation and such hawker, peddler or mobile vending unit does not have a valid and subsisting license to conduct business pursuant to the provisions of this bylaw, the Designated Officer may close the "business" immediately.

### **Section 4**

#### **Penalties**

1. Any person who contravenes any provisions of this Bylaw is guilty of an offense and is liable on summary conviction to a fine, as set out in Schedule 'C' in addition to any license fee he may be required to pay and costs, or if unable to pay any fine levied and any license fee charged hereunder and costs, to imprisonment for a period not exceeding sixty (60) days or until such fine, license fee and costs of committal are paid.



## **Hawkers & Peddlers Bylaw#484**

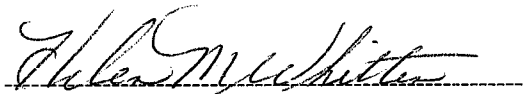
2. Where a person is convicted of operating a business for which a license fee is payable, without payment of such fee having been made, the court shall, in addition to the fine imposed pursuant to subsection (1) hereof, direct the payment of the applicable license fee to the municipality.
3. Where any of the provisions of this Bylaw have been deemed to be contravened and an offense ticket has been issued for that contravention, the accused may avoid appearing in court to answer to the said charge by submitting to the Municipality a voluntary payment as outlined in Schedule 'C', attached to and forming part of this bylaw.

This Bylaw shall come into force and effect on the date of its final reading.

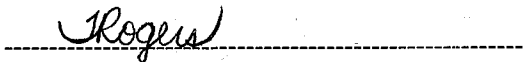
FIRST READING carried this 18<sup>th</sup> day of August, 2011 A.D.

SECOND READING carried this 18<sup>th</sup> day of August, 2011 A.D.

THIRD AND FINAL READING carried this 18<sup>th</sup> day of August, 2011 A.D.



**MAYOR HELEN M. WHITTEN**



**THELMA ROGERS, CAO**



DATE: \_\_\_\_\_

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Email: \_\_\_\_\_ Website Address: \_\_\_\_\_

Goods or Services being offered for sale: \_\_\_\_\_

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License Duration: From: \_\_\_\_\_ To: \_\_\_\_\_

Signature of Applicant

APPLICATION NO. \_\_\_\_\_

FEE: \_\_\_\_\_

---

RECEIPT NO.: \_\_\_\_\_

LICENSE NO.: \_\_\_\_\_

Municipal Staff

Schedule ‘B’

License Fees:

Hawkers and Peddlers License	Daily License	\$ 30.00
	Annual License	\$175.00

Annual Licenses shall cover the calendar year – January 1<sup>st</sup> to December 31<sup>st</sup>

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Schedule ‘C’

Penalties:

Upon summary conviction any Contravention of any section of the bylaw		\$100 plus Cost of license
Voluntary payment to avoid appearing in Court to answer to the charge	First Offence	\$ 50.00
	2 <sup>nd</sup> & subsequent offences	\$100.00

## Request for Decision (RFD)

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**Topic:** Public Works/Transportation – Paving Request  
**Initiated by:** Transportation Committee/Kal Tire  
**Prepared by:** Amanda Davis  
**Attachments:** 1. Letter from Kal Tire – May 12<sup>th</sup>, 2014  
2. June 11<sup>th</sup>, 2014 – Transportation Committee Meeting Notes

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**Recommendations:**

1. That Council reject Hal's request to pave the boulevard in front of #2 Spruce Drive until results from the residential subdivision are obtained.
- 

**Background:**

On June 11<sup>th</sup>, 2014 the Transportation Committee met to address the attached letter from Hal Sparrow of Kal Tire.

In 2009/10 the Town of Sedgewick completed the 2/3 replacement of the underground sanitary sewer replacement and paving project. Tenders came in under budget which allowed for additional projects. The Town paved the rec centre parking lot as well as the entrance of Spruce Drive.

Since that time two separate requests have been received by Mr. Sparrow requesting that the Town pave the remaining boulevard to address the longevity and aesthetics when entering the Town of Sedgewick.

Pursuant to the Transportation Committee, Administration was directed to obtain a quote for this project.

The committee also discussed the possibility of paving Spruce Drive however following consultation with Imy Kassam, Engineer of Morrison Hershfield and Neil Christenson of Border Paving compaction testing is required.

Thurber Engineering has been contracted by the Town of Sedgewick to complete geotechnical research on the new subdivision. At the request of the Town they can also provide compaction testing along Spruce Drive on August 28<sup>th</sup>, 2014 when they are in Town. Compaction testing is required so that the Town knows whether additional subsurface work is required. Without this testing we cannot guess whether Spruce Drive is suitable for pavement at its current state.

\*Note\* Spruce Drive was never identified as a priority project within the Town's Strategic Plan – this is an unbudgeted expense at this time. Depending on the results of the residential subdivision tender Council will determine whether it will be affordable to pave the subdivision in 2015/16. Should this occur perhaps expanding the project along Spruce Drive is an option pending potential grant funding. At this time there are still too many unknowns.

**Current:**

Response email from Border Paving on July 18<sup>th</sup>, 2014:

"I measured up some paving for Hal Sparrow over at Kal Tire. He wants to finish paving the south side of his building and is also interested in finishing the back (north) side up to Spruce Drive. It looks like the Town portion would be 8.5 metres wide and 67 metres long. Using the same unit rate as for the work on his lot, the cost of the town apron would be approximately **\$38,237.50 + GST**. This would include shaping the existing granular material and placing 125 mm of Hot Mix Asphalt.

Neil Christenson"











**True Service.**

RECEIVED  
MAY 12 2014

May 12, 2014

To: The Sedgewick Town Council:

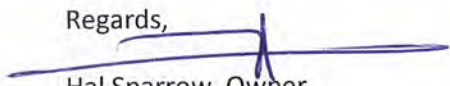
At our business location, 1 Spruce Drive, we paved our west and north side of the business approximately 7 years ago. Two years ago from the intersection to the east for a short distance pavement was laid down to control the dust. Now there is a narrow strip between the two paved areas. This creates a similar dust problem, a perception issue, and would ask town council to consider doing a cost sharing agreement with our company to have this small area paved.

The size is 190' x 42'. The town portion from the property line is 190' x 27'. Our portion is 190' x 15'. We have Border Paving coming to quote on the front of our business which is gravel and plan to get it paved this year. It would be an opportune time to have them do this other area.

Please consider the proposal.

I may be contacted at any time to further discuss.

Regards,



Hal Sparrow, Owner

Kal Tire-Sedgewick #256

Ph. 780-384-3665

Cell: 780-385-0108

E-mail: hal\_sparrow@kaltire.com



Transportation Committee Meeting – June 11 <sup>th</sup> , 2014
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Present:	Fred Watkins	Councillor
	Greg Sparrow	Councillor
	Wayne Dame	Councillor
	Amanda Davis	CAO

Call to Order:	June 11 <sup>th</sup> , 2014 at 8:23 am in the Council Chambers.
Public Works – Cold Storage	<p>Administration provided an overview of the deteriorating Cold Storage building located at 4813-47<sup>th</sup> Street.</p> <p>Discussion held regarding general maintenance and or capital upgrades ie: reskinning the building.</p> <p>Administration was directed to include the project on our upcoming agenda.</p>
Streets Improvement	<p>The committee reviewed a letter from Kal-Tire requesting that the Town consider paving the 27'x190' boulevard on the West side of Spruce Drive.</p> <p>The committee did a site visit and observed the location. Administration was directed to get figures to pave the entirety of Spruce Drive and present to Council.</p>
Adjournment:	The meeting adjourned at 9:00 am.

## Request for Decision (RFD)

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<b>Topic:</b>	<b>Land Use Bylaw #461</b> – Direct Control Amending Application 2014-08
<b>Initiated by:</b>	Whitehead Delegation
<b>Prepared by:</b>	Amanda Davis
<b>Attachments:</b>	n/a

---

Matters to be addressed following the Whitehead delegation; non-compliance of Development Permit 2014-08.

Please refer to all delegate attachmentments.

