



TOWN OF
SEDGEWICK

AGENDA

Regular Meeting of Council
Thursday, August 24th, 2017 – 6:00 p.m.
Council Chambers of the Town Office
Sedgewick, AB

Call to Order:

Opening Values Statement:

Adoption of Agenda:

Delegations:

None

Minutes:

1. [Regular Meeting – July 27th, 2017](#)

Financials:

1. [Budget Variance as of July 31st, 2017](#)

Reports for the period ending August 24th, 2017:

1. **Council Committee Reports**

Mayor P. Robinson

- Nothing to report

Clr. G. Sparrow

- [Rec Board August 9th, 2017](#)

Clr. G. Imlah

- Nothing to report

Clr. S. Levy

- [Public Library August 8th, 2017](#)

Clr. T. Schmutz

- Nothing to report

Clr. S. Higginson

- Nothing to report

2. **Public Works Report – August 24th, 2017**
3. **Recreation and Community Services Liaison Report – August 24th, 2017**
4. **CAO Report – August 24th, 2017**

BUSINESS– Old

1. **AMSC – Rebate Contest**
2. **Recreation Board Bylaw**

BUSINESS– New

1. **FRSWMA Membership Agreement**
2. **Solid Waste Bylaw**
3. **Development Permit Application #2017-07**

Correspondence:

None

File of Correspondence –for period ending August 24th, 2017

In Camera:

Round Table:

Adjournment:

The regular meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday, July 27, 2017 at 6:00 p.m.

Present	Perry Robinson	Mayor
	Greg Sparrow	Councillor
	Stephen Levy	Councillor
	Tim Schmutz	Councillor
	Grant Imlah	Councillor
Also Present	Jim Fedyk	CAO
	Thelma Rogers	Assistant CAO

Call to Order Mayor P. Robinson called the meeting to order at 6:00 p.m.

Opening Ceremony Council conducted an opening values ceremony.

Agenda

2017.07-130 MOTION by Clr. G. Imlah that the agenda is approved with the following additions:

Council Committee Reports – Sedgewick Lake Park
-Regional Emergency Services

CARRIED.

Minutes

Council reviewed the minutes of the June 15th regular meeting.

2017.07.131 MOTION by Clr. G. Sparrow that the June 15, 2017 regular meeting minutes are approved with the following amendments:

- *Meeting preamble – change date from May 24th to June 15th*
- *Flagstaff Regional Airport Report – delete Clr. G. Sparrow – he was not in attendance.*

CARRIED.

Council reviewed the minutes of the June 26, 2017 Special council meeting.

2017-07-132 MOTION by Mayor P. Robinson that the June 26, 2017 Special Council meeting minutes are approved as presented.

CARRIED

Council reviewed the minutes of the July 6, 2017 Special Council meeting.

2017-07-133 MOTION by Clr. G. Sparrow that the July 6, 2017 Special Council meeting minutes are approved with the following amendment:

- *Meeting preamble – change date from July 8 to July 6th*

CARRIED

Financial Report

CAO Fedyk advised Council that Administration was reviewing the budget and budget variances and would present the report to the August Council meeting.

Reports

Committee Reports

FIP Mayor P. Robinson reported on the July 10, 2017 Flagstaff Intermunicipal Partnership Committee meeting.

FRHG

Clr. G. Sparrow reported his attendance to July 25, 2017 Flagstaff Regional Housing Group meeting. The new Prairie Rose Place self-contained apartments in Sedgewick should be available by September 1, 2017. Discussion held regarding conditions on the Development Permit for pavement and sidewalk repairs.

