

April 9th, 2015

Agenda

Special Monthly Meeting – Call to Order – 6:00 PM

Adoption of Agenda –

Business:

- | | |
|--|-----------|
| 1) Recreation Funding Committee – Bylaw/Appointment | B1 |
| 2) Cemetery Bylaw #513 – Public Engagement Session | B2 |
| 3) Collaborative Meeting – Flagstaff County, Points of Contention | B3 |
| 4) Residential Subdivision – Tenders | B4 |
| 5) In-Camera – Legal – Closed Session | B5 |
| 6) Round Table - | |
| 7) | |
| 8) | |

Adjournment -

Request for Decision (RFD)

Topic: Recreation Funding Committee (RFC) Appointments
Initiated by: Bylaw #515
Prepared by: Amanda Davis
Attachments: 1. RFC Bylaw #516 - Draft

Recommendation:

1. That Sedgewick Town Council appoint the following members to the Recreation Funding Committee, Andrew Hampshire, Pam Kotylak, Travis Smith, Kari Sanders, Aleska Johnson, Cory Gagnon, Connie McArthur, Barb McConnell, Richard Debock and Clr. G. Sparrow or Clr. E. Skoberg.
 2. That Council give first reading to Bylaw #516.
 3. That Council give second reading to Bylaw #516.
 4. That Council have third reading of Bylaw #516.
 5. That Council give third and final reading to Bylaw #516.
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Background:

Pursuant to the Town of Sedgewick's RFC Bylaw #515, Council is responsible to appoint membership.

Since the March 12th, 2015 regular Council meeting administration met and or consulted with the following organizations:

1. Sedgewick Ag Society;
2. Sedgewick Rec Board;
3. Sedgewick Library Board;
4. Sedgewick Hall Board;
5. Battle River Art Club;
6. Flagstaff Players

Each of the organizations were provided the approved bylaw as well as an overview and or introduction to the process.

Current:

The following person(s) have request appointment on the board.

Ag Society,

1. Andrew Hampshire,
2. Pam Kotylak,
3. Travis Smith

(alternates, Melvin Luntz, Kelly McDowell)

Rec Board,

1. Kari Sanders,
2. Aleska Johnson

(alternates, Cory Gagnon, Connie McArthur)

Arts & Culture,

1. Barb McConnell

(alternate, Richard Debock)

A matter that was discussed during the organizational structure meeting was the Phase II application deadline. A valid point was brought up – our process indicates that the Phase II deadline is August 1st – this timeline is not conducive to the public, summer holidays, recreation season etc.

We would like to propose that the Phase II deadline be changed to September 15th – this change will result in Council approving a revised bylaw. As there have been no engagement sessions with the public, the amendment will not have major impacts – an email was distributed to all potential committee members on March 24th regarding the revision request.

- Additional revision, notations that alternates must also be approved and appointed by Council.

Bylaw #516
of the Town of Sedgewick
Province of Alberta

A bylaw of the Town of Sedgewick in the Province of Alberta to provide for the operations and use or recreation funding.

WHEREAS Section 145 of the *Municipal Government Act*, R.S.A 2000, M-26, as amended, authorizes municipalities to enter into a bylaw to establish and Recreation Funding Committee;

AND WHEREAS the Council for the Town of Sedgewick has determined that it is appropriate to establish a Recreation Funding Committee for the purpose of allocating recreation funding;

NOW THEREFORE, in consideration of the promises, mutual terms, covenants and conditions herein, the parties agree as follows:

1. **DEFINITIONS**

1.1 In this Bylaw, the following terms shall have the following meanings, unless the context specifically required otherwise:

- (a) “ACT” means the Municipal Government Act, R.S.A 2000, Chapter M-26, as amended from time to time;
- (b) “ADMINISTRATION” means administrative staff from within the Sedgewick Town Office;
- (c) “CAPITAL GRANT” means funds required to assist with repair or replacement of an asset;
- (d) “CHIEF ADMINISTRATIVE OFFICER (CAO)” means the Administrative head of the municipality appointed by Town Council;
- (e) “CULTURAL GROUP” means a group associated with arts and cultural events within the Town of Sedgewick and/or Flagstaff Region.
- (f) “DIRECTOR OF PARKS AND RECREATION (Director of P&R)” means a recreation employee of the Town of Sedgewick;
- (g) “OPERATIONAL GRANT” means funds required to assist in the operational cost of a project/program;
- (h) “ORGANIZATIONAL SUCCESS” means a success that has been achieved from the operations of a program;
- (i) “PROJECT/PROGRAM” means one in the same – a planned series of events;
- (j) “PURPOSE” means the reason for which something is done or created or for which exists;
- (k) “RECREATION FUNDING COMMITTEE (RFC)” means a committee appointed by Council resolution;
- (l) “RECREATION GROUP” means a group of person(s) associated with a recreation program within the Town of Sedgewick and/or Flagstaff Region;
- (m) “TOWN” means that Town of Sedgewick;
- (n) “TOWN COUNCIL” means elected officials for the Town of Sedgewick;
- (o) “RECREATION FUNDING COMMITTEE (RFC)” means the volunteer board comprised of seven (7) members appointed by Town Council;
- (p) “USER GROUP” means an organization of users that share an interest in a similar project and/or activity;

1.2 All other terms used in this Bylaw shall have the meaning assigned to in the Act.

2. **ESTABLISHMENT**

2.1 The RFC is hereby established.

2.2 A Committee has all the powers, duties and responsibilities of the RFC as directed by Town Council.

2.3 A decision of the Committee is a decision of the RFC.

2.4 The RFC shall operate in accordance with the Policies and Procedures attached hereto as Schedule “A”.

3. **RFC MEMBERSHIP**

3.1 The RFC shall be appointed by Council resolution and shall consist of seven (7) volunteer members:

- (a) Three (3) members from the Sedgewick Agricultural Society;
- (b) Two (2) members from the Sedgewick Recreation Board;
- (c) One (1) member from an Arts and Culture group that operates within the corporate limits of the municipality;
- (d) One (1) member from Town Council.

3.2 ..

3.3 Appointment to the RFC Committee shall be on a three (3) year term. One member from the Sedgewick Agricultural Society and one member from the Sedgewick Recreation Board shall be appointed on a four (4) year term to ensure continuity.

3.4 A retiring Member may be re-appointed to the RFC upon the expiration of the Member’s term but the person must re-apply for appointment to Town Council.

3.5 Members shall adhere to the Policies and Procedures set out in Schedule “A” as attached hereto.

3.5 A Member’s appointment may be rescinded if the Member:

- i. Fails or refuses to adhere to the Policies and Procedures as set out in Schedule “A”.

4. **RFC ADMINISTRATION**

4.1 A secretary will be provided by the Town and shall be responsible to the RFC as follows:

- i. Preparation of all meeting packages;
- ii. Preparation and completion of all financials for the RFC;
- iii. Recruit and orient new members;
- iv. Develop and run training sessions and workshops for grant applicants and grant recipients;
- v. Advise on prospective grant applications;
- vi. Facilitate communication between project grantees and the RFC;
- vii. Completion of a Preliminary Assessment and follow-up on all grant applications;
- viii. Review of all follow-up forms from user groups;
- ix. Publication of all grant award recipients.
- x. Complete distribution of final grant payments pending review of completed Follow-up forms.
- xi. Any other administrative duties that are necessary for the RFC to operate and function effectively.
- xii. Such other matters that the RFC may direct.

5. **RFC ACCOUNTING**

5.1 Town Administration shall be responsible for the preparation and completion of all financial and accounting practices.

5.2 The RFC shall have an individual set of books that shall be administered by the Town.

5.3 Signing authority – the RFC must appoint and authorize two members as signatory personnel. The Town’s signatory personnel shall have authority on the RFC Committee. All

Comment [A1]: Council shall appoint committee alternates by resolution as follows:
(a) Two (2) members from the Sedgewick Agricultural Society;
(b)Two (2) members from the Sedgewick Recreation Board;
(c) One (1) member from and Arts and Culture group.

Appointed committee alternates may step in if the standing member from their organization is unable to attend.

disbursement must be signed by one member appointed by the RFC and the CAO and/or his delegate.