## Request for Decision (RFD)

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**Topic:** Land Use Bylaw # 461 – Parking  
**Initiated by:** C. McArthur Applicant  
**Prepared by:** Amanda Davis  
**Attachments:** 1. Overflow Parking Letter & Map  
2. Section 8 – LUB #461 Parking  
3. Nazarene Lease

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**Recommendations:**

**That Council permit the use of McDonald Street for temporary parking in an effort to accommodate industry.**

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**Background:**

Section 49 of the Town of Sedgewick's Land Use Bylaw states that Apartments with three or more bedrooms must have 2 stalls/dwelling unit plus 0.15/stalls/dwelling unit designated as visitor parking.

According to LUB#461 the Shamrock Apartments should have 17 parking stalls (8-Suite Apt). Currently there are 15 parking stalls. Regardless, Mr. C. McArthur is requesting permission to use MacDonald Street for temporary off-road parking.

**Current:**

MacDonald Street is an undeveloped road adjacent to the Church of the Nazarene. From time to time the church uses this area for overflow parking as well as the adjoining neighbors.

From discussions with public works, there is no concern permitting parking on MacDonald Street. In reality, this seems to be the most logical place to allow additional parking for the following reasons:

1. Parking on the South side of 51<sup>st</sup> Avenue could become a visual barrier for turning vehicles on 46<sup>th</sup> and 47<sup>th</sup> Streets;
2. Parking on the North side of 51<sup>st</sup> Avenue could cause issues for snow removal/access to the church property during the winter as this is where the Town stock piles snow.

SEDGEWICK SHAMROCK APARTMENTS LTD.  
Box 240, Sedgewick, Alberta, T0B 4C0  
Phone: 780-385-0948; Fax: 780-384-3000

July 28, 2014

Ms. Amanda Davis  
Chief Administrative Officer  
Town of Sedgewick  
Box 129  
Sedgewick, Alberta  
T0B 4C0

RECEIVED  
JUL 29 2014

Re: Overflow Parking  
Macdonald Street north of Borden Avenue

Dear Ms. Davis;

We are exploring the possibility of renting the units in "Shamrock" out on a varying term basis in order to alleviate the ongoing demand for the various personnel involved with the current pipeline project.

Our present parking is sufficient for up to 15 passenger vehicles. There is a good possibility that some of the workers will double up in suites as they are very spacious. That could mean two cars per suite.

I realize there is ample extra parking on the adjoining streets but I feel the north end of Macdonald Street; east of the apartment, would be much safer for local traffic if we were allowed to direct overflow to the above road allowance. It is currently used a bit by the followers of the Church of the Nazarene. I know some of our tenants have had guests park there over the years as well.

It would be made clear that parking is for passenger vehicles only and we will take responsibility for enforcing proper use.

Please bring this before council and relay their decision at your earliest convenience.

Thank you for your attention to this matter.

Regards,



G. Claude McArthur, President







## **EIGHT: Transportation Facilities**

### **Section 49: Parking**

#### **49.1 General Regulations:**

49.1.1 All off-street parking facilities shall be separated from streets by a landscaped area of at least 1.0 m (3.3 ft.) in width.

49.1.2 All off-street parking facilities shall be so constructed that:

- (a) Necessary curb cuts are located and flared to the satisfaction of the Development Officer/Municipal Planning Commission;
- (b) Parking facilities used at night shall have adequate lighting for the entire parking facility. Such lighting shall be directed away from adjacent or other properties;
- (c) Grades and drainage shall dispose of surface water. In no case shall grades be established that would permit surface drainage to cross any sidewalk or site boundary without the approval of the Development Officer/Municipal Planning Commission; and
- (d) Parking for the physically handicapped shall be provided as provincial regulations require and shall be considered as part of total number of stalls required for the project. A maximum of 5% of the total number of stalls required may be required to be provided for the handicapped by the M.P.C., provided that a maximum of three stalls may be required for any project, unless exceptional circumstances due to the magnitude of the development would warrant more than three stalls.

#### **49.3 Parking Requirements:**

49.3.1 All parking spaces, loading spaces, manoeuvring aisles and driveways shall be surfaced and maintained to the satisfaction of the Development Officer/Municipal Planning Commission.

49.3.2 All parking spaces, loading spaces, manoeuvring aisles and driveways shall be demarcated to the satisfaction of the Development Officer/Municipal Planning Commission.

49.3.3 A parking lot shall be designed, located and constructed so that it:

- (a) Is accessible to and appropriate for types of motor vehicles using it and the frequency of use;
- (b) Is appropriately surfaced and drained as required by the Development Officer/Municipal Planning Commission; and

- (c) Does not interfere with pedestrian or traffic safety.

#### 49.3.4 Size of Parking Stalls and Drive Aisles:

- (a) Parking angles may have a value of 90 degrees or range from 90 degrees to 45 degrees;
- (b) Unless otherwise allowed by the Development Officer/Municipal Planning Commission, the minimum dimensions for the design of parking facilities shall be as set out in Figure 49-1 and Table 49-1;
- (c) Parking dimensions for parking angles between 90 degrees and 45 degrees shall be calculated using a straight-line interpolation between dimensions;
- (d) For parallel parking, the length of the parking spaces shall be 7.0 m (23.0 ft.), except that an end space with an open end shall be a minimum of 5.5 m (18.1 ft.);
- (e) Manoeuvring aisles and driveways serving as fire lanes shall be at least 6.1 m (20.0 ft.) wide;
- (vi) Parking stalls shall be clear of all obstructions, other than wheel stops; and
- (vii) The maximum grade of a parking stall shall not exceed 4% in any direction.

**Figure 49-1: Illustration of Parking Standard Dimensions**

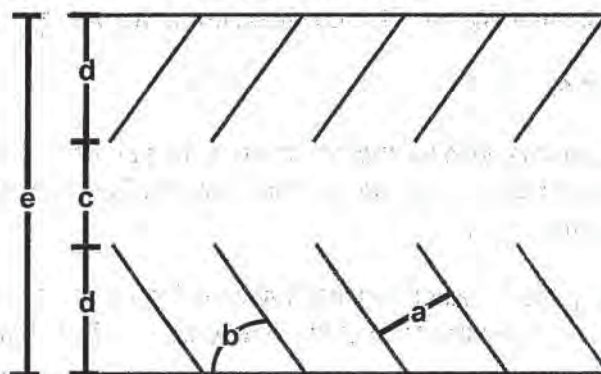


Illustration relates to column headings in Table 50-1



**Table 49-1: Parking Stall Design Standards**

Stall Width (a)	Parking Angle (in Degrees) (b)	Aisle Width (c)	Stall Depth Perpendicular to Aisle (d)	Parking Unit Depth (e)
7.0 m (23.0 ft.)	0	3.5 m (11.5 ft.)	3.0 m (9.8 ft.)	13.0 m (42.7 ft.)
3.0 m (9.8 ft.)	45	4.0 m (13.1 ft.)	6.0 m (19.7 ft.)	16.0 m (52.5 ft.)
3.0 m (9.8 ft.)	60	5.5 m (18.1 ft.)	6.5 m (21.3 ft.)	18.5 m (60.7 ft.)
3.0 m (9.8 ft.)	90	7.0 m (23.0 ft.)	6.0 m (19.7 ft.)	19.0 m (62.3 ft.)

49.3.5 The portion or portions of a parking lot used for parking must:

- (a) Be marked off or physically divided to delineate clearly each parking stall, loading space or drive aisle; and
- (b) Have suitable barriers to prevent motor vehicles from encroaching onto landscaped areas and to protect fences, walls or buildings.

49.3.6 Wheel stops shall not exceed 0.1 m (0.3 ft.) in height above the parking stall surface and shall be placed perpendicular to the parking stall depth, 0.6 m (2.0 ft.) from the front of the parking stall.

#### 49.4 Number of Stalls Required

49.4.1 Where the calculation of the required number of parking stalls or loading spaces results in a fraction number of parking spaces, the next higher number shall be taken.

49.4.2 Where a development falls within two or more of the categories listed in this Section, it shall comply with all parking regulations applicable to all of the categories. The highest requirement shall be used.

49.4.3 Parking stall requirements for uses other than those set out in this Section shall be determined by the Development Officer/Municipal Planning Commission, having regard to similar uses for which specific parking stall requirements are set.