SKNGS	Clr. G. Sparrow reported his attendance to the June 26, 2017 Sedgewick-Killam Natural Gas System meeting. The 2016 audit was approved and the SKNGS Board recommended that the \$16,538 surplus be allocated to dedicated capital reserves.	
2017-07-134	MOTION: by Clr. G. Sparrow that the Town of Sedgewick Council endorses the SKNGS recommendation to allocate the 2016 surplus of \$16,538 to dedicated reserves for future capital projects.	<u>CARRIED</u>
Sedgewick Rec Centre	Clr. G. Sparrow reported on the Sedgewick Recreation Board activities to date.	
RESC	Clr. G. Imlah reported his attendance to the Regional Emergency Services Committee on June 22, 2017.	
2017-07-135	MOTION: BY Clr. G. Imlah that the Town of Sedgewick endorse the recommendation from the Regional Emergency Services Committee that the current Fire Services Agreement be extended by one year expiring on December 31, 2018.	<u>CARRIED</u>
Sedgewick Lake Park	Clr. T. Schmutz reported on the Sedgewick Lake Park Association to July 27, 2017.	
Town Employees' BBQ 2017-07-136	MOTION by Clr. Levy that the Town holds a Town Employee appreciation on August 27 th at 2:00 pm @ Sedgewick Golf Course with Council, Town Employees and Firefighters in attendance.	<u>CARRIED</u>
2017-07-137	MOTION by T. Schmutz that the Committee Reports are approved as presented and discussed.	<u>CARRIED</u>
Public Works	A written Public Works Report was provided to July 27 th , 2017 as attached to and forming part of these minutes.	
Old Town Sign 2017-07-138	MOTION by Clr. S. Levy that Town Council directs Administration to organize the installation of the former Town Entrance sign at the Goose Creek School Museum at 4801 – 48 Avenue, in consultation of Sedgewick Archives and Museum Society.	<u>CARRIED</u>
2017-07-139	MOTION by Clr. G. Imlah that the Public Works Report is approved as attached to and forming part of these minutes.	<u>CARRIED</u>
Recreation & Leisure	A written Recreation and Community Services Liaison Report was provided to July 27 th , 2017 as attached to and forming part of these minutes.	
Departure	Clr. T. Schmutz departed the meeting at 7:22 pm.	
Arrival	Clr. T. Schmutz re-entered the meeting at 7:26 pm.	
2017-07-140	MOTION by Mayor P. Robinson that the Recreation and Leisure Report and activities be approved as attached to and forming part of these minutes.	<u>CARRIED</u>
CAO Report	A written Administration Report from CAO J. Fedyk was provided to July 27 th , 2017 as attached to and forming part of these minutes.	
2017-07-141	MOTION by Clr. S. Levy that the Chief Administrative Officer Report is approved as presented and discussed.	<u>CARRIED</u>

Assistant CAO Report	A written Administration Report from Assistant CAO T. Rogers was provided to July 27, 2017 as attached to and forming part of these minutes.	<u>CARRIED</u>
2017-07-142	MOTION by Clr. T. Schmutz that the Assistant Chief Administrative Officer Report is approved as presented and discussed.	
AUMA/AMSC Contest	Council reviewed notification from AUMA/AMSC about a contest challenging the Town to develop an innovative idea for the use of the recent AMSC rebate, which would benefit the entire municipality; the successful municipalities to be awarded a free registration to the Fall 2017 AUMA Convention.	
2017-07-143	MOTION by Clr. G. Sparrow to table the AUMA/AMSC contest to the August Council meeting.	<u>CARRIED</u>
LUB Amendment	Administration advised that the pending application to amend Land Use Bylaw 461 was not received.	
Recreation Bylaw 532		
2017-07-144	MOTION by Clr. G. Sparrow to table proposed Recreation Board Bylaw 532/17.	<u>CARRIED</u>
2017-07-145	MOTION by Mayor P. Robinson to direct Administration to research services for the Commercial Building Inspection of the Sedgewick Recreation Centre.	<u>CARRIED</u>
Signing Authorities		
2017-07-146	MOTION by Clr. G. Imlah the signing authorities for the Town remain the same with the addition of CAO James Fedyk as an alternate appointed representative signature.	<u>CARRIED</u>
August Meeting Date		
2017-07-147	MOTION by Mayor P. Robinson to schedule the Regular Council meeting for August 28, 2017 at 6 pm.	<u>CARRIED</u>
<u>Correspondence</u>	Council reviewed the List of Correspondence (LOC) for the period ending July 27, 2017.	
2017-07-148	MOTION by Clr. G. Sparrow that the LOC for the period ending July 27, 2017 be accepted for information.	<u>CARRIED.</u>
Lake Board Members	Clr. T. Schmutz advised Council that the Sedgewick Lake Park Association recommended the addition of two new Board members.	
2017-07-149	MOTION by Clr. T. Schmutz that per the recommendation of the Sedgewick Lake Park Association, Jodie Djos and Theresa Schmutz are hereby appointed to the Sedgewick Lake Park Association Board.	<u>CARRIED</u>
Round Table	A round table discussion was held.	
Adjournment		
2017-07-150	MOTION by Mayor P. Robinson for adjournment at 8:25 p.m.	