5.4 Administration shall complete a yearend internal financial review which shall be prepared for by RFC by February 28 of each year and forwarded to the Sedgewick Agricultural Society.

5.5 All costs associated with the RFC start up shall be automatically deducted from the available recreation funding.

6. **FUNDING COMMITMENT**

6.1 Funds associated with the committee shall be received from the Sedgewick Agricultural Society annually as allotted from Flagstaff County.

6.2 The Town shall provide a detailed request for a lump sum contribution for the operation of the Sedgewick Recreation Facility. The RFC funding committee shall allocate the required funds pending review without the use of the recreation grant system annually.

6.3 Any RFC funds that have not been spent by December 31st of each year shall be placed in a capital reserve account for future projects.

7. **SCHEDULES**

- Schedule “A” – Policies and Procedures
- Schedule “B” – Grant Application Guidelines
- Schedule “C” – Grant Application Process
- Schedule “D” – Grant Application
- Schedule “E” – Grant Review Process
- Schedule “F” – Preliminary Review Card
- Schedule “G” – Secondary Review Card
- Schedule “H” – Follow-up Form

8. **AMENDMENT OF BYLAW**

Bylaw 515 is hereby rescinded.

9. **ENACMENT**

9.1 This bylaw shall take effect on _____.

READ a first time this 25 day of March 2015.
READ a second time this 25 day of March 2015.
READ a third time by unanimous consent of council this 25 day March 2015.

Perry Robinson, Mayor

Amanda Davis, CAO

SCHEDULE "A"
RECREATION FUNDING COMMITTEE BYLAW #516
POLICIES AND PROCEDURES

1. APPLICATION

- 1.1 These Policies and Procedures shall apply to all meetings of the board.
- 1.2 Any matter of meeting procedure which is not herein provided for, shall be determined according to the most current edition of Robert's Rules of Order.
- 1.3 Procedure is a matter of interpretation by the Chair.
- 1.4 In the event of a conflict between the provisions of these Policies and Procedures and *Roberts Rules of Order*, the provisions of these Policies and Procedures shall prevail.

2. CHAIR AND VICE CHAIR

- 2.1 At the first meeting of the board, the Members shall elect from their membership a Chair and Vice-Chair by majority vote.
- 2.2 The Chair:
- (a) Shall preside at the board meetings,
 - (b) Shall ensure that all board meetings are conducted in a fair and impartial manner,
 - (c) May limit a submission if the Chair determines it to be repetitious
- 2.3 The appointment of the Chair and Vice-Chair shall be on a three (3) year term.
- 2.4 In the event of the absence or inability of the Chair to preside at a board meeting, the Vice-Chair shall preside.
- 2.5 In the event of the absence or inability of both the Chair and the Vice-Chair to preside at a meeting, the Members present constituting a quorum shall elect one of the Members to preside as acting Chair for that meeting.

3. COMMITTEE MEMBERSHIP

- 3.1 Committee membership shall consist of the following:
- (3) members from the Sedgewick Agricultural Society;
 - (2) members from the Sedgewick Recreation Board;
 - (1) member from a Sedgewick Arts and Cultural group;
 - (1) member from Sedgewick Town Council.
- 3.2 Members shall be appointed by resolution of Council.

4. MEETINGS

- 4.1 The board shall have a minimum of three meetings per year to address grant applications as well as to review the application process.
- (a) Phase I meeting shall commence no later than May 15th,
 - (b) Phase II meeting shall commence no later than August 15th,
 - (c) Annual application review process no later than October 31st

Comment [A1]: September 15th

SCHEDULE "A"
RECREATION FUNDING COMMITTEE BYLAW #516
POLICIES AND PROCEDURES

4.2 All meetings shall be open to the public.

4.3 Meetings shall be held in the Council Chambers of the Sedgewick Town Office located at 4818-47th Street, Sedgewick Alberta, T0B 4C0.

5. QUORUM

5.1 Four (4) members shall constitute a quorum of the board.

6. VOTING

6.1 Each member shall only have one (1) vote.

6.2 Motions do not require seconders.

7. DECISIONS

7.1 Only members present for the entire board meeting shall participate in making of a decision on any matter before it.

7.2 The decision of the majority of Members present at the meeting shall be deemed to be the decision of the whole board.

7.3 All decisions shall be recommended to Town Council for final approval/rejection.



Town of Sedgewick – “SCHEDULE B” - Recreation Grant Application Guideline

Grant Overview:

Flagstaff County deemed it appropriate to allocate Recreation funding to our Towns and Villages through our Ag Societies effective January 1st, 2015; in turn Ag Societies are responsible to distribute funding to recreation user groups within their respective municipalities.

The Sedgewick Ag Society has transferred the \$127,026 recreation allocation to the Town of Sedgewick for distribution. Over the next year, the Town of Sedgewick will be running a *trial* grant system similar to the former Regional Recreation Program offered by Flagstaff County.

At this time our goal is to ensure all our facilities operate in a state of cost recovery while ensuring the best recreational opportunities are available for all users. We also support programs that benefit our citizens regionally.

*Note – Flagstaff County Council has not defined their objectives regarding the use of the recreation funds therefore we cannot guarantee receipt of long-term financial support. We encourage your group/organization to strive to find alternate sources of funding to offset your programs now and into the future.

Program Objectives:

The Town of Sedgewick’s objective is to provide recreation grants that offset the operational expense of recreation activities for all ages within Sedgewick’s corporate limits and surrounding areas.

The intent of the program is not to enhance user groups’ financial status it is to help cover the costs of our facilities and your programs. If your organization/program is sustainable we strongly encourage your support for less viable programs and/or increase/offer enhanced training and skill building options.

As a reminder to all applicants if our facilities are unable to sustain themselves the Town may have to increase property taxes to offset deficits therefore we are requesting that your applications are as accurate as possible.

Priorities for Funding:

Although each application is determined to be successful on a case-by-case basis, applications should meet at least one of the following priorities:

- Programs that contribute to ongoing use of recreation facilities within the Town and surrounding area.
- Projects that can reasonably demonstrate future financial feasibility.
- Capital projects that retrofit current facilities so as to decrease normal operating costs.
- Projects that revitalize well used programs.
- Projects that enhance skill/team building.
- Projects/programs that attend to a wide demographic.

Eligibility:

To be eligible for the Town of Sedgewick’s Recreation Grant Program, applicants must be one of the following:

- A recreation user group (example, Sharks Minor Hockey, Flagstaff Fusion, Sedgewick Golf Club etc.)
- A cultural user group (example, Sedgewick Library, Battle River Art Club, Flagstaff Players etc.)
- An Agricultural Society
- A school



Town of Sedgewick – “SCHEDULE B” - Recreation Grant Application Guideline

Eligible Project Criteria:

- Applications must be submit to the Town of Sedgewick Administrative Office no later than May 1st, and/or August 1st.
- Application Phase must be clearly recorded on applications.
- Funds must be accounted for and used by December 31st of each year.
- Projects may begin January 1st however funding may not be granted.
- Capital projects must be complete within two years of receiving funds.
- Projects must not duplicate existing programs and services already available in the community.
- Funds must be used for the purpose for which they were approved or recipient must repay the full amount. Failure to repay funds may result in future ineligibility.
- Recipients must complete and submit a Follow-Up form within sixty (60) days of completion of the project and account for all expenses.
- The Town of Sedgewick reserves the right to refuse or amend funding requests within any application.

Comment [A1]: September 15th

Eligible Expenses:

- Renovation and repairs to existing structural, electrical or mechanical systems in order to upgrade existing facilities to improve operational efficiencies and comply with current building codes, or to enhance programs offered within the facility.
- Costs of offering recreation programming within the Town of Sedgewick and surrounding areas.
- Start-up costs for new programs.

Ineligible Expenses:

- Retirement of debt
- Cost of developing a proposal
- Assessment studies
- Cash, prizes, gift cards, food hampers, awards/trophies/plaques
- Promotional items
- Permanent staff salaries
- Other expenses that the Town Council may deem inappropriate as recommended by the Recreation Funding Committee.