49.4.4 Unless otherwise allowed by the Development Officer/Municipal Planning Commission, the required number of vehicle parking stalls for a use shall be as set forth in the following table (note GFA = Gross Floor Area).



**Table 49-2: Parking Requirements**

<b>Land Use</b>	<b>Minimum Parking Standard</b>
Abattoir	1 stall/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA
Apartment - Bachelor/1 Bedroom	1 stall/dwelling unit plus 0.15 stalls/ dwelling unit designated as visitor parking
Apartment - 2 Bedroom	1.5 stalls/dwelling unit plus 0.15 stalls/ dwelling unit designated as visitor parking
Apartment - 3 or more Bedroom	2 stalls/dwelling unit plus 0.15 stalls/ dwelling unit designated as visitor parking
Auction Mart	1 stall/25 m <sup>2</sup> (270 ft <sup>2</sup> ) GFA
Autobody and Repair Shop	6 stalls/bay
Automobile and RV Sales and Rental	1 stall/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA
Automobile Repair Garage	6 stalls/bay
Automobile Service Station	6 stalls/bay; plus 1 stall/25 m <sup>2</sup> (270 ft <sup>2</sup> ) retail space
Automobile Supply Store	1 stall/25 m <sup>2</sup> (270 ft <sup>2</sup> ) GFA
Bank / Financial Institution	2 stalls/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA and a minimum of 5 stalls for staff
Basement Suite	1 stall/bedroom
Bed and Breakfast Facility	1 stall/rented room in addition to spaces required for dwelling unit
Bottled Gas Sales and Storage	1 stall/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA
Bulk Fuel Station	1 stall/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA
Caterer	1 stall/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA
Clinic	1 stall/25 m <sup>2</sup> (270 ft <sup>2</sup> ) GFA
Community Hall	Discretion of Development Authority
Contracting Services - Major	1 stall/50 m <sup>2</sup> (540 ft <sup>2</sup> ) GFA for office space and 1 stall/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA for other buildings
Contracting Services – Minor	1 stall/50 m <sup>2</sup> (540 ft <sup>2</sup> ) GFA for office space and 1 stall/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA for other buildings
Convenience Food Store	1 stall/25 m <sup>2</sup> (270 ft <sup>2</sup> ) GFA
Day Care Facility	1 stall/staff on duty plus 0.2 stalls/child (design capacity)
Dry Cleaning and Laundry Depot / Plant	1 stall/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA
Dwelling - Duplex	2 stalls/dwelling unit
Dwelling - Fourplex	2 stalls/dwelling unit
Dwelling - Rowhouse	2 stalls/dwelling unit
Dwelling – Single Detached	2 stalls
Dwelling - Triplex	2 stalls/dwelling unit
Farm Supply Store	1 stall/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA
Feed Mills and Grain Elevators	1 stall/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA
Florist Shop	1 stall/25 m <sup>2</sup> (270 ft <sup>2</sup> ) GFA



Land Use	Minimum Parking Standard
Food and Beverage Service Facility	1 stall/4 seats
Funeral Home	1 stall/5 seats
Gaming or Gambling Establishment	1 stall/3 seats
Gas Bar	3 stalls
Group Care Facility	0.5 stalls/dwelling unit
Handicraft Business	1 stall/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA
Hotel	1 stall/guest room plus 1 stall/staff on duty
Industry / Manufacturing – Small Scale	1 stall/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA
Laboratory	1 stall/50 m <sup>2</sup> (540 ft <sup>2</sup> ) GFA
Laundromat	1 stall/25 m <sup>2</sup> (270 ft <sup>2</sup> ) GFA
Light Equipment Repair / Rental	1 stall/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA
Livestock Auction Mart	1 stall/25 m <sup>2</sup> (270 ft <sup>2</sup> ) GFA
Motel	1 stall/guest room plus 1 stall/staff on duty
Museum	2 stalls/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA
Nursing Home	1 stall/4 beds
Office Building	1 stall/50 m <sup>2</sup> (540 ft <sup>2</sup> ) GFA
Oilfield Support Services	1 stall/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA
Personal Service Shop	1 stall/25 m <sup>2</sup> (270 ft <sup>2</sup> ) GFA
Pharmacy	1 stall/25 m <sup>2</sup> (270 ft <sup>2</sup> ) GFA
Public Assembly	1 stall/25 m <sup>2</sup> (270 ft <sup>2</sup> ) GFA
Recreation Facility	Discretion of Development Authority
Recreational Amusement Park	Discretion of Development Authority
Restaurant	1 stall/4 seats
Restaurant – Drive Thru	1 stall/4 seats
Restaurant – Takeout/Delivery	3 stalls
Retail Store	1 stall/25 m <sup>2</sup> (270 ft <sup>2</sup> ) GFA
School – Elementary and Middle School	5 stalls plus 1 stall per classroom
School – High School	1 stall/3 students (design capacity)
Sectional Home	2 stalls
Seed Cleaning Plant	1 stall/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA
Senior Citizen Self Contained Units	2 stalls/dwelling unit plus 1 stall/staff on duty
Supermarket	1 stall/25 m <sup>2</sup> (270 ft <sup>2</sup> ) GFA
Taxi and Bus Depot	1 stall/25 m <sup>2</sup> (270 ft <sup>2</sup> ) GFA
Trade / Commercial School	1 stall/3 students (design capacity)
Transport / Truck Operation	1 stall/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA
Truck and Sectional Home Sales and Rental	1 stall/100 m <sup>2</sup> (1080 ft <sup>2</sup> ) GFA
Vehicle Wash	3 stalls
Veterinary Clinic	1 stall/50 m <sup>2</sup> (540 ft <sup>2</sup> ) GFA
Warehouse Store	1 stall/25 m <sup>2</sup> (270 ft <sup>2</sup> ) GFA



## Section 50: On-Site Loading Requirements

- 50.1 All multiple-family developments, commercial businesses and industrial businesses shall provide a minimum of one loading space. A loading space shall be designed and located so that all vehicles using that space can be parked and manoeuvred entirely within the bounds of the site without backing to or from adjacent streets.
- 50.2 A loading space shall be a minimum width of 3.5 m (11.5 ft.) and a minimum depth of 8.0 m (26.3 ft.) and maintain a minimum overhead clearance of 4.6 m (15.1 ft.).
- 50.3 For apartment or multiple-family developments with more than twenty (20) units, adequate loading space shall be provided to the satisfaction of the Development Officer/Municipal Planning Commission.

## Section 51: Vehicles

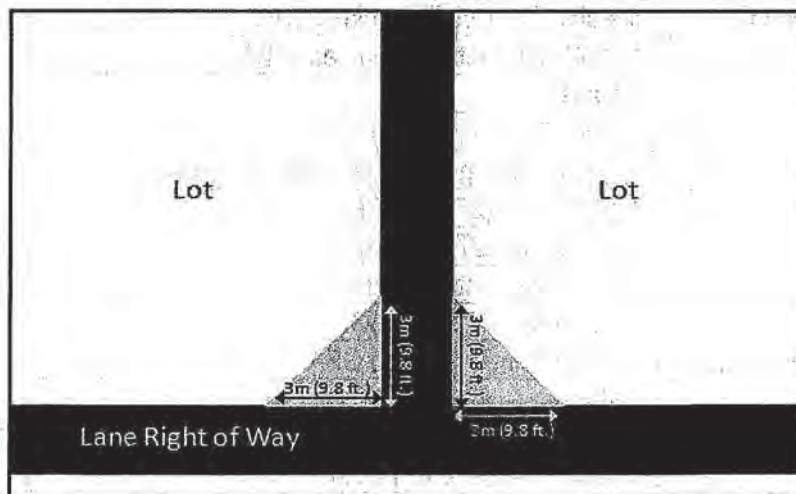
### 51.1 Access to Sites:

- 51.1.1 All access locations and curb crossings require the approval of the Town.
- 51.1.2 All sites shall be designed so that backing manoeuvres necessary to access a parking stall, a loading door, a drive-through or any other area where vehicles operate, take place wholly on the site. Exceptions are single detached dwellings and individual parking stalls accessing a lane.