Perry Robinson, Mayor

J. Fedyk, CAO

27-Jul-17
Mayor

27-Jul-17
CAO

Report Date
8/18/17 3:47 PM

Town of Sedgewick
Budgetary Control
For the Period 1/01/17 - 8/31/17

Page 1

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
General Municipal Revenues						
100110 - Tax Levy - Minimum Municipal Tax				78,693.00	(78,693.00)	
100111 - Tax Levy - ASFF - Residential			179,654.20	179,809.00	(154.80)	99.9
100112 - Tax Levy - ASFF - Non-Residential			62,996.03	62,995.00	1.03	100.0
100113 - Tax Levy - Seniors' Housing			13,757.09	13,765.00	(7.91)	99.9
100114 - Tax Levy - Linear Assessment			11,992.08	14,080.00	(2,087.92)	85.2
100115 - Tax Levy - Residential Assessment			614,724.56	564,551.00	50,173.56	108.9
100116 - Tax Levy - Commercial Assessment			165,928.11	141,110.00	24,818.11	117.6
100201 - Federal G.I.L.			900.00	900.00		100.0
100510 - Penalties And Costs		7,908.23	21,907.07	21,850.00	57.07	100.3
100530 - Fortis AB Franchise Fee		4,260.29	25,974.71	46,820.00	(20,845.29)	55.5
100551 - Dividend Income			372.07	5,000.00	(4,627.93)	7.4
100552 - Royalties Income		1,200.00	1,205.93	2,500.00	(1,294.07)	48.2
100590 - Other Revenue From Own Sources			945.71		945.71	
100920 - HTA Fines		248.00	546.00		546.00	
100930 - Trfr.Other Op. Functions			(198.00)		(198.00)	
Total General Municipal Revenues:		13,616.52	1,100,705.56	1,132,073.00	(31,367.44)	97.2
General Administration						
112210 - VCU Interest			6,880.55	21,000.00	(14,119.45)	32.8
112410 - Misc. Admin. Rev.		366.45	2,202.74	3,500.00	(1,297.26)	62.9
112560 - Bdlg/Land Rental		(1,200.00)	3,500.00	7,000.00	(3,500.00)	50.0
112561 - Machine Rentals (Copies/Fax)			33.46	125.00	(91.54)	26.8
112845 - Cond. Operating Grant (MSP)				22,656.00	(22,656.00)	
112920 - Drawn From Operating Reserves				85,800.00	(85,800.00)	
Total General Administration:		(833.55)	12,616.75	140,081.00	(127,464.25)	9.0
Fire And Prevention Services						
123410 - Fire Fees Charged		700.00	1,180.00	7,680.00	(6,500.00)	15.4
123412 - Misc. Fire Revenues			1,133.19		1,133.19	
123540 - Town/County Fire Reserve Int.			245.16		245.16	
123590 - County Agreement			10,000.00	10,000.00		100.0
123592 - County Operating Grant			10,040.00	18,974.00	(8,934.00)	52.9
123850 - Other Grants (BRCF)				1,500.00	(1,500.00)	
Total Fire And Prevention Services:		700.00	22,598.35	38,154.00	(15,555.65)	59.2
By-Laws Enforcement And Other						
126510 - Municipal BEO Fines			225.00	500.00	(275.00)	45.0