Funding Obligations:

- Successful applicants must submit a Follow-up form to the Town of Sedgewick’s Director of Parks and Recreation within sixty (60) days of project completion. Follow-Up forms will be provided to the recipient with their initial grant payment.
- Recipients must submit a photocopy of actual receipts or an audited financial statement that has been prepared by a recognized audit firm and signed by two Board Members. The audited financial statement must clearly outline the grant received as well as specific expenses related to the project. Original documents and receipts must be kept by the recipient for seven (7) years as per recognized accounting principles.
- Unused recreation funds, or funds used for purposes other than what was approved must be returned to the Town of Sedgewick.
- Operational projects must be completed by December 31st of each current year.
- Capital projects must be completed within two years. Extension may be granted by Town Council upon receiving a written request as recommended by the Recreation Funding Committee.
- Failure to meet the above obligations may result in restricted access to future recreation funding.



Town of Sedgewick – SCHEDULE “C” - Recreation Grant Application Process

Application Process:

Applications must be sent to the Town of Sedgewick’s Director of Parks and Recreation at P.O. Box 129, Sedgewick, AB T0B 4C0 postmarked May 1st, and/or August 1st, 2015 or emailed to recreationgrants@sedgewick.ca.

All applications must be legible; any illegible grants may become ineligible. Applications received via facsimile (fax) shall not be accepted.

Comment [A1]: September 15th

Funding Distribution Process:

There shall be two rounds of applications:

- Phase I - deadline of May 1st, 2015 at 12:00 NOON
- Phase II - deadline of August 1st, 2015 at 12:00 NOON

Successful applicants:

- Round one applicant shall receive notification regarding the success of their application by May 30th.
- Round two applicants shall receive notification regarding the success of their application by August 31st, 2015.

Comment [A2]: September 15th

Comment [A3]: October 15th

Funds Distribution:

- Successful applicants shall receive an initial grant allocation of 50%.
- Successful applicants shall receive the remaining 50% grant allocation upon the successful completion of the Follow-Up Form.

***Note** – Recreation grants funds follow a calendar year with the date ending December 31st. Please apply accordingly.

The Application Breakdown:

1.0 Applicant Information

Organization Name – Insert the name of the organization you are representing. (ie. Sharks Minor Hockey)

Address – Insert the mailing address for the organization you are representing. (ie. PO Box 000, Sedgewick, AB T0B 4C0)

Contact Person & Information – Insert the name of the individual who shall be contacted should there be any queries arising from within the application. **The contact person must be educated and knowledgeable on the contents of the application submit.**

Non-profit/Society Number – Should this apply to your organization insert the appropriate number.

2.0 Project Overview

Project Title – Apply a title to your project (ie. Flagstaff Fusion Lacrosse Youth Development).

Project Start Date – Insert the anticipated start date of your project.

Project End Date – Insert the anticipated end date of your project.

Location – Indicate where your project shall take place (ie. Sedgewick Recreation Centre)

Phase – Means the round of application your project applies to. (Phase I, Spring – Phase II, Fall).



Town of Sedgewick – SCHEDULE “C” - Recreation Grant Application Process

Amount Requested- Indicate the amount requested for your project (reference Section 5.0)

Total Project Expense – Insert total project expense.

Capital/Operating Application – Check the box that applies to your application.

3.0 Application Profile

3.1 Organizational Overview – Provide a brief description of your organization and your organizations purpose.

3.2 Organizational Successes – List three (3) organizational successes that you have achieved over the past five (5) years. (ie. Twenty five new registrants for the canskate program in 2014).

3.3 Executive Membership – Provide a list of the executives on your committee and their appointed position. (ei. John Doe, President...)

4.0 Project Description

4.1 Summary of Project – Provide a brief summary of the project you are applying for; what is the project.

4.2 Explain the need for project funding – Provide a brief summary as to why your project requires additional funding. (ie. to offset full cost recovery expenses). Make clear detailed points.

4.3 What is the target age for the project – Indicate the age group that will benefit from the project. (ie. Ages 5-16)

4.4 Anticipated Users – How many users are you targeting for this program? Ensure numbers are realistic to the proposed program/project.

5.0 Project Budget

Income/Expenses – Provide a breakdown of all project income and expenses. The *PROJECT TOTAL* must balance. Ensure you do not over apply as funds are limited.

Insert a title for all listed expense along with the value. (Ex. Income, “Enbridge donation” - \$1,000).

6.0 Applicant Agreement

Organization Name – Same as 1.0 in Applicant Information (Ex. Sharks Minor Hockey)

Signature of applicant certifying that the information in the document is true and accurate. The individual signing the application must have signing authority within the organization.

The date the application was complete and submit.



Town of Sedgewick – SCHEDULE “D” -Rec Grant Program Application Form 2015

Applications must be submitted by May 1st, 2015 and/or August 1st, 2015 to:

Comment [A1]: September 15th

Marta Hampshire
Director of Parks and Rec
Email: recreationgrants@sedgewick.ca

Recreation Grants
Town of Sedgewick
PO Box 129 Sedgewick, AB T0B 4C0

1.0 Applicant Information

Organization Name:

Mailing Address:

Contact Person & Information:

Position:

Phone:

Email:

Non-profit/Society Number

2.0 Project Overview

Project Title:

Start Date:

End Date:

Location:

Phase:

Amount Requested:

Total Project Expense:

Capital Application: ☐

Operating Application: ☐

3.0 Applicant Profile

3.1 Please describe your organization and its purpose.

3.2 List three organizational successes you have achieved over the past five (5) years.

1. _____
2. _____
3. _____

3.3 Executive Membership (Name and Position of Pres., Vice Pres. Secretary and Treasurer only):

4.0 Project Description

4.1 Please provide a brief summary of the project.



Town of Sedgewick – SCHEDULE “D” -Rec Grant Program Application Form 2015

4.2 Please provide a brief summary why you are requesting funding and how your program will benefit the community/region.

4.3 Define the target age for your project.

4.4 Anticipated Users

5.0 Project Budget

Income:		Expenses:	
Recreation Grant Request	\$	List All Project Expenses	\$
User Fees:	\$		\$
Fundraising:	\$		\$
Other (provide breakdown):	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total:	\$	Total:	\$

**Note all totals must BALANCE.*

6.0 Applicant Agreement

agrees that the information in this document is true and accurate.
Organization Name

Signature/PositionDate (mm/dd/yyyy)

DO NOT USE - OFFICE USE ONLY			
Reviewed by:		Complete Application/Received:	
Approved/Rejected		Approved Funding:	
Phase:	50% Funds:	50% Funds:	

**All sections of the application must be filled out or the application shall be deemed incomplete.*



Town of Sedgewick – SCHEDULE “E” - Recreation Grant Review Process

Preliminary Review (Administration):

All Administrative functions are delegated the by the Town of Sedgewick’s Chief Administrative Officer (CAO).

- 1. Administration shall complete a Preliminary Assessment on all Recreation Grant Applications.
 - Administration has the authority to reject incomplete and/or inappropriate applications.
 - Administration shall prepare a report summarizing rejected applications for the Recreation Funding Committee. Rejected applications shall be made available to Recreation Funding Committee if request.
- 2. Following the Preliminary Assessment the Administration shall request a Recreation Funding Committee meeting within seven (7) days of the Phase I and/or Phase II application deadline.
- 3. The Director of Parks and Recreation shall prepare a Recreation Funding Committee meeting package with the inclusion of eligible grants, preliminary assessment cards and a funding balance sheet.

Secondary Review (Recreation Funding Committee (RFC)):

- 1. The RFC shall meet no later than the following dates to address all funding applications:
 - Phase I – May 15th
 - Phase II – August 15th
- 2. The RFC shall complete a Secondary Review Assessment on each and every application taking into consideration the Preliminary Assessment.
- 3. The RFC shall make recommendations to Town Council on approval/rejection of all recreation applications.
 - The RFC has authority to amend the funding amount requested on each application.

Comment [A1]: September 30th

Final Review Process (Town Council):

- 1. A special meeting of Council shall be called to address recommendations set forth from the Recreation Funding Committee no later than three business days prior to May 30th to address Phase I applications and three business days prior to August 31st to address Phase II applications.
- 2. Any discrepancies or lack of understanding between Town Council and the RFC shall be addressed immediately prior to the release or rejection of any application.

Comment [A2]: October 15th

Annual Application Review Process:

The RFC shall meet annually during the month of October to review the Recreation Grant Funding process and applications.