### 51.2 Sight Lines at Intersections of Roadways

- 51.2.1 At the intersection of lanes, a 3.0 metre (9.8 feet) sight triangle shall be maintained:

**Figure 51-1: Sight Triangle at Intersection of Lanes**



51.2 At the intersection of other roadways, the Development Officer/Municipal Planning Commission may require the calculation of sight triangles where:

- (a) One or more rights of way is less than 15.0 metres (49.2 feet) in width; or
- (b) Regulated vehicle speed exceeds 50 kilometres per hour ; or
- (c) One of the carriageways is not centred in its right-of-way; or
- (d) An intersection leg is curved or skewed; or
- (e) An intersection leg is sloped at 2 percent or greater.

51.3 Sight triangle calculations shall be in accordance with the recommended methods of the Roads and Transportation Association of Canada regarding crossing sight distances for roadways.

### 51.3 Driveways:

51.3.1 At street intersections, driveways shall be setback from the parcel boundaries which form the intersection not less than:

- (a) 6.0 metres (19.7 feet) where the driveway serves not more than 4 dwelling units; or
- (b) 15.0 metres (49.2 feet) for other uses, except where existing/planned traffic volumes indicate that a greater distance is needed to improve/maintain traffic safety and efficiency.

51.3.2 Driveway widths for residential parking stalls shall not exceed 40% of the total lot frontage at the property line, but in no case shall be less than 3.0 metres (9.8 feet) wide.

51.3.3 Commercial and industrial driveways intended for two-way vehicle movement shall be at least 9.0 metres (29.5 feet) wide. The maximum width of a commercial or industrial driveway shall be 10.0 metres (32.8 feet).

51.3.4 The minimum distance between driveways shall be:

- (a) Nil, where the driveways serve single dwelling units,
- (b) 6.0 metres (19.7 feet) for other uses, except where existing/planned traffic volumes indicate that a greater distance is needed to improve/maintain traffic safety and efficiency.

51.3.5 The minimum angle for a driveway to a commercial, industrial, or high density residential use shall be 70 degrees.



WINTER MAINTENANCE LEASE – TOWN OF SEDGEWICK AND CHURCH OF THE NAZARENE

THIS WINTER MAINTENANCE LEASE made effective as of the 2 day of Dec., 2013.

**BETWEEN:**

**Church of the Nazarene**  
(hereinafter collectively referred to as the "Landlord")

- and -

**Town of Sedgewick**  
(hereinafter called the "Tenant")

**WHEREAS:**

- A. The Landlord is the legal owner of the Lands;
- B. The Landlord has agreed to lease to the Tenant, and the Tenant has agreed to lease from the Landlord, the Leased Premises;

In consideration of the rents, covenants and agreements hereinafter contained and by the parties to be respectively paid, observed and performed, the parties hereby agree as follows:

**ARTICLE 1- DEFINITIONS**

**1.1** Definitions

In this Lease:

- (a) "Commencement Date" means the 2 day of Dec., 2013;
- (b) "Lands" means the lands legally described within **Schedule "A"** attached hereto;
- (c) "Lease" means this lease as from time to time amended in writing and agreed to by all parties hereto;
- (d) "Leased Premises" means that portion of the Lands shaded in red in the diagram attached hereto as **Schedule "B"**;
- (e) "Permitted Use" means the use and operation of the Leased Premises for the purposes of stockpiling snow;
- (f) "Rent" means the rent specified in Section 4.1, together with all other payments which may become due from the Tenant to the Landlord pursuant to this Lease; and
- (g) "Term" means the term of this Lease as specified in Section 3.1.



## **ARTICLE 2 - DEMISE**

### **2.1**            Demise

The Landlord hereby leases to the Tenant and the Tenant hereby leases from the Landlord the Leased Premises for the Term and upon and subject to the covenants, conditions and agreements herein expressed.

## **ARTICLE 3 - TERM**

### **3.1**            Term

The Tenant shall have and hold the Leased Premises basis for the period commencing upon the Commencement Date and ending upon the 2 day of Dec, 2026, subject to the earlier termination of this Lease pursuant to Section 3.2 of this Lease, or termination by mutual agreement between the parties.

### **3.2**            Termination by Tenant

The Tenant may terminate the Lease upon sixty (60) days prior written notice to the Landlord.

## **ARTICLE 4- RENT**

### **4.1**            Rent

The Tenant shall, throughout the Term, maintain the Lands by way of grass trimming in the Summer and removal of snow in the parking lots throughout the Winter as a sum of rent to the Landlord. The tenant is also responsible for spring site clean-up, removal of any and all debris left over from snow piles. In the event this Lease is terminated, the Tenant shall no longer be responsible for maintenance of the Lands.

## **ARTICLE 5- USE OF LANDS**

### **5.1**            Use of Leased Premises

The Lands shall be used continuously during the Term for the Permitted Use, and for no other use. The Tenant shall not carry on nor permit to be carried on upon the Lands any other trade, business or activity, without the prior written consent of the Landlord, which consent shall not be unreasonably withheld.

### **5.2**            Compliance with Laws

- (a) The Tenant will promptly comply with and conform to the requirements of every applicable law, bylaw, regulation, ordinance and order at any time or from time to time in force during the Term affecting the Leased Premises or the business carried upon the Leased Premises.
- (b) The Landlord will promptly comply with and conform to the requirements of every applicable law, bylaw, regulation, ordinance and order at any time or from time to time in force during the Term affecting the Lands.

## **ARTICLE 6 - TENANT'S DEFAULT**

### **6.1**            Default

If the Tenant fails to perform any of its obligations under this Lease as and when required, and such default continues for a period of 30 days after written notice from the Landlord of such default, then the Landlord may, at its option, terminate this Lease.

## ARTICLE 7 - GENERAL PROVISIONS

### **7.1**            Quiet Enjoyment

By paying the Rent and other charges or expenses required to be paid by the Tenant under this Lease, and by duly performing all of the Tenant's other obligations under this Lease, the Tenant shall be entitled to peaceably enjoy and possess the Leased Premises for the Term without any interruption or disturbance from the Landlord, or any person, firm or corporation lawfully claiming through the Landlord.

### **7.2**            Lease Entire Agreement

It is hereby understood and agreed by and between the parties that the terms and conditions set forth herein, together with the terms and conditions set forth in the rules and regulations and any schedules and plans annexed hereto, embrace all of the terms and conditions of this Lease entered into by the Landlord and the Tenant and supersede and take the place of any and all previous agreements or representations of any kind, written, oral or implied heretofore made by anyone in reference to the Leased Premises. If any provision of this Lease is illegal or unenforceable it shall be considered separate and severable from the remaining provisions of this Lease, and the remaining provisions shall remain in force and be binding as though the said illegal or unenforceable provisions had never been included.

### **7.3**            Amendment to Lease

No amendment to or waiver of any provision of this Lease or any consent required or permitted hereunder shall be deemed or taken as made or given unless such amendment, waiver or consent is in writing and signed by all parties hereto.

### **7.4**            Laws of Alberta to Govern

This Agreement shall be governed in accordance with the laws of the Province of Alberta and the parties hereto submit to such jurisdiction.

### **7.5**            Liability Insurance

The Tenant carries a twenty-six million dollar liability insurance policy. A "DO NOT ENTER" sign shall be erected on the Leased Premises as a form of risk management/mitigation to deter recreational use of the stockpiles.

### **7.6**            Notices

Any notice, demand, request, consent or other instrument required or permitted to be given under this Lease shall be in writing and shall be given and deemed to have been received as provided in this Section, and shall be addressed or faxed as follows:

- |     |                             |   |
|-----|-----------------------------|---|
| (a) | to the Landlord as follows: | Church of the Nazarene<br>P.O Box 93<br>Lougheed, AB T0B 2V0  |
| (b) | to the Tenant as follows:   | Town of Sedgewick<br>P.O. Box 129<br>Sedgewick, AB T0B 4C0<br><b>Attention: Chief Administrative Officer</b><br>Facsimile: (780) 384-3545 |

or such other address as either party may appoint for all future notices by notice in writing.