Report Date
8/18/17 3:47 PM

Town of Sedgewick
Budgetary Control
For the Period 1/01/17 - 8/31/17

Page 2

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
126521 - Permits - Bldg.,Gas,Electric,Plumbing			1,325.11	1,500.00	(174.89)	88.3
126522 - Hawkers/Pedlar License			175.00	350.00	(175.00)	50.0
126525 - Animal Licenses			1,893.00	1,750.00	143.00	108.2
126840 - Provincial Grant - Operating				10,000.00	(10,000.00)	
Total By-Laws Enforcement And Other:			3,618.11	14,100.00	(10,481.89)	25.7
Roads, Streets, Walks, Lights						
132232 - Misc. PW Revs			657.59		657.59	
132561 - Machine Rentals			900.02	4,000.00	(3,099.98)	22.5
132824 - MSI Operating Grant				5,000.00	(5,000.00)	
Total Roads, Streets, Walks, Lights:			1,557.61	9,000.00	(7,442.39)	17.3
Water Supply And Distribution						
141410 - Sale Of Water			59,306.56	100,000.00	(40,693.44)	59.3
141510 - Water Penalties		(27.07)	414.49	600.00	(185.51)	69.1
141590 - Bulk Water Revs			2,650.45	2,500.00	150.45	106.0
141820 - Water Infrastructure Renewal		(0.46)	35,946.16	61,500.00	(25,553.84)	58.5
141825 - Water Meter Replacement Reserve		(0.10)	13,517.84	23,000.00	(9,482.16)	58.8
141846 - Prov. Grant - Operating				35,000.00	(35,000.00)	
141940 - Contr. From Capital Functions				124,000.00	(124,000.00)	
Total Water Supply And Distribution:		(27.63)	111,835.50	346,600.00	(234,764.50)	32.3
Sewage Service And Treatment						
142410 - Sewer Service Fees			69,586.94	120,000.00	(50,413.06)	58.0
142510 - Sewer Penalties		(0.78)	425.91	400.00	25.91	106.5
142820 - Sewer Infrastructure Renewal		(0.40)	30,208.91	51,700.00	(21,491.09)	58.4
142930 - Contr. From Other Oper. Funct.				12,829.00	(12,829.00)	
142940 - Contr. From Capital Functions				75,000.00	(75,000.00)	
Total Sewage Service And Treatment:		(1.18)	100,221.76	259,929.00	(159,707.24)	38.6
Garbage Collection & Disposal						
143410 - Collection And Disposal Fees			80,440.01	138,690.00	(58,249.99)	58.0
143510 - Garbage Penalties		(1.16)	510.37	400.00	110.37	127.6
143590 - Other Revenue			42.00	50.00	(8.00)	84.0
Total Garbage Collection & Disposal:		(1.16)	80,992.38	139,140.00	(58,147.62)	58.2
Cemetery						
156410 - Plot Sales		545.24	2,142.86	600.00	1,542.86	357.1
156415 - Memorial Book Sales				100.00	(100.00)	