Any revisions to any part shall be recommended to Town Council for approval. Any revision must be approved and applications must be available by December 31st of each year for the upcoming year.

Town of Sedgewick - SCHEDULE "F" - Preliminary Review Card

Town of Sedgewick - Recreation Grant - Evaluation Aid (Administrative) - Preliminary Review

SCORE Balance = 24

Y = 1

N = 0

1.0 Applicant Information:

All Sections of the Application Complete	Y	N
Is the application legible	Y	N
Organization Name	Y	N
Contact Person	Y	N

2.0 Project Overview:

Start Date - Current Year	Y	N
Capital/Operating Specified	Y	N

3.0 Application Profile

Organizational Successes:

None	0
One strong success or partial success	1
One strong success and partial/minor successes	2
Two strong successes	3
Two strong successes and partial/minor successes	4
Three strong successes	5

4.0 Project Description:

Does the summary align with the grant objectives?	Y	N
Does the program services the needs of the community?	Y	N
Is the program supporting regional efforts?	Y	N

Users Served - Programming

0-12 Participants	1
13-25 Participants	2
26-70 Participants	3
71-120 Participants	4
Over 120 Participants	5

5.0 Project Budget

Is the project balanced	Y	N
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Requested funding (recreation grant):

100% total project cost	0
75% total project cost	1
50% total project cost	2
25% total project cost	3
Less than 25% total project cost	4

Project Name:
Preliminary assessment completed by:
Recommendation to the Recreation Funding Committee:
Reason for rejecting application:
Date preliminary assessment was completed:
Preliminary assessment score out of 24:

Town of Sedgewick - SCHEDULE G - Secondary Review Card

Town of Sedgewick - Recreation Grant - Evaluation Aid (Committee) - Secondary Review

SCORE Balance =

Y = 1

N = 0

Carry Forward Score (Preliminary)

Has the applicant received funding in the past?	Y	N
Were the funds fully expended?	Y	N
Does the applicant meet the goals and objectives of the program?	Y	N

Healthy Lifestyle

No physical, mental, or social health benefits	0
High degree of one health benefit or two partial health benefits.	1
High degree of one health benefit and other partial benefits.	2
High degree of two health benefits or three partial health benefits.	3
High degree of two health benefits and other partial benefits.	4
High degree of all three health benefits.	5

New/Revitalized

Not new or no improvements planned	0
New program with no need demonstrated or repeat program with minor improvements planned.	1
New program with variable need demonstrated or repeat program with improvements planned.	2
New program with need demonstrated or repeat program with major improvements planned.	3

New/Revitalized

Not new or no improvements planned	0
New program with no need demonstrated or repeat program with minor improvements planned.	1
New program with variable need demonstrated or repeat program with improvements planned.	2
New program with need demonstrated or repeat program with major improvements planned.	3
New program with variable need demonstrated or repeat program with improvements planned.	4
New program with need demonstrated or repeat program with major improvements planned.	5

Town of Sedgewick - SCHEDULE G - Secondary Review Card

Project Name:
Secondary assessment completed by:
Date preliminary assessment was completed:
Total Score:
Recommendation to Town Council:

Committee Chairperson

Date



Town of Sedgewick – SCHEDULE “H” - Rec Grant Program Follow Up Form

1.0 Applicant Information

Organization Name:

Mailing Address:

Contact Person & Information:

Position:

Phone:

Email:

2.0 Assessment

2.1 Was the program a success and were the funds expended as per the application?

3.0 Actual Project Costs

Income:

Recreation Grant \$

User Fees: \$

Fundraising: \$

Other (provide breakdown): \$

\$

\$

\$

Total: \$

Expenses:

List All Project Expenses \$

\$

\$

\$

\$

\$

\$

Total: \$

**Note – a copy of receipts proving all income and expenses are required to be submit with the follow up form.*

4.0 Applicant Agreement

I hereby certify that the information provided in the above follow-up report is correct and factual.

Signature/Position

Date (mm/dd/yyyy)

DO NOT USE - OFFICE USE ONLY

Reviewed by:

Complete Application/Received:

Total Eligible Project Expenses

Project Funding:

Phase: 50% Funds: Difference:

Final Payment Approval:

Request for Decision (RFD)

Topic: Cemetery Bylaw #513 – Public Engagement Session
Initiated by: Bylaw #513
Prepared by: Amanda Davis
Attachments: 1. Cemetery Bylaw #513

Recommendation:

That the Town of Sedgewick hold and public engagement session for the final review of Cemetery Bylaw #513 on March 6th, 2015 at 7:00PM at the Community Hall.

Background:

Sedgewick Town Council has given two readings to Cemetery Bylaw #513. Cemetery Bylaw #509 was under review following complaints and concerns received from citizens.

The majority of concerns revolved around the placement of grave decorations. A public meeting was held on September 30th, 2014; as a result of the public meeting the following comments/suggestions were brought forward and incorporated into Bylaw #513.

1. That Council reconsider the limited placement on monumental ornaments on the grave sites;
2. That Council permit the placement of adhered heavy unbreakable item on headstones;
3. That Council reconsider the height restraints of the conduit pipe to allow for more creativity;
4. That a definition be included for “flush mount”;
5. That a clause be included that reads – *“no person shall attach any object from a woody ornamental or fence within the boundaries of the Cemetery.”*

Current:

Bylaw #513 has been sent to Fee & Sons, Killam for review and comment – we’ve request comments by April 17th.

In the Fall it was discussed that an annual Spring Clean-up occur with the implementation of the new bylaw – Council advised that before the third reading of Bylaw #513 one additional public meeting would be held. A date needs to be set for the public meeting.

Clr. G. Imlah was appointed to the Cemetery Committee on February 9th – collectively, Council should review the bylaw prior to the public engagement meeting to ensure all members of Council have the same interpretation of the document.

Cemetery Committee Members – Mayor Robinson, Clr’s Rose and Imlah.

Comments to discuss with council:

1. As per Rose City Memorials and Fee and Sons, it is not advisable to permit the use of adhesive glue on monuments as the glue won’t stick to the polish – once it heats up the bond will break.
2. Recommendations that all flush mount monuments should have inverted vases not conduit pipes for the following:

- If/when conduit pipes are buried 24" in the ground there is a potential to damage the headstone if it is angled. Also on monuments that are granite with the brushed exterior there is a higher risk of damage on the monument.

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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 of 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 of 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 *Flush Mount* – means parallel/even to the ground.
- 1.11 *Funeral Director* – means any registered or licensed embalmer or mortician;
- 1.12 *Grave* – a plot designated for burial of human remains and cremated remains.
- 1.13 *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.
- 1.14 *Grave Decoration* – is anything that is placed on a grave for memorial purposes.
- 1.15 *Grave Marker* – a marker placed on a grave to identify a cremains burial secondary to a monument.
- 1.16 *Grave liner* – means a concrete or metal rough box placed in a grave to house a casket
- 1.17 *Lot* – means a group of graves without a walkway or roadway between them
- 1.18 *Memorial Book Monument* – means the granite cairn located in the southwest corner of the New Site.
- 1.19 *Monument* – means any structure in the Cemetery erected or constructed on any grave or plot for memorial purposes.
- 1.20 *Monument Permit* – means a permit issued by the Town for the approval and placement or removal or repair of the said monument.
- 1.21 ..
- 1.22 ..
- 1.23 *Ornament* – shall mean an upright solar light or similar decoration.
- 1.24 *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.
- 1.25 *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.
- 1.26 *Owner* – means a person, heir, executor or authorized funeral director, with burial privileges for one or more plots.
- 1.27 *Person* – shall include an individual, partnership or corporation.
- 1.28 *Plot* – means one grave.
- 1.29 *Town* – means the Town of Sedgewick.
- 1.30 *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.

Comment [A1]: New site – means the second development of the Cemetery.

Comment [A2]: Old Site – means the first development of the Cemetery.