Any notice must be mailed by prepaid registered post, delivered personally, faxed or sent by prepaid courier. A notice shall be deemed to have been received by the party to whom the notice is addressed upon the same date as sending the notice by delivery, prepaid courier or fax transmission, or on that day which is five (5) business days following the date that the notice was mailed if sent by prepaid registered mail. Provided always that at the time of mailing there is not an actual or apprehended interruption in mail service by labour dispute or otherwise, in which case all notices shall be delivered or sent by prepaid courier.

**7.7** Time of the Essence

Time shall be of the essence of this Agreement.

**7.8** Binding Effect

This Lease shall enure to the benefit of, and be binding upon, the Tenant and its successors and permitted assigns, as well as the Landlord and their respective heirs, executors, and administrators.

**7.8** Independent Legal Advice

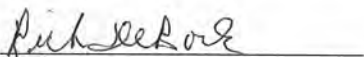
The parties hereby acknowledge and confirm that each was advised by the other to obtain independent legal or other professional advice, and that each has had an opportunity to read, review and understand the nature and effect of the provisions of this Agreement prior by executing this Agreement. Each hereby confirms that it has had the opportunity to seek independent legal or professional advice prior to executing this Agreement and has either:

- (a) obtained such legal or other professional advice; or
- (b) waived the right to obtain such independent legal or other professional advice.

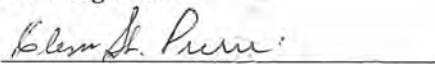
**IN WITNESS WHEREOF** the parties hereto have executed this Lease effective the date specified on page 1 hereto.

**Church of the Nazarene**

Per: 


Per: 

**Town of Sedgewick**

Per: 

Per: 

(c/s)

  
WITNESS

  
WITNESS



## **SCHEDULE "A"**

### **THE LANDS**

4605A - 51 Avenue – Plan 2917TR, Block 16, Lot 07 (residence)

4605 - 51 Avenue – Plan 2917TR, Block 16, Lots 8-9 (church)

51 Avenue – Plan 822 2865, Block 16, Lot 11 (field)

5101 – 45 Street – Plan 822 2865, Block 16, Lot 12 (residential lot)

5105 – 45 Street – Plan 822 2865, Block 16, Lot 13(residential lot)

5109 – 45 Street – Plan 822 2865, Block 16, Lot 14 (residential lot)

**SCHEDULE "B"**

THE LEASED PREMISES

51 Avenue – Plan 822 2865, Block 16, Lot 11 (field)

5101 – 45 Street – Plan 822 2865, Block 16, Lot 12 (residential lot)

5105 – 45 Street – Plan 822 2865, Block 16, Lot 13(residential lot)

5109 – 45 Street – Plan 822 2865, Block 16, Lot 14 (residential lot)



## Request for Decision (RFD)

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<b>Topic:</b>	<b>Transportation – Access Point</b>
<b>Initiated by:</b>	Enbridge Pipelines/Michels Canada
<b>Prepared by:</b>	Amanda Davis
<b>Attachments:</b>	1. Site Map

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### Recommendations:

**That the Town of Sedgewick authorize Michels to temporarily access and cross the walking trail South of the Lake Park entrance pending appropriate rig matting used and that the site is returned to its current state.**

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### Background:

Al Mahon, Assistant Construction Manager for Enbridge Pipelines and Lynn Mathews, Superintendent of Michels Canada is seeking the Town's permission to cross the walking trail South of the Sedgewick Lake Park entrance.

The Town signed a contract EEH 0329 whereby permitting Enbridge to bore through Sedgewick Lake Park in 2013.

The pipeline bore is just north of the lake cabin and garage. Michels Canada is requesting to walk their equipment across Range Road 124 directly South of the Cemetery entrance. This means they would have to place rig matting across our walking trail temporarily to access the next quarter section.

At the August 20<sup>th</sup>, 2014 County Council meeting two resolutions were made:

"Council approved to:

1. Change the oiled road ban from 50% to 75% immediately, but grant full load access to the nearest gravel road.
2. Remove the road ban on Range Road 150 (Bruce Road) from Highway 13 to 26.

This change does not require persons or industry to obtain bonding when using any oil top roads. In reality this is expediting the deterioration of the oil tops. If the County finds and can prove a party has caused damage to the oiled roads they will be held responsible for repairs however Superintendent, Daryl Szott confirmed that any repairs would be a transition to a gravel as Flagstaff is totally eliminating oil.

Therefore, Michels has permission to fully utilize RR124.

### Current:

During discussion/site visit with Mathews and Mahon, I sought their assistance to complete upgrades at entrance and exit of the cemetery. Michels believes they can accommodate our request pending permission to cross the walking trail.

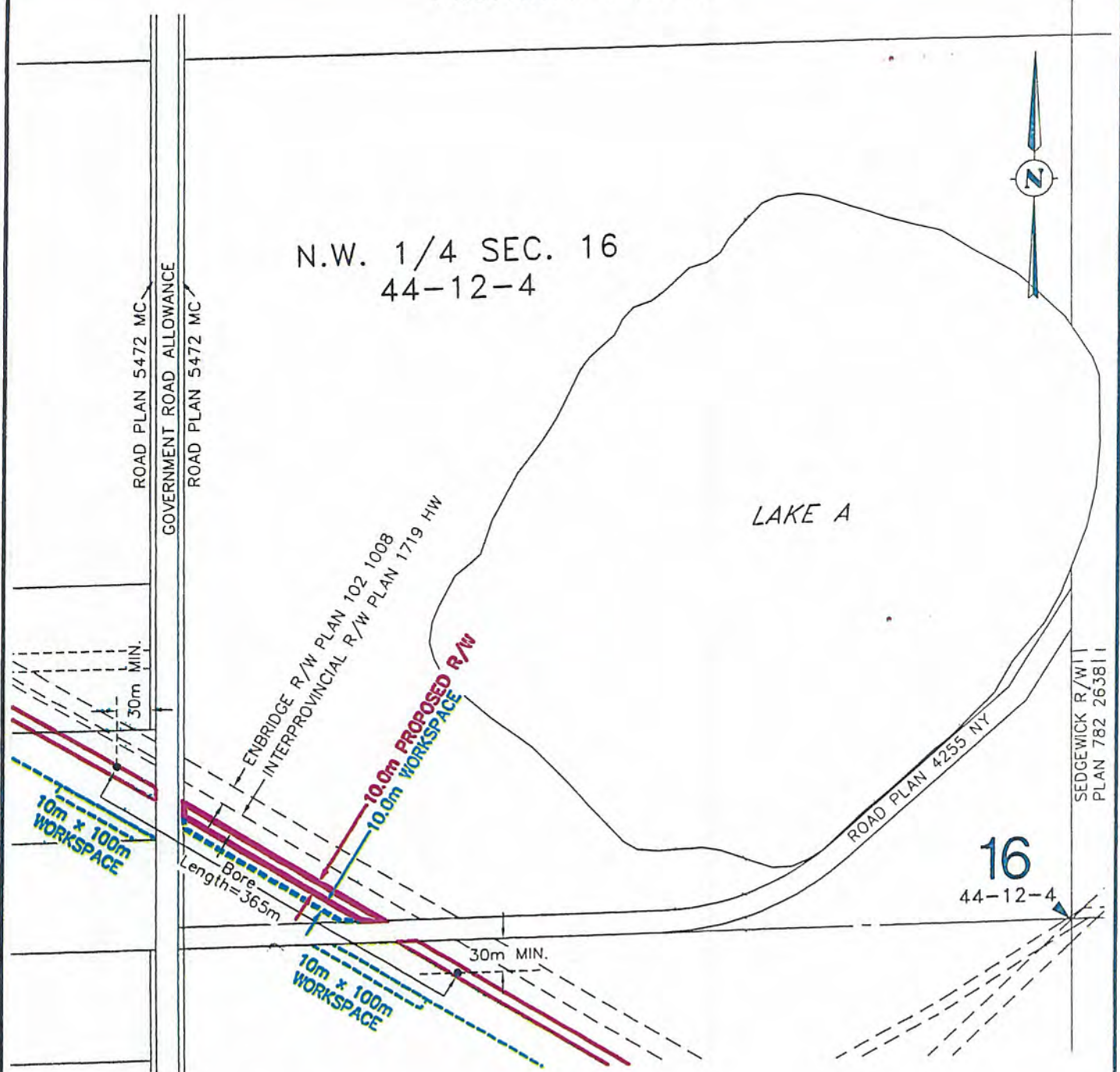
Again, Michels would be responsible to repair any unforeseen damages to our walking trail.