Report Date
8/18/17 3:47 PM

Town of Sedgewick
Budgetary Control
For the Period 1/01/17 - 8/31/17

Page 3

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
156510 - Goods & Services		25.00	50.00	500.00	(450.00)	10.0
156590 - Cemetery Donations				4,500.00	(4,500.00)	
Total Cemetery:		570.24	2,192.86	5,700.00	(3,507.14)	38.5
Municipal Planning & Zoning						
161800 - Zoning Revenue			249.71		249.71	
161840 - Grants - MSI				1,600.00	(1,600.00)	
Total Municipal Planning & Zoning:			249.71	1,600.00	(1,350.29)	15.6
Economic Development						
163590 - Grants - Federal				2,000.00	(2,000.00)	
163840 - Conditional Grant - Provincial				25,350.00	(25,350.00)	
163921 - Transfer from Capital Reserves				139,000.00	(139,000.00)	
Total Economic Development:				166,350.00	(166,350.00)	
Subdiv. Land And Developments						
166410 - Sales Of Land		2,890.73	2,890.73		2,890.73	
Total Subdiv. Land And Developments:		2,890.73	2,890.73		2,890.73	
Recreation/Parks Facilities						
172410 - Recreation Land Rental				500.00	(500.00)	
172540 - Rec.Subdivision Reserve Int.			6.30		6.30	
172590 - Other Revenues			1,369.87		1,369.87	
172920 - Tfr. From Reserves				54,000.00	(54,000.00)	
Total Recreation/Parks Facilities:			1,376.17	54,500.00	(53,123.83)	2.5
Gas Production & Distribution						
191410 - Sale Of Gas			206,507.07	403,750.00	(197,242.93)	51.2
191411 - Gas S/C			82,397.93	120,960.00	(38,562.07)	68.1
191412 - SKNGS Reserve Fund Income				23,040.00	(23,040.00)	
191413 - Nat.Gas - Town Facilities			3,721.03	6,000.00	(2,278.97)	62.0
191510 - Gas Penalties		(1.45)	2,195.56	1,500.00	695.56	146.4
191590 - Gas Install.& Misc. Revs				1,500.00	(1,500.00)	
Total Gas Production & Distribution:		(1.45)	294,821.59	556,750.00	(261,928.41)	53.0
Revenue Totals:		16,912.52	1,735,677.08	2,863,977.00	(1,128,299.92)	60.6

Requisitions

Report Date
8/18/17 3:47 PM

Town of Sedgewick
Budgetary Control
For the Period 1/01/17 - 8/31/17

Page 4

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
202741 - ASFF Non Res			13,704.17	62,995.00	49,290.83	21.8
202750 - ASFF Res/Farm			42,908.30	179,809.00	136,900.70	23.9
202751 - Seniors' Housing (FRHG)			13,765.00	13,765.00		100.0
Total Requisitions:			70,377.47	256,569.00	186,191.53	27.4

Council And Other Legislative

211130 - Clr. - Employer Contrib.			170.60	600.00	429.40	28.4
211151 - Clr Fees - Taxable			6,663.02	24,050.00	17,386.98	27.7
211152 - Clr Fees - Non-Taxable			3,173.04	12,025.00	8,851.96	26.4
211211 - Travel/Subs.			2,121.55	9,400.00	7,278.45	22.6
211212 - Education			153.75	6,000.00	5,846.25	2.6
211274 - Insurance			349.89	500.00	150.11	70.0
211510 - Council Supplies		77.37	77.37	200.00	122.63	38.7
Total Council And Other Legislative:		77.37	12,709.22	52,775.00	40,065.78	24.1

General Administration

212110 - Salaries		40,000.00	135,535.76	162,207.00	26,671.24	83.6
212120 - Salaries - Prt.Time		1,287.50	11,487.50	49,078.00	37,590.50	23.4
212130 - Employer Contrib.		(39,887.88)	12,129.59	22,404.00	10,274.41	54.1
212131 - WCB			3,948.84	6,000.00	2,051.16	65.8
212211 - Travel/Subs.		355.21	1,372.11	4,000.00	2,627.89	34.3
212212 - Education/Training		10,343.12	44,161.88	58,530.00	14,368.12	75.5
212213 - Occupational Health & Safety	640.00	640.00	5,948.18	7,680.00	1,731.82	77.5
212215 - Freight			109.18	100.00	(9.18)	109.2
212216 - Postage		860.00	963.46	1,100.00	136.54	87.6
212217 - Telephone		289.50	2,455.33	5,280.00	2,824.67	46.5
212218 - Internet/Website Costs		74.99	504.90	975.00	470.10	51.8
212220 - Advertising, Printing, Etc.		11,182.93	17,007.24	4,700.00	(12,307.24)	361.9
212221 - Municipal Memberships		724.05	6,480.97	6,855.00	374.03	94.5
212230 - Audit Fees			300.00	9,476.00	9,176.00	3.2
212231 - Assessor		54.84	7,483.84	12,860.00	5,376.16	58.2
212232 - Legal & LTO			32,654.62	8,500.00	(24,154.62)	384.2
212250 - Buildings R&M			27,873.62	25,500.00	(2,373.62)	109.3
212251 - Equipment R&M Contracted		5,335.12	12,370.12	40,786.00	28,415.88	30.3
212274 - Insurance			7,448.35	9,000.00	1,551.65	82.8
212400 - Bad Debts			24.00		(24.00)	
212401 - Carbon Tax - Administration		0.30	37.90		(37.90)	
212510 - Office Supplies		221.97	5,172.36	5,000.00	(172.36)	103.5
212511 - Janitorial Supplies			354.11	1,000.00	645.89	35.4