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- 1.31 *Tribute* – means an act, statement or gift that is intended to show gratitude, respect or admiration.
- 1.32 *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.
- 1.33 *Violation Ticket* – means a ticket issued pursuant to Part 2 of the *Provincial Offenses Procedures Act*, R.S.A. 2000, c. P-34, as amended or repealed and replaced from time to time, and the regulations thereunder.
- 1.34 *Woody Ornamentals* – means any trees, shrubs and creeping or climbing plants
- 1.35 *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 attach any object from a woody ornamental or fence within the boundaries of the Cemetery.
- 2.5 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.
- 2.6 Every owner of a Monument or other erection upon any Plot shall maintain it in proper repair.
- 2.7 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.
- 2.8 Any structure, for which a notice has been provided pursuant to section 2.7, 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.
- 2.9 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

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- 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.
- 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.

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Section 4: Interments and Disinterments

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

Comment [A3]: Not sure how to reword this because the town wants to ensure monuments conform to our bylaw.

Comment [A4]: Except in the "old site", monuments and grave makers may be of similar decorum.

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- 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.
- 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 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/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 excluding bronze monuments or grave markers.
- 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. 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.
- n. 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.

Comment [A5]: 116 centimeters (46 inches) by 66 centimeters (26 inches)

Comment [A6]: 137 centimeters (54 inches) by 81 centimeters (32 inches)

Comment [A7]: ; sizes include the foundation base and may not exceed dimensions.

Comment [A8]: the overall size including the foundation base shall not exceed 30 centimeters (11.8 inches) by 20 centimeters (7.87 inches)

Comment [A9]: twenty-four (24)

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- o. 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.
- p. 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.
- q. 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 2.7.

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. Ornaments and/or decorations must fit firmly in the upright affixed vase; OR
 - b. In the instance where an approved upright affixed vase is not available the Town shall permit the use of a conduit pipe twenty four (24)'' length (x) one (1)'' in diameter OR twenty four (24)'' length (x) three quarter (3/4)'' in diameter buried twelve (12) to fourteen (14)'' in depth in the ground at the head of the grave for flowers, ornaments or similar decorations. Ornaments and/or decorations must fit firmly in the conduit pipe(s).
 - i. All conduit 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 upright affixed vase and/or one piece of conduit pipe with flowers, ornaments or similar decorations are permitted per individual interment.
 - iii. The placement of ONE additional ornament shall be permitted per single grave and TWO additional ornaments permitted per double grave. The additional ornaments MUST be adhered to the monument surface and constructed from a heavy substance which excludes but is not limited to glass, china or plastic. The ornaments(s) may NOT be affixed to the foundation base.
 - iv. Any unauthorized ornaments or decorations shall be removed at the discretion of the Cemetery Supervisor.
 - v. Any unauthorized grave decorations removed at the discretion of the Cemetery Supervisor shall be held at the Town Office for ninety (90) days unless the items are deteriorated or damaged at which time they may be disposed of. Any unclaimed items shall be disposed of without notice following the ninety (90) days.
 - c. Flowers and potted plants shall not be placed on the turf area of graves except where provided otherwise herein. See Section (6.2) (6.3).
- 6.2 Tributes, flowers, potted plants, grave decorations and/or ornaments following a burial may be left for thirty (30) calendar days to allow for grieving after which time they may be removed and disposed of by the Cemetery Supervisor; following the thirty (30) calendar days Section 6.1.b shall apply.
- 6.3 The Cemetery Supervisor is authorized to remove any grave decorations that do not conform to the provisions of this Bylaw.

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- 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.
- 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.

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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
 - 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.

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- 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.

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 28 day of August 2014.
Read a second time this 23 day of October 2014.
Read a third time this _____ day of _____, 2014.

Perry Robinson, Mayor

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: Cell: Fax:	Email:
Name of Monument Company	Date Submitted: M/D/Y	Date Monument Placed or Work Done M/D/Y
Mailing Address:	Phone: Fax:	Email:
Site Old/New Row ____ Block ____ Lot ____		Date of Birth: M/D/Y
Name of Deceased:		Date of Death: M/D/Y
Type of Monument (Flush mount): <input type="checkbox"/> Headstone <input type="checkbox"/> Plaque	Accessories: <input type="checkbox"/> Affixed Upright Mounted Vase <input type="checkbox"/> Flush Mount Picture <input type="checkbox"/> Other: _____	Material: <input type="checkbox"/> Bronze <input type="checkbox"/> Granite <input type="checkbox"/> Marble
Type of Service: <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		
Monument/Marker Proof: _____		
Additional Information: 		
Length shall mean the measurement of the monument as it would face the plot measured from left to right. Width 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. Height shall be flush to the ground surrounding the monument including the 4” foundation.		
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">• Any and all work at the cemetery requires authorization from the Town, and may only be conducted through licensed firms.• Monument dimension, composition and placement shall be as set forth by the Cemetery Bylaw # 513, (attached).• 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.• 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 Cemetery Bylaw # 513 and under the direction of the Cemetery Supervisor.• All monuments are subject to inspection by the Cemetery Supervisor or designate for compliance with the Cemetery Bylaw # 513 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.• 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.		
Town Authorization:	Date:	Permit No.

**Town of Sedgewick
Bylaw 513
Cemetery Bylaw**

Note:		

Open Discussion

Topic:	Collaborative Meeting – Flagstaff County, Points of Contention
Initiated by:	Council
Prepared by:	Amanda Davis
Attachments:	1. Letter Dated November 25 th , 2014

Background:

The Town of Sedgewick received an invitation from Flagstaff County for a collaborative supper meeting with themselves and the Town of Killam in the Fall of 2014. The County called the meeting in support of their sustainability plan in an effort to build relationships with their fellow municipalities.

In addition to the invitation, Flagstaff County sought the Town's top three priorities for collaboration.

The collaborative meeting was held on November 26th, 2014. Attached is a letter that was presented to County Council titled, Points of Contention – Flagstaff County and Town of Sedgewick.

In response to the Town of Sedgewick's letter a subsequent meeting has been scheduled with County Council on April 15th, 2015 at 7:00PM.

Prior to attending the subsequent meeting, Council should come to a consensus on the points addressed in the letter.



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



November 25th, 2014

Points of Contention – Flagstaff County and Town of Sedgewick

Attention Reeve Kuefler and Council;

With utmost respect, the Town of Sedgewick has concerns regarding the County's invitation for a collaborative supper meeting. We fully appreciate the need to network and build healthy relationships with our neighbouring municipalities however we do have ongoing concerns with Flagstaff County.

Since our last collaborative meeting (one-year ago) many decisions made by your council have severely impacted the Town of Sedgewick.

We would like to bring these matters to your attention:

1. Flagstaff County – 5. Economic Development Strategic Targets: highlighting collaborative measures specifically with the Towns of Killam and Hardisty.
 - a. “Partner with Killam and Hardisty to create targets and/or projects for growth areas to benefit the region”.
2. Regional Recreation – Council rescinded the Regional Recreation Program on July 23rd, 2014. There was no consultation with supporting municipalities of which our municipality was one. Sedgewick believes the County was headed in the right direction with regards to regional recreation and had done considerable work in support of same. User groups and communities were buying in however it would have taken a solid five to ten years of strong leadership and support to realize the change. What happened? How will the County assure us that the current recreation funding format will continue one year to the next with Sedgewick having undertaken significant steps to accommodate this new measure?
3. Intermunicipal Development Plan (IDP) – abrogating the plan by permitting development on NW 4-44-12 W4M without consultation with Sedgewick which is required as per the IDP. This development recently occurred within our future expansion area.
4. Relocating Nights Alive – Motion by County Council to relocate Nights Alive to the basement of the FFCS building in Killam on November 12th, 2014 without any consultation with Sedgewick which has hosted it since its inception.
5. Rural Roads Study – Effective November 24th, 2014 Council approved to proceed with the Rural Road Study. As a result, RR 124 North of Sedgewick is to be transitioned to calcium chloride. This negatively impacts a main entrance point to our community as well as our Lake Park and walking

trails which are features of our community. This doesn't even consider access to our Cemetery during inclement weather.

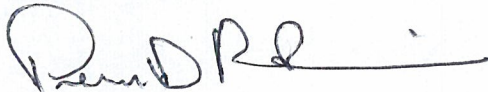
At this time, we respectfully request that Flagstaff County address our concerns and further that a subsequent meeting be held with us at a later date to address the matters.

To clarify, our only goal leaving this meeting is to find common ground that supports a healthy working relationship.