# PROPERTY SKETCH



OWNER(S): THE TOWN OF SEDGEWICK

C. of T.: 101 X22 2

AREA REQUIRED FOR R/W: 0.199 ha (0.49 Ac.)  
 AREA REQUIRED FOR W/S: 0.177 ha (0.44 Ac.)  
 LINEAR DISTANCE ALONG C/L LINE E2H = 196 m

RIGHT OF WAY IS OUTLINED THUS:  
 WORKSPACE IS OUTLINED THUS:  
 BOREHOLE



REV: WORKSPACES REVISED: January 23, 2013

## ENBRIDGE PIPELINES INC.

PROPERTY SKETCH  
 SHOWING APPROXIMATE LOCATION OF  
 PROPOSED PIPELINE RIGHT OF WAY AND TEMPORARY WORKSPACE  
 WITHIN

N.W.1/4 SEC.16-TWP.44-RGE.12-W.4MER.  
 FLAGSTAFF COUNTY - ALBERTA



#140, 2121 Premier Way  
 Sherwood Park, Alberta  
 780.410.2580

DWG NAME: NW16-44-12

DATE: OCT. 25, 2012

DWG BY: JTL

FILE No.: ED41-35722

SCALE: 1:5000

TRACT NO: 0329

CKD BY: DMT

## Request for Decision (RFD)

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**Topic:** Policy C. 2.a Banking Tenders  
**Initiated by:** Administration  
**Prepared by:** Amanda Davis  
**Attachments:** 1. Banking Contract – December 2009  
2. Banking Update – August 5, 2014  
3. Policy C.2.a

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**Recommendations:**

**That Council provide direction on tendering banking services pursuant to Policy C.2.a.**

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**Background:**

On April 1<sup>st</sup>, 2014 the credit union withheld interest on our MSI Account. Attached is a copy of the banking contract with the Credit Union. As stated in the letter, interest shall be applied up to a maximum of \$1,000,000.

Following conversations with Melody Rott, Vision Credit Union Manager a letter was received stating that effective August 1<sup>st</sup>, 2014 the Town would receive an interest rate of Prime less 1% and shall remain unchanged for five years (unless requested by either party).

**Current:**

Policy C.2.a Banking states:

- i. The banking service contract will be re reviewed every three (3) years.
- ii. Tenders may be sent out pursuant to council motion.

The banking contract has not been reviewed since 2009.

Administration request banking proposals from both the ATB & Vision Credit Union on August 7<sup>th</sup>, 2014. After a second review of Policy C.2.a I realize that Administration had no authority to request banking proposals without Council authorization therefore meaning they are NIL and VOID.

Pursuant to Policy C.2.a should Council require the contract be reviewed a motion is in order.



# Battle River Credit Union Ltd.

SEDGEWICK  
Box 127  
4838-47 Street  
Sedgewick, Alberta  
T0B 4C0  
TEL (780)384-3912  
FAX (780)384-3938

December 11, 2009

Town of Sedgewick  
Box 129  
Sedgewick, AB T0B 4C0

**Re: Proposal for Banking Services**

**Attention: Thelma Rogers**

In response to your request for a proposal for banking services, we are pleased to submit an outline for your banking service needs. Please find attached the services and their applicable charges as requested.

2.0 Battle River Credit Union Ltd. is a legal financial institution.

3.0 Account maintenance

Interest paid monthly on deposit accounts at Prime minus 2% (Prime is currently 2.25%). Interest is calculated on minimum daily balance and is subject to a maximum balance of \$1,000,000.00. Amounts in excess of the maximum would be subject to negotiation, taking into consideration the length of time involved. Term deposits are readily available as required, at competitive rates and terms.

A corporate credit card can be applied for through CUETS Credit Union Mastercard – applications are available in branch.

The Credit Union Deposit Guarantee Corporation guarantees repayment of all deposits with Alberta Credit Unions, including accrued interest. Credit Union deposits are 100% guaranteed without limit, unlike banks and trust companies.





# Battle River Credit Union Ltd.

SEDGEWICK  
Box 127  
4838-47 Street  
Sedgewick, Alberta  
T0B 4C0  
TEL (780)384-3912  
FAX (780)384-3938

Month end statements for each account are sent out by Credit Union Payment Services the week immediately following the last day of the month, including copies of all cancelled cheques for the period.

The account holder is responsible for the cost of their banking supplies as applicable, including endorsement stamps and pre-printed deposit books. There will be no service charges for deposits, cheques, bill payments or inter account transfers and there will be no account fees charged. All other services will be charged as per the current business account plan, as follows:

Returned Items	\$30.00
Stop Payments	\$15.00
Money Orders	\$ 5.00
Drafts	\$10.00
Wire Transfers	\$15.00 and up
Bank Confirmations	\$50.00 and up

Interac debit machines may be purchased or rented, options for which may be obtained in branch.

On-line and telephone banking services are available for account activity on all accounts, with the ability to view and download transaction details and statements as well as the ability to transfer funds between the account holder's accounts.

Battle River Credit Union Ltd. has an equity program whereby the Board of Directors allocates all of the earnings, after reserve requirements, to the their membership by way of a Profit Share Dividend into a Shared Investment Plan (common share accounts). The allocation to common shares is based on interest paid and interest received. In addition, a percentage of share balances are paid out as cash to the membership annually subject to the direction of the Board of Directors.

Thank you for the opportunity to provide you with a proposal of banking services. If you have any further questions or concerns regarding the above specifications or any other requirements, please do not hesitate to contact our office.

Sincerely,

Kerry Hoyland  
Branch Manager





SEDGEWICK BRANCH

Box 127, 4838-47 Street, Sedgewick, Alberta T0B 4C0  
PHONE 780.384.3912 FAX 780.384.3938

August 5, 2014

Town of Sedgewick  
Box 129  
Sedgewick, Alberta  
T0B 4C0

Dear Madam:

Re: Banking Services

As requested, the banking services has been reviewed and it is agreed that all accounts will be included to earn the existing rate of interest of P-1%, effective August 1, 2014. All other services and charges will remain unchanged.

Unless, otherwise requested by either parties, this will remain unchanged for the next 5 years, to be reviewed again August 2019.

If you have any other questions or concerns please feel free to contact the branch.

Yours truly,

A handwritten signature in black ink, appearing to read "Melody Rott", is written over a horizontal line.

Melody Rott  
Branch Manager



## **TOWN OF SEDGEWICK**

**POLICY SECTION:** C. ADMINISTRATION

**TITLE:** 2. Administration

**SUBSECTION:** a.) Banking

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**PURPOSE:** To insure banking services are received in a timely and cost efficient manner

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**POLICY:**

- i.) The banking service contract will be reviewed every three (3) years.
- ii.) Tenders may be sent out pursuant to council motion.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	March 19, 2009	<b>2009.03.99</b>
<b>Amended</b>		
<b>Amended</b>		
<b>Amended</b>		

## Request for Decision (RFD)

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<b>Topic:</b>	<b>Flagstaff Inter-municipal Partnership (FIP) – Protocol for Regional Cooperation</b>
<b>Initiated by:</b>	FIP Committee
<b>Prepared by:</b>	Amanda Davis
<b>Attachments:</b>	Protocol for Regional Cooperation

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**Recommendations:**

**That Council approve the FIP Protocol for Regional Cooperation as presented.**

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**Background:**

The Flagstaff Inter-municipal Partnership Committee met on July 21<sup>st</sup>, 2014 for their regular meeting and moved to adopt the amended protocol as presented. The protocol requires approval from individual councils.

NOTE\* The committee approved the Regional Cooperation Report as developed in April thereby giving CAO's permission to begin working on individual projects.