Report Date
8/18/17 3:47 PM

Town of Sedgewick
Budgetary Control
For the Period 1/01/17 - 8/31/17

Page 5

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
212540 - Electricity			1,084.83	2,500.00	1,415.17	43.4
212541 - Natural Gas		28.26	399.66	700.00	300.34	57.1
212630 - Unamortized Equip.Costs				520.00	520.00	
212910 - Tax Rebates & Discounts (ARB/MGB)			809.38		(809.38)	
212915 - Other Expenses			144.60		(144.60)	
212961 - Contrib.Office Equip.Reserves				1,000.00	1,000.00	
Total General Administration:	640.00	31,509.91	338,262.33	445,751.00	107,488.67	75.9
Admin. Other - Election						
219150 - Election Officer Fees				400.00	400.00	
219290 - Election Costs			73.22	150.00	76.78	48.8
Total Admin. Other - Election:			73.22	550.00	476.78	13.3
Fire And Prevention Services						
223120 - Fire Fighter Fees				24,080.00	24,080.00	
223130 - Employer Contributions				350.00	350.00	
223211 - Subs/Km/Misc.			339.43	1,000.00	660.57	33.9
223212 - Education/Training				1,200.00	1,200.00	
223213 - Occupational Health & Safety				2,000.00	2,000.00	
223215 - Freight				200.00	200.00	
223217 - Phones/Alarm	0.22	167.54	3,434.77	4,836.00	1,401.23	71.0
223218 - Internet Costs		50.90	407.20	530.00	122.80	76.8
223230 - EMS Regional Dispatch Costs			2,828.10	2,850.00	21.90	99.2
223250 - Building R&M (Contractor)			480.00	500.00	20.00	96.0
223251 - Machine R&M				3,000.00	3,000.00	
223252 - Machine R&M (County)				3,500.00	3,500.00	
223274 - Insurance			2,763.57	3,320.00	556.43	83.2
223350 - Rescue Unit Req.			1,658.86	1,800.00	141.14	92.2
223401 - Carbon Tax - Fire		78.92	176.29		(176.29)	
223510 - Gen. Goods & Services			2,104.97	10,550.00	8,445.03	20.0
223511 - Vehicle Fuel		(24.84)	31.63	600.00	568.37	5.3
223512 - Vehicle Fuel (County)		(52.36)	73.33	750.00	676.67	9.8
223540 - Electricity			1,297.65	3,000.00	1,702.35	43.3
223541 - Natural Gas		32.23	727.36	1,000.00	272.64	72.7
223762 - Contrib. To Capital				5,000.00	5,000.00	
223764 - Cont.To Cap. Reserves-Town/County				10,000.00	10,000.00	
Total Fire And Prevention Services:	0.22	252.39	16,323.16	80,066.00	63,742.84	20.4