We would respectfully request fair consultation in matters of business that directly impact the Town of Sedgewick such as the aforementioned.

Should you chose to send a response or set up a subsequent meeting please arrange this with our CAO, Amanda Davis. She can be reached at 780-384-3504 or via email at sedgewick.cao@persona.ca.

Respectfully Yours,

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

Perry D. Robinson,
Mayor, Town of Sedgewick

Request for Decision (RFD)

Topic: Residential Subdivision Tenders
Initiated by: TOS Strategic Plan
Prepared by: Stantec
Attachments:
1. Tender Summaries
2. Updated Cost Information
3. Updated Cost Proforma
4. Lot Summaries

Background:

The Town of Sedgewick's residential subdivision tender closed on March 17th. Fourteen (14) tenders were received; twelve (12) for underground and two (2) for surface.

Current:

Attached, please find Stantec's recommendations for project awards.



Stantec Consulting Ltd.
1100 - 4900 50th Street, Red Deer AB T4N 1X7

March 23, 2015
File: 113929381

Attention: Amanda Davis, CAO
Town of Sedgewick
Box 129
Sedgewick, Alberta T0B 4C0

Dear Amanda,

Reference: Sedgewick Residential Subdivision Development – Tender Summaries

Stantec completed a detailed review of the tender forms received for the Underground and Surface tenders for the above named project; the tender period closed March 17, 2015 at 2:00 PM.

Surface Tender

For the surface tender, two bids were received in good order. Redco Construction bid \$696,719.10 (all prices exclude GST) and Border Paving bid \$775,634.20. The Engineer's Opinion of Probable Cost for this work was \$645,140.10.

Redco's tendered Schedule of Qualifications included granular base course and subgrade preparation experience, which forms part of the required work, but is not representative of the overall scope of the project. We have no prior knowledge of any projects of similar scope that Redco has undertaken. We have also contacted colleagues in our Edmonton office and they confirmed that they had not previously worked with Redco. Through internet searches, we were unable to confirm that Redco is experienced as a General Contractor on residential subdivision surface works projects. As such, we cannot say that Redco has sufficient experience to undertake the project if selected. With respect to tendering conditions, Section 00100 item 10.2 c) the Owner does have discretion to apply preference for a Contractor who it deems more competent. Given the unproven abilities of Redco, and the long history of Border Paving in the area, the Town could reasonably deem Border Paving to be more competent.

Design with community in mind



March 23, 2015
Amanda Davis, CAO
Page 2 of 3

Reference: Sedgewick Residential Subdivision Development – Tender Summaries

Underground Tender

With respect to the Underground tender, 14 qualifying bids were received, summarized in the following table, with arithmetic errors corrected.

Contractor	Total (excluding GST)
Graham Brothers Construction	\$1,355,700.40
Western Civil	\$1,390,880.26
Bandit	\$1,523,605.93
Applecourt Logistics	\$1,559,798.94
In-Line Contracting Partnership	\$1,706,468.50
ICCI Innovative Civil Constructors Inc.1	\$1,734,612.88
Kran Construction	\$1,738,973.73
Rulam Contracting Ltd.	\$2,061,530.90
NuEdge	\$2,089,101.65
Foran Equipment	\$2,110,054.34
Kichton Contracting	\$2,195,406.40
GS Holdings	\$2,230,360.00
NCL Contractors Ltd.	\$2,827,924.22
GCS Energy	\$3,536,500.00

The Engineer's Opinion of Probable Cost for the work was \$1,473,531.40.

The lowest price bidder, Graham Brothers Construction Group Ltd, provided a recent project summary table listing over \$125M of project experience over the past three years, though not

Design with community in mind



March 23, 2015
Amanda Davis, CAO
Page 3 of 3

Reference: Sedgewick Residential Subdivision Development – Tender Summaries

specific to residential subdivision underground servicing. Graham Brothers also provided a realistic and detailed Gantt chart schedule which outlined how they intended to undertake the work, should they be awarded the contract. Stantec has prior experience working with Graham Brothers and they have demonstrated sufficient manpower and equipment resources to undertake a project of this size and complexity. With respect to this tender, Graham Brothers has provided sufficient evidence of its competency to undertake the work through its past history on large scale projects and the level of detail provided in developing a realistic Gantt chart schedule for the work.

We understand that the combined tenders exceed the budget established by the Town for completion of the work. As such, the Town may wish to exercise its right to reject all tenders as per Section 00100 item 11.1 of both contract documents.

If you have any questions regarding this analysis, please contact us at your convenience.

Regards,

STANTEC CONSULTING LTD.

A blue ink signature of Liang Liu, consisting of a stylized 'L' and 'L'.

Liang Liu, M.Eng., P.Eng
Project Manager
Phone: (403) 341-3320
Liang.liu@stantec.com

A blue ink signature of Stephan Weninger, written in a cursive style.

Stephan Weninger, P.Eng.
Senior Associate
Phone: (403) 356-3390
Stephan.weninger@stantec.com

Attachment:

C.

Design with community in mind



Stantec Consulting Ltd.
1100 - 4900 50th Street, Red Deer AB T4N 1X7

March 23, 2015
File: 113929381

Attention: Amanda Davis, CAO
Town of Sedgewick
Box 129
Sedgewick, Alberta T0B 4C0

Dear Amanda,

Reference: Sedgewick Residential Subdivision Development – Updated Cost Information

Stantec completed an update of the Proforma for the subdivision development based on the tender pricing received for the development and compared this with revenue projections from lot sale scenarios and tax assessments to project payback periods for the development.

When combining the bid pricing with shallow utility lot servicing, material import, and professional services costs associated with the project, the Town will need a total return of approximately \$2.645M from the sale of lots in order to recover the input costs. To achieve this return, the Town could either sell the lots at approximately \$75,600 each, or distribute costs based on lot type, such as: \$85K for each of the 9 duplex lots, \$60K for each of the 10 regular sized single family lots and \$80K for each of the 16 large single family lots.

At current ACFA rates, annual payments of approximately \$147K for 25 years (or \$4,200 per lot) would be required to pay for this development until the lots sold.

Based on information obtained from the Alberta Municipal Affairs website, municipal tax revenue per dwelling unit is in the order of \$1,250. If the development were to fill out evenly over a period of 11 years or less (approximately 3 lots per year), the development would generate a positive cash flow from lot sales and taxes until the debenture was paid off (assuming lots were priced based on development costs and taxes remain at current rates). Build out periods of between 12 and 15 years will generate positive cash flow for up to 15 years, which will then be drawn down over the following decade as debenture payments continue after home construction has finished.

Design with community in mind



March 23, 2015
Amanda Davis, CAO
Page 2 of 2

Reference: Sedgewick Residential Subdivision Development – Updated

However, a longer build out period would result in a longer payback period for the development. For example, a 25 year build out (1.4 lots per year) has an estimated 31 year payback period.

In summary, the Town's ability to generate positive cash flow from this project will require the development to be built out over a period of approximately 15 years or less. A longer build out will require a long term payback period that extends beyond the buildout of the development.

If you have any questions regarding this analysis, please contact us at your convenience.

Regards,

STANTEC CONSULTING LTD.

Liang Liu, M.Eng., P.Eng
Project Manager
Phone: (403) 341-3320
Liang.liu@stantec.com

Stephan Weninger, P.Eng.
Senior Associate
Phone: (403) 356-3390
Stephan.weninger@stantec.com

Attachment:

C.