**FLAGSTAFF INTERMUNICIPAL PARTNERSHIP  
PROTOCOL FOR REGIONAL COOPERATION**

**BETWEEN:**

VILLAGE OF ALLIANCE;  
TOWN OF DAYSLAND;  
FLAGSTAFF COUNTY;  
VILLAGE OF FORESTBURG;  
VILLAGE OF GALAHAD;  
TOWN OF HARDISTY;  
VILLAGE OF HEISLER;  
TOWN OF KILLAM;  
VILLAGE OF LOUGHEED;  
TOWN OF SEDGEWICK; and  
VILLAGE OF STROME

(Hereinafter referred to as the "Parties")

**WHEREAS** the above local governments have the legislated authority to enter into an agreement for the purposes of sharing resources, expertise, risk and benefits associated with coordinating regional cooperation efforts on behalf of their respective communities.

**WHEREAS** the above parties believe it is in the public interest to pursue regional cooperation for the following reasons:

- Knowledge Sharing – from the skills and experiences of others
- Share human resources – expertise and time
- Better communication for understanding and respecting differences
- Save money on current and/or future expenditures
- Enhance or maintain current service levels
- Provide a new service to meet emerging common needs
- Maximize service delivery efficiency and avoid duplication of effort
- Generate new revenue sources
- Lobby for or access external resources – government or corporate
- Pursue joint advocacy with other organizations and governments

**AND WHEREAS** the above parties feel it is important to provide a framework to guide regional cooperation in the areas of:

- Agreeing on general principles (Section 1) to guide organizational relations
- Create a defined structure (Section 2) to represent all parties
- Facilitate effective communication (Section 3) between the parties
- Selecting suitable shared service and strategic topic candidates (Section 4)
- Following a process (Section 5) to pursue specific areas for cooperation
- Using a concerns process (Section 6) to address issues arising
- Identifying general conditions (Section 7) to guide regional cooperation efforts

**NOW THEREFORE**, the above parties wish to declare their spirit of fellowship by entering into a Protocol for Regional Cooperation with the following considerations:

## **1.0 GUIDING PRINCIPLES**

The parties agree to the following principles to guide regional cooperation efforts:

- 1.1** To have defined communication channels to share information.
- 1.2** To encourage respect of different views and interests.
- 1.3** To pursue relations based on transparency and openness.
- 1.4** To work together in attempts to resolve issues.
- 1.5** To develop a consultative process to ensure shared goals and efforts.
- 1.6** To respect jurisdictional interests.
- 1.7** To acknowledge not all parties need to be involved in each regional project.
- 1.8** To advance shared interests to other levels of government with a common voice.
- 1.9** To ensure the public awareness of the progress and results of regional cooperation.

## **2.0 STRUCTURE**

The parties agree to the following structure to promote effective cooperation:

### **2.1 Steering Committee**

- 2.1.1** The membership of the Steering Committee is made up of one elected official, as appointed by their individual council from the eleven parties. An alternate elected official may attend Steering Committee meetings from time to time when the appointed individual is not available.
- 2.1.2** The Steering Committee shall be referred to as the Flagstaff Intermunicipal Partnership Committee.
- 2.1.3** The Steering Committee is responsible to:
  - 2.1.3.1** Coordinate regional cooperation efforts and Regional Cooperation Forum meetings;
  - 2.1.3.2** Suggest opportunities for cooperation and information dissemination;
  - 2.1.3.3** Develop work plan(s) for the review and consideration of the parties;
  - 2.1.3.4** Facilitate decision-making by Councils on regional cooperation initiative;
  - 2.1.3.5** Select a Chairperson as a spokesperson and to chair meetings.

### **2.2 Chief Administrative Officers (CAO) Committee**

- 2.2.1** The CAOs of each party are responsible to meet regularly to:
  - 2.2.1.1** Support the Steering Committee;
  - 2.2.1.2** Annually assess the performance of the Coordinator (see below);
  - 2.2.1.3** Coordinate efforts to implement the work program;
  - 2.2.1.4** Prepare or review reports on shared service projects
  - 2.2.1.5** CAOs shall attend all Steering Committee meetings as a participating but non-voting member;

### **2.3 Coordinator**



**2.3.1** The designated Coordinator is the party which has agreed to undertake the management role and is responsible to:

**2.3.1.1** Coordinate administrative support to the Steering Committee;

**2.3.1.2** Work with the Chairperson to prepare notice of meetings and agendas;

**2.3.1.3** Oversee the development and implementation of the regional cooperation strategy.

## **2.4 Regional Cooperation Forum**

**2.4.1** The Regional Cooperation Forum is made up of all elected officials of each party and is expected to meet semi-annually to:

**2.4.1.1** Assess the progress of regional collaboration efforts;

**2.4.1.2** Evaluate shared services and determine areas for attention;

**2.4.1.3** Examine and determine strategic opportunities for cooperation;

**2.4.1.4** Establish a schedule for regular meetings;

**2.4.1.5** Adopt a communications strategy for joint decisions;

**2.4.1.6** Review and approve the regional cooperation strategy.

## **3.0 COMMUNICATIONS**

### **3.1 Steering Committee**

**3.1.1** The Steering Committee will operate in an open and transparent manner, in terms of participating Councils. Individual Councillors on each Council will be welcome to attend Steering Committee meetings as observers. Meetings of the Steering Committee will be public, unless issues of a legal nature or negotiations are being discussed.

**3.1.2** Requests for information, presentations, etc., on issues being addressed by the Steering Committee will be directed to and responded to by the Chair.

**3.1.3** The Committee will provide for regular reporting to the public, through media releases, public information meetings, etc. To the extent possible, the Chair will ensure that Councils are informed before a public release is issued.

### **3.2 Referrals**

**3.2.1** The parties agree to use the best efforts to provide referrals to potentially affected parties prior to a local Council decision being made.

**3.2.2** The purpose of the referral is to provide the other party with timely and sufficient information for meaningful dialogue only prior to either Party taking a position or making a decision.

## **4.0 SHARED SERVICES AND STRATEGIC TOPICS**

**4.1** The parties agree to use the following guidelines to assess areas for regional cooperation:

**4.1.1** A Shared Service candidate is a service or program that one or more parties provide or may want to apply.

**4.1.2** A Strategic Topic is an issue or opportunity that one or more parties want to address.

**4.1.3** Shared Service or Strategic Topic criteria (Display 1) are intended to be used to:

**4.1.3.1** Evaluate the success likelihood of a potential area for regional cooperation;

**4.1.3.2** Clarify expectations of the parties if the topic is addressed;

- 4.1.3.3 Identify requisite conditions for success at the start of an initiative;
- 4.1.3.4 Explore the actions required to sustain the initiative.
- 4.1.4 Shared Service candidates offered by any party are expected to be:
  - 4.1.4.1 Assessed by the party suggesting the candidate;
  - 4.1.4.2 Submitted with supporting documentation of the area assessment;
  - 4.1.4.3 Discussed with potential regional cooperation parties before detailed analysis;
  - 4.1.4.4 Reviewed at a CAO meeting prior to a Steering Committee meeting;
  - 4.1.4.5 Considered at a Regional Cooperation Forum, where possible.

## 5.0 PROJECT PROCESS

- 5.1 The parties agree to the following steps for identifying, selecting, implementing and monitoring shared services and strategic topics for regional cooperation.
- 5.2 Shared Services
  - 5.2.1 A notice of initiative is provided by the initiating party when it wants to examine a service with regional cooperation potential or possible jurisdictional implications, by submitting a written notification to all other parties. The notification must be supported by a Council Resolution. Wherever possible, the idea should be introduced at a Regional Cooperation Forum.
  - 5.2.2 Other parties indicate their interest and/or concerns to the initiating party about the proposed regional cooperation project, so that they can be addressed or acknowledged in the preliminary examination, within forty-five (45) days.
  - 5.2.3 The initiating party conducts a preliminary examination using the regional cooperation candidate criteria contained in Section 4.1.3 in partnership with other interested parties.
  - 5.2.4 The initiating party is responsible to coordinate a discussion of the regional cooperation project with the other parties by:
    - 5.2.4.1 Providing a written report of its preliminary examination to all other parties;
    - 5.2.4.2 Placing a matter on the Steering Committee meeting agenda for direction;
    - 5.2.4.3 Facilitating discussion at a regular or special Regional Cooperating Forum.
  - 5.2.5 Two (2) or more parties may pursue the feasibility of a regional cooperation project by way of a "Feasibility Memorandum" to include (but not limited to):
    - 5.2.5.1 Scope for the feasibility analysis and concerns of other parties to be addressed;
    - 5.2.5.2 Degree to which fiscal and human resources will be cost shared by the parties.
  - 5.2.6 The Feasibility Stage produces a detailed business plan to include:
    - 5.2.6.1 Resolution of key requirements to sustain the regional cooperation initiative;
    - 5.2.6.2 Identification of critical success indicators to be achieved and monitored;
    - 5.2.6.3 Preparation of a draft shared services contract.
  - 5.2.7 The parties formally commit to a shared service project by way of a contract that is:
    - 5.2.7.1 Reviewed by the CAOs (and legal counsel) on behalf of all or each party;
    - 5.2.7.2 Ratified by a resolution (or bylaw) by the respective parties.
  - 5.2.8 The shared service contract must include implementation considerations such as:

5.2.8.1 Identification of the lead party designate(s) responsible for implementation;

5.2.8.2 Success indicators and desired results to evaluate the initiative;

5.2.8.3 Sharing of financial resources and other organizational resources.

**5.3 Strategic Topics**

5.3.1 Strategic Topics may be introduced at a Forum through the Steering Committee to:

5.3.1.1 Discuss the scope and possible strategies with required resources and actions;

5.3.1.2 Determine if at least two (2) parties wish to place it on the Regional Cooperation Work Program.

**6.0 CONCERNS PROCESS**

6.1 The parties agree to the following process for addressing complaints related to Shared Services.

6.1.1 The steps for dealing with complaints related to Regional Cooperation include:

6.1.1.1 An individual Councillor or CAO must raise their concern with their own Council;

6.1.1.2 A Council Resolution is required for a party to take action;

6.1.1.3 The 'complaint' party is to give a response time frame within ten (10) working days;

6.1.1.4 A ninety (90) day requirement for the issue to be addressed by the parties;

6.1.1.5 Provision of rationale for extensions to the above ninety (90) day response requirement;

6.1.1.6 The 'complaint' party is expected to bring the complaint to the Steering Committee;

6.1.1.7 The Steering Committee will monitor the follow-up to complaints.

6.2 The options for dealing with an unresolved conflict between the parties include:

6.2.1 A CEO of one party may facilitate discussions with other parties;

6.2.2 Discussion at the Steering Committee meetings in an attempt to resolve the matter;

6.2.3 Retain a third party to facilitate a resolution process; and/or

6.2.4 Agree to a legal proceeding to decide on the matter.

6.3 A party (or service authority) must notify other parties of services changes that reflect:

6.3.1 Modifications to service contract conditions;

6.3.2 Significant change in an existing policy or a new proposed policy;

6.3.3 Reallocation of monies that exceed the approved authority level;

6.3.4 Adjustments to service levels that are not reflected in the contract.

6.4 The steps for dealing with complaints related to the Coordinator include:

6.4.1 An individual Councillor or CAO must raise their concern with their own Council;

6.4.2 A Council resolution is required for a party to take action;

6.4.3 The 'complaint' party is required to provide to the Coordinator, in writing, a summary of the complaint and suggested action(s) to remedy the complaint;

6.4.4 The 'complaint' party is to be given a response timeframe within ten (10) working days

6.4.5 The Coordinator will provide a response to the complaint, in writing, within sixty (60) days of receiving notice of the complaint issue.

**6.5** The options for dealing with an unresolved conflict between the complaining party (ies) and the Coordinator include:

**6.5.1** A CEO of one party may facilitate discussions with other parties;

**6.5.2** Discussion at the Steering Committee meetings in an attempt to resolve the matter;

**6.5.3** Retain a third party to facilitate a resolution process;

## **7.0 CONDITIONS**

**7.1** Any party may withdraw from this protocol with six (6) months' notice to other parties.

**7.2** The purpose of referrals is to provide parties with timely and sufficient information for meaningful consultative dialogue, prior to any of the parties making a decision which may impact upon the other party.

**7.3** Notices and referrals referred to in the Protocol shall be delivered in writing to all the signatories to this agreement.

**7.4** Nothing in this Protocol shall be constructed as to fetter the legislative discretion of the parties within their respective jurisdiction, or to oblige either party to pursue an action, the application of any laws, statutory or otherwise.

**7.5** It is acknowledged that the spirit of this Protocol will be reflected in each of the party's best efforts rather than any enforceable obligations to implement its terms and conditions.

**7.6** The Protocol may be amended upon agreement to all parties.

As evidence of their agreement to the above terms, the parties have executed this Protocol as set out below.

**ASSENTED TO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014 BY:**

### **VILLAGE OF ALLIANCE**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

### **TOWN OF DAYSLAND**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Office

## FLAGSTAFF COUNTY

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Reeve

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Chief Administrative Officer

## VILLAGE OF GALAHAD

---

Mayor

---

Chief Administrative Officer

## TOWN OF HEISLER

---

Mayor

---

Chief Administrative Officer

## TOWN OF LOUGHEED

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Mayor

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Chief Administrative Officer

## VILLAGE OF STROME

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Mayor

---

Chief Administrative Officer

## VILLAGE OF FORESTBURG

---

Mayor

---

Chief Administrative Officer

## TOWN OF HARDISTY

---

Mayor

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Chief Administrative Officer

## VILLAGE OF KILLAM

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Mayor

---

Chief Administrative Officer

## VILLAGE OF SEDGEWICK

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Mayor

---

Chief Administrative Officer



## Open Discussion

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**Topic:** Strategic Plan Update  
**Initiated by:** Administration  
**Prepared by:** Amanda Davis  
**Attachments:** n/a

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### Short Term Goals:

1. Erect Signage throughout Town	Signs have been ordered, Flagstaff Printing had not made the signs as of the beginning of August. They should be ready shortly.
2. Regional Recreation	<ul style="list-style-type: none"> <li>Flagstaff County had dropped the regional recreation program – we need to facilitate a meeting with the Ag Society to discuss their new funding allocation;</li> <li>Applications have been received for the recreation manager position and shall be shortlisted for interviews (end of August beginning of September).</li> </ul>
3. Purchase of SW9-44-12 W4M	<ul style="list-style-type: none"> <li>Additional meeting required with J. Cheram regarding purchase and/or lease. Nothing has been settled at this time.</li> </ul>
4. Rebranding	<ul style="list-style-type: none"> <li>Rebranding deadline is September 30<sup>th</sup>, 2014. We've placed posters and drop boxes in 4 locations. We've spoke with the school teachers requesting their assistance promoting this rebranding initiative.</li> <li>Perhaps a Town Hall meeting should occur again to discuss this project.</li> </ul>
5. Main Street Lot Development	<ul style="list-style-type: none"> <li>Public meeting held – various ideas have been addressed; recently held a discussion with a party interested in purchasing and developing. Admin. is continuing consultation with this party.</li> </ul>
6. Walking Trail Expansion Project	<ul style="list-style-type: none"> <li>Contracted Stantec Engineering to prepare a schematic to present to the public. This drawing should be ready within the next two weeks. A public meeting should follow.</li> </ul>

Long Term Goals:

1. Residential Subdivision	<ul style="list-style-type: none"><li>• Engineering tender approved;</li><li>• Survey completed;</li><li>• Geotechnical is scheduled for August 28<sup>th</sup>, 2014</li><li>• Committee Meeting required to address some design variables – Admin is waiting on additional information from the engineers prior to the meeting.</li></ul>
2. Main Street Redevelopment	<ul style="list-style-type: none"><li>• No action taken.</li></ul>
3. Infrastructure Replacement	<ul style="list-style-type: none"><li>• No action taken.</li></ul>

## Open Discussion

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**Topic:** Round Table  
**Initiated by:** Mayor Robinson  
**Prepared by:** Amanda Davis  
**Attachments:** n/a

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### **Background:**

Mayor Robinson identified the need to continue with round table discussions. The intent of the discussion is to provide members of council an opportunity to address ideas or concerns in an open manner.

Process for a round table:

Each Councillor has the opportunity to speak for approx. 5 minutes, there should NEVER be decisions made or deliberated at this point. This is strictly an opportunity for open communication however Council may direct Administration to provide follow-up information at the next meeting.

Reminder, stay focused and on track or meetings could get very lengthy.