Disaster & Emergency Services

Report Date
8/18/17 3:47 PM

Town of Sedgewick
Budgetary Control
For the Period 1/01/17 - 8/31/17

Page 6

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
224211 - Kms/Subs/Misc.			56.25		(56.25)	
224512 - Training/Education				1,500.00	1,500.00	
Total Disaster & Emergency Services:			56.25	1,500.00	1,443.75	3.8
By-Laws Enforcement And Other						
226234 - Animal Control				200.00	200.00	
226355 - BEO Contract			3,613.50	10,000.00	6,386.50	36.1
Total By-Laws Enforcement And Other:			3,613.50	10,200.00	6,586.50	35.4
Roads, Streets, Walks, Lights						
232110 - Salaries			50,185.56	76,743.00	26,557.44	65.4
232120 - Salaries Prt-Time			1,560.00	21,696.00	20,136.00	7.2
232130 - Employer Contributions		873.70	13,491.63	17,750.00	4,258.37	76.0
232211 - Travel/Subs.			300.11	3,000.00	2,699.89	10.0
232212 - Education/Training		44.78	44.78	5,000.00	4,955.22	0.9
232215 - Freight		414.35	476.60	500.00	23.40	95.3
232217 - Telephone		139.96	2,465.48	3,780.00	1,314.52	65.2
232250 - Buildings R&M			605.87	500.00	(105.87)	121.2
232251 - Machine R&M Contracted			17,885.57	17,000.00	(885.57)	105.2
232252 - Streets/Sidewalks/Curbs R&M			6,785.04	34,000.00	27,214.96	20.0
232274 - Insurance			4,771.59	5,730.00	958.41	83.3
232510 - Sm.Equip/Misc.Supplies			4,551.70	8,000.00	3,448.30	56.9
232511 - Vehicle Fuel		(30.12)	3,006.36	9,000.00	5,993.64	33.4
232512 - Shop Tools			1,369.97	1,000.00	(369.97)	137.0
232540 - Electricity			1,878.42	3,500.00	1,621.58	53.7
232541 - Natural Gas		42.06	1,576.78	2,000.00	423.22	78.8
232542 - Street Lites			27,532.30	55,000.00	27,467.70	50.1
232760 - Contrib. - Truck Reserve				7,500.00	7,500.00	
232762 - Contr. To Infrastructure Cap. Res.				60,000.00	60,000.00	
232769 - Contrib. to PW Building Res.				5,000.00	5,000.00	
232920 - Cont To PW Equip.Res				20,000.00	20,000.00	
Total Roads, Streets, Walks, Lights:		1,484.73	138,487.76	356,699.00	218,211.24	38.8
Storm Sewers And Drainage						
237251 - Rpr. & Maint.			504.21	3,000.00	2,495.79	16.8
Total Storm Sewers And Drainage:			504.21	3,000.00	2,495.79	16.8
Water Supply And Distribution						
241110 - Salaries And Wages			45,659.35	24,488.00	(21,171.35)	186.5