Design with community in mind

OPINION OF PROBABLE COST: Town of Sedgewick Subdivision
CLIENT: Town of Sedgewick
FILE: 113929381

ITEM	COST ESTIMATE
<u>UNDERGROUND UTILITIES</u>	
General Requirements - UG	\$24,614.09
Water	\$117,996.71
Sanitary Sewer	\$233,376.83
Storm Sewer	\$71,283.60
Service Connections	\$132,571.68
Utility Ducts	\$7,921.50
Maintenance(3%)	\$17,629.93
Contingency(10%)	\$58,776.44
TOTAL UNDERGROUND UTILITIES	<u>\$664,170.78</u>
<u>SITE PREPARATION</u>	
Import cost	\$112,000.00
Site Preparation	\$644,690.50
Contingency (10%)	\$75,669.05
TOTAL SITE PREPARATION	<u>\$832,359.55</u>
<u>SURFACE IMPROVEMENTS</u>	
Miscellaneous - Surface	\$69,250.00
Roadways	\$208,822.00
Concrete	\$193,939.00
Lanes	\$161,370.00
Maintenance(7%)	\$44,336.67
Contingency(10%)	\$63,338.10
TOTAL SURFACE IMPROVEMENTS	<u>\$741,055.77</u>
<u>SHALLOW UTILITIES</u>	
Construction Cost	est. (\$5500/lot) \$242,000.00
TOTAL SHALLOW UTILITIES	<u>\$242,000.00</u>
<u>PROFESSIONAL SERVICES</u>	
Engineering	\$150,000.00
TOTAL PROFESSIONAL SERVICES	<u>\$150,000.00</u>
COMBINED TOTAL COSTS	<u>\$2,629,586.10</u>

Total number of SF lots: 44

Cost per lot (Excluding Land and other misc. costs) = \$59,763

Development Area

4.895
Cost per Ha = \$537,198
Cost per Acre = \$217,401

Sedgewick Lots

Town of Sedgewick Residential Subdivision
Cash Flow projections

9 duplex	x	\$ 85,000	cost per lot	\$	765,000	
10 regular	x	\$ 60,000		\$	600,000	
16 large	x	\$ 80,000		\$	1,280,000	
				\$	2,645,000	\$ 2,629,586

ACFA 25 year annual debenture payment \$ 146,668

* 2 payments per year at 73334.24 at 2.782%

Scenario -development over 25 years

		Payment	sales	taxes	return	cumulative return
0	2015	\$ 146,668	\$ 105,800	\$ -	\$ (40,868)	\$ (40,868)
1	2016	\$ 146,668	\$ 105,800	\$ 2,200	\$ (38,668)	\$ (79,537)
2	2017	\$ 146,668	\$ 105,800	\$ 4,400	\$ (36,468)	\$ (116,005)
3	2018	\$ 146,668	\$ 105,800	\$ 6,600	\$ (34,268)	\$ (150,274)
4	2019	\$ 146,668	\$ 105,800	\$ 8,800	\$ (32,068)	\$ (182,342)
5	2020	\$ 146,668	\$ 105,800	\$ 11,000	\$ (29,868)	\$ (212,211)
6	2021	\$ 146,668	\$ 105,800	\$ 13,200	\$ (27,668)	\$ (239,879)
7	2022	\$ 146,668	\$ 105,800	\$ 15,400	\$ (25,468)	\$ (265,348)
8	2023	\$ 146,668	\$ 105,800	\$ 17,600	\$ (23,268)	\$ (288,616)
9	2024	\$ 146,668	\$ 105,800	\$ 19,800	\$ (21,068)	\$ (309,685)
10	2025	\$ 146,668	\$ 105,800	\$ 22,000	\$ (18,868)	\$ (328,553)
11	2026	\$ 146,668	\$ 105,800	\$ 24,200	\$ (16,668)	\$ (345,222)
12	2027	\$ 146,668	\$ 105,800	\$ 26,400	\$ (14,468)	\$ (359,690)
13	2028	\$ 146,668	\$ 105,800	\$ 28,600	\$ (12,268)	\$ (371,959)
14	2029	\$ 146,668	\$ 105,800	\$ 30,800	\$ (10,068)	\$ (382,027)
15	2030	\$ 146,668	\$ 105,800	\$ 33,000	\$ (7,868)	\$ (389,896)
16	2031	\$ 146,668	\$ 105,800	\$ 35,200	\$ (5,668)	\$ (395,564)
17	2032	\$ 146,668	\$ 105,800	\$ 37,400	\$ (3,468)	\$ (399,033)
18	2033	\$ 146,668	\$ 105,800	\$ 39,600	\$ (1,268)	\$ (400,301)
19	2034	\$ 146,668	\$ 105,800	\$ 41,800	\$ 932	\$ (399,370)
20	2035	\$ 146,668	\$ 105,800	\$ 44,000	\$ 3,132	\$ (396,238)
21	2036	\$ 146,668	\$ 105,800	\$ 46,200	\$ 5,332	\$ (390,907)
22	2037	\$ 146,668	\$ 105,800	\$ 48,400	\$ 7,532	\$ (383,375)
23	2038	\$ 146,668	\$ 105,800	\$ 50,600	\$ 9,732	\$ (373,644)
24	2039	\$ 146,668	\$ 105,800	\$ 52,800	\$ 11,932	\$ (361,712)
25	2040			\$ 55,000	\$ 55,000	\$ (306,712)
26	2041			\$ 55,000	\$ 55,000	\$ (251,712)
27	2042			\$ 55,000	\$ 55,000	\$ (196,712)
28	2043			\$ 55,000	\$ 55,000	\$ (141,712)
29	2044			\$ 55,000	\$ 55,000	\$ (86,712)
30	2045			\$ 55,000	\$ 55,000	\$ (31,712)
31	2046			\$ 55,000	\$ 55,000	\$ 23,288

Sedgewick Lots

Town of Sedgewick Residential Subdivision
Cash Flow projections

9 duplex	x	\$ 85,000	cost per lot	\$ 765,000	
10 regular	x	\$ 60,000		\$ 600,000	
16 large	x	\$ 80,000		\$ 1,280,000	
				\$ 2,645,000	\$ 2,629,586

ACFA 25 year annual debenture payment \$ 146,668

* 2 payments per year at 73334.24 at 2.782%

Scenario -development over 11 years

		Payment	sales	taxes	return	cumulative return
0	2015	\$ 146,668	\$ 240,455	\$ -	\$ 93,786	\$ 93,786
1	2016	\$ 146,668	\$ 240,455	\$ 5,000	\$ 98,786	\$ 192,572
2	2017	\$ 146,668	\$ 240,455	\$ 10,000	\$ 103,786	\$ 296,358
3	2018	\$ 146,668	\$ 240,455	\$ 15,000	\$ 108,786	\$ 405,144
4	2019	\$ 146,668	\$ 240,455	\$ 20,000	\$ 113,786	\$ 518,930
5	2020	\$ 146,668	\$ 240,455	\$ 25,000	\$ 118,786	\$ 637,716
6	2021	\$ 146,668	\$ 240,455	\$ 30,000	\$ 123,786	\$ 761,502
7	2022	\$ 146,668	\$ 240,455	\$ 35,000	\$ 128,786	\$ 890,289
8	2023	\$ 146,668	\$ 240,455	\$ 40,000	\$ 133,786	\$ 1,024,075
9	2024	\$ 146,668	\$ 240,455	\$ 45,000	\$ 138,786	\$ 1,162,861
10	2025	\$ 146,668	\$ 240,455	\$ 50,000	\$ 143,786	\$ 1,306,647
11	2026	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 1,214,978
12	2027	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 1,123,310
13	2028	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 1,031,641
14	2029	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 939,973
15	2030	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 848,304
16	2031	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 756,636
17	2032	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 664,967
18	2033	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 573,299
19	2034	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 481,630
20	2035	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 389,962
21	2036	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 298,293
22	2037	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 206,625
23	2038	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 114,956
24	2039	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 23,288
25	2040			\$ 55,000	\$ 55,000	\$ 78,288
26	2041			\$ 55,000	\$ 55,000	\$ 133,288

Sedgewick Lots

Town of Sedgewick Residential Subdivision
Cash Flow projections

9 duplex	x	\$ 85,000	cost per lot	\$	765,000	
10 regular	x	\$ 60,000		\$	600,000	
16 large	x	\$ 80,000		\$	1,280,000	
				\$	2,645,000	\$ 2,629,586

ACFA 25 year annual debenture payment \$ 146,668

* 2 payments per year at 73334.24 at 2.782%

Scenario -development over 20 years

		Payment		sales		taxes		return		cumulative return
0	2015	\$ 146,668	\$	132,250	\$	-	\$	(14,418)	\$	(14,418)
1	2016	\$ 146,668	\$	132,250	\$	2,750	\$	(11,668)	\$	(26,087)
2	2017	\$ 146,668	\$	132,250	\$	5,500	\$	(8,918)	\$	(35,005)
3	2018	\$ 146,668	\$	132,250	\$	8,250	\$	(6,168)	\$	(41,174)
4	2019	\$ 146,668	\$	132,250	\$	11,000	\$	(3,418)	\$	(44,592)
5	2020	\$ 146,668	\$	132,250	\$	13,750	\$	(668)	\$	(45,261)
6	2021	\$ 146,668	\$	132,250	\$	16,500	\$	2,082	\$	(43,179)
7	2022	\$ 146,668	\$	132,250	\$	19,250	\$	4,832	\$	(38,348)
8	2023	\$ 146,668	\$	132,250	\$	22,000	\$	7,582	\$	(30,766)
9	2024	\$ 146,668	\$	132,250	\$	24,750	\$	10,332	\$	(20,435)
10	2025	\$ 146,668	\$	132,250	\$	27,500	\$	13,082	\$	(7,353)
11	2026	\$ 146,668	\$	132,250	\$	30,250	\$	15,832	\$	8,478
12	2027	\$ 146,668	\$	132,250	\$	33,000	\$	18,582	\$	27,060
13	2028	\$ 146,668	\$	132,250	\$	35,750	\$	21,332	\$	48,391
14	2029	\$ 146,668	\$	132,250	\$	38,500	\$	24,082	\$	72,473
15	2030	\$ 146,668	\$	132,250	\$	41,250	\$	26,832	\$	99,304
16	2031	\$ 146,668	\$	132,250	\$	44,000	\$	29,582	\$	128,886
17	2032	\$ 146,668	\$	132,250	\$	46,750	\$	32,332	\$	161,217
18	2033	\$ 146,668	\$	132,250	\$	49,500	\$	35,082	\$	196,299
19	2034	\$ 146,668	\$	132,250	\$	52,250	\$	37,832	\$	234,130
20	2035	\$ 146,668			\$	55,000	\$	(91,668)	\$	142,462
21	2036	\$ 146,668			\$	55,000	\$	(91,668)	\$	50,793
22	2037	\$ 146,668			\$	55,000	\$	(91,668)	\$	(40,875)
23	2038	\$ 146,668			\$	55,000	\$	(91,668)	\$	(132,544)
24	2039	\$ 146,668			\$	55,000	\$	(91,668)	\$	(224,212)
25	2040				\$	55,000	\$	55,000	\$	(169,212)
26	2041				\$	55,000	\$	55,000	\$	(114,212)

Sedgewick Lots

Town of Sedgewick Residential Subdivision
Cash Flow projections

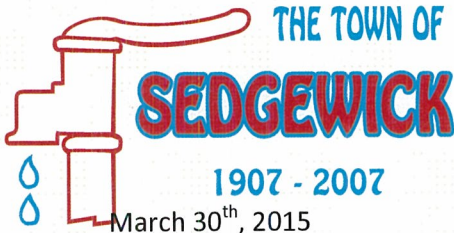
9 duplex	x	\$ 85,000	cost per lot	\$ 765,000	
10 regular	x	\$ 60,000		\$ 600,000	
16 large	x	\$ 80,000		\$ 1,280,000	
				\$ 2,645,000	\$ 2,629,586

ACFA 25 year annual debenture payment \$ 146,668

* 2 payments per year at 73334.24 at 2.782%

Scenario -development over 15 years

		Payment	sales	taxes	return	cumulative return
0	2015	\$ 146,668	\$ 176,333	\$ -	\$ 29,665	\$ 29,665
1	2016	\$ 146,668	\$ 176,333	\$ 3,667	\$ 33,332	\$ 62,996
2	2017	\$ 146,668	\$ 176,333	\$ 7,333	\$ 36,998	\$ 99,995
3	2018	\$ 146,668	\$ 176,333	\$ 11,000	\$ 40,665	\$ 140,659
4	2019	\$ 146,668	\$ 176,333	\$ 14,667	\$ 44,332	\$ 184,991
5	2020	\$ 146,668	\$ 176,333	\$ 18,333	\$ 47,998	\$ 232,989
6	2021	\$ 146,668	\$ 176,333	\$ 22,000	\$ 51,665	\$ 284,654
7	2022	\$ 146,668	\$ 176,333	\$ 25,667	\$ 55,332	\$ 339,985
8	2023	\$ 146,668	\$ 176,333	\$ 29,333	\$ 58,998	\$ 398,984
9	2024	\$ 146,668	\$ 176,333	\$ 33,000	\$ 62,665	\$ 461,649
10	2025	\$ 146,668	\$ 176,333	\$ 36,667	\$ 66,332	\$ 527,980
11	2026	\$ 146,668	\$ 176,333	\$ 40,333	\$ 69,998	\$ 597,978
12	2027	\$ 146,668	\$ 176,333	\$ 44,000	\$ 73,665	\$ 671,643
13	2028	\$ 146,668	\$ 176,333	\$ 47,667	\$ 77,332	\$ 748,975
14	2029	\$ 146,668	\$ 176,333	\$ 51,333	\$ 80,998	\$ 829,973
15	2030	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 738,304
16	2031	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 646,636
17	2032	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 554,967
18	2033	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 463,299
19	2034	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 371,630
20	2035	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 279,962
21	2036	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 188,293
22	2037	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 96,625
23	2038	\$ 146,668		\$ 55,000	\$ (91,668)	\$ 4,956
24	2039	\$ 146,668		\$ 55,000	\$ (91,668)	\$ (86,712)
25	2040			\$ 55,000	\$ 55,000	\$ (31,712)
26	2041			\$ 55,000	\$ 55,000	\$ 23,288



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



Flagstaff Regional Housing Group
PO Box 550
Forestburg, AB T0B 1N0

Letter to be discussed during round table session.

RE: Compilation of Concerns regarding the Flagstaff Lodge

Dear Ms. Beulow and Board;

Following an in house announcement that was made on February 25th, 2015 regarding changes to the Flagstaff Lodge a variety of concerns have been brought to the Town of Sedgewick which are detailed below.

The Town of Sedgewick would like to request that the Flagstaff Regional Housing Group (FRHG) address these concerns before any assumptions and/or accusations are made by the Town as the concerns greatly impact our community.

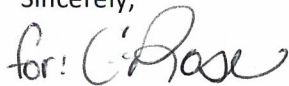
1. What is the plan for the residents and staff since the in-house announcement? There have been comments made that staff and residents are looking for alternate homes and employment positions.
 - a. How will the short falls be addressed;
 - b. How long will the prioritization of the resident's relocation be valid?
2. Following confirmation that the Sedgewick Self Contained Housing project is a go and has been put for tender (March 4th, 2015) what will become of:
 - a. Vehicles and equipment (tractors, van etc) that were owned by Flagstaff Lodge?
3. The staff and community worked together and raised \$35,000 as a fundraiser for the Flagstaff Lodge for special projects. It has since been brought to our attention that this funding was put in a pot by the Bethany Group and the Flagstaff Lodge has limited access to the funds. Additionally, the funds are being spent within other facilities.
4. Maintenance accounts have been drastically reduced resulting in poor facility maintenance measures (ie. the Town Office received calls that the parking lot had not been plowed nor sanded, when our Administration contacted the lodge's maintenance department they were advised that the Bethany Group would not permit the expenditures to have to plowing done so it was left).
5. Why has management been excluded from the FRHG board meetings? Lodge managers were actively involved at board meetings and provided ongoing reports to the board. This form of communication no longer occurs and further the lodge managers do not even receive a copy of

the meeting minutes. Board decisions have not been passed onto the lodge managers/ staff. A recent example would be when the price of daily meals increased (January 2015).

6. What efforts are in place to obtain an Activity Coordinator? After speaking with residents the Town has been made very aware that there has been no Activity Coordinator since July of 2014. Although a coordinator is sent from Forestburg once per week (when available) the residents have vocalized that they are feeling themselves deteriorate without activities which result in a poor quality of life.

On behalf of the Mayor and Council for the Town of Sedgewick we would like to thank the FRHG for attending to these concerns. Should you require additional information/clarity please contact our CAO, Amanda Davis at 780-384-3504 or via email at cao@sedgewick.ca.

Sincerely,

for: C. Rose

Fred Watkins,
Deputy Mayor – Town of Sedgewick

/ad

cc: Sedgewick Town Council