Report Date
8/18/17 3:47 PM

Town of Sedgewick
Budgetary Control
For the Period 1/01/17 - 8/31/17

Page 7

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
241130 - Employer Contributions			10,015.36	5,917.00	(4,098.36)	169.3
241212 - Education/Training			459.28		(459.28)	
241215 - Freight		491.92	2,412.31	4,500.00	2,087.69	53.6
241217 - Telephone		66.27	463.36	800.00	336.64	57.9
241218 - WTP Internet		99.90	399.60	600.00	200.40	66.6
241235 - Water Meter Reading Fees				3,900.00	3,900.00	
241250 - Building R&M			9,966.00	20,000.00	10,034.00	49.8
241251 - Equipment R&M Contracted		22,306.40	47,250.49	190,500.00	143,249.51	24.8
241274 - Insurance			3,081.22	3,700.00	618.78	83.3
241401 - Carbon Tax - Water		10.97	201.23		(201.23)	
241510 - Gen. Goods & Services		(20,518.40)	5,588.54	6,000.00	411.46	93.1
241530 - Chemicals		1,480.34	5,196.94	8,500.00	3,303.06	61.1
241540 - Electricity			6,103.62	16,000.00	9,896.38	38.2
241541 - Natural Gas		53.31	1,159.04	1,450.00	290.96	79.9
241765 - Transfer to Capital Reserves				61,500.00	61,500.00	
241766 - Transfer to Res. - WMF				23,000.00	23,000.00	
Total Water Supply And Distribution:		3,990.71	137,956.34	370,855.00	232,898.66	37.2
Sewage Service & Treatment						
242110 - Salaries				24,467.00	24,467.00	
242130 - Employer Contributions				5,917.00	5,917.00	
242217 - Telephone/Alarm		136.49	954.37	1,650.00	695.63	57.8
242250 - Building R&M				500.00	500.00	
242251 - Equipment R&M Contracted		1,680.00	19,681.91	21,329.00	1,647.09	92.3
242255 - Sewage Lagoon				80,800.00	80,800.00	
242274 - Insurance			728.98	1,000.00	271.02	72.9
242401 - Carbon Tax - Sewer	(0.01)	1.62	49.13		(49.13)	
242510 - Supplies			5,775.72	500.00	(5,275.72)	1155.1
242540 - Electricity			1,992.23	3,800.00	1,807.77	52.4
242541 - Natural Gas		30.39	431.51	630.00	198.49	68.5
242930 - Tfr. To Infra.Reserve				51,700.00	51,700.00	
Total Sewage Service & Treatment:	(0.01)	1,848.50	29,613.85	192,293.00	162,679.15	15.4
Garbage Collection & Disposal						
243350 - FRSWMA Requisition			97,892.20	126,590.00	28,697.80	77.3
243360 - Curbside Recycling Program			2,610.00	10,400.00	7,790.00	25.1
243510 - General Goods & Services			76.27	1,150.00	1,073.73	6.6
243762 - Contrib. to Capital - Landfill Expansion				1,000.00	1,000.00	
Total Garbage Collection & Disposal:			100,578.47	139,140.00	38,561.53	72.3

Report Date
8/18/17 3:47 PM

Town of Sedgewick
Budgetary Control
For the Period 1/01/17 - 8/31/17

Page 8

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
Family And Community Support						
251350 - FFCS Req.			7,455.90	7,456.00	0.10	100.0
251356 - Community Resource Officer				5,145.00	5,145.00	
251770 - Grants-Other-FIRST & STARS, Etc			625.00	625.00		100.0
Total Family And Community Support:			8,080.90	13,226.00	5,145.10	61.1
Cemetery						
256250 - Rpr.& Maint.		2,437.00	2,437.00	4,500.00	2,063.00	54.2
256510 - Gen. Goods & Services		(2,437.00)	409.99	500.00	90.01	82.0
256762 - Contrib. to Capital				1,500.00	1,500.00	
Total Cemetery:			2,846.99	6,500.00	3,653.01	43.8
Mun. Planning & Zoning, Etc.						
261200 - Gen. Services Contr.			360.00	1,600.00	1,240.00	22.5
261510 - ARB Costs - LARB, CARB				1,500.00	1,500.00	
Total Mun. Planning & Zoning, Etc.:			360.00	3,100.00	2,740.00	11.6
Economic Development						
263350 - BRAED Membership			456.19	645.00	188.81	70.7
263360 - FIP Membership			9,507.75	8,350.00	(1,157.75)	113.9
263510 - Goods & Supplies		570.00	75,650.08	158,000.00	82,349.92	47.9
Total Economic Development:		570.00	85,614.02	166,995.00	81,380.98	51.3
Subdiv. Land And Developments						
266200 - Gen. Service Contr.				750.00	750.00	
Total Subdiv. Land And Developments:				750.00	750.00	
Recreation & Parks Facilities						
272110 - Salaries - Fulltime			42,666.69	111,957.00	69,290.31	38.1
272120 - Salaries - Prt-Time			11,631.60	24,497.00	12,865.40	47.5
272130 - Employer Contrib.			10,394.53	7,521.00	(2,873.53)	138.2
272211 - Travel/Subs.			112.07		(112.07)	
272214 - Recreation Programming		26,909.39	26,909.39	50,000.00	23,090.61	53.8
272217 - Phone/TIFB			600.00		(600.00)	
272251 - Equipment R&M		12,205.67	65,145.67	3,000.00	(62,145.67)	2171.5
272252 - Building R&M		(17,394.18)	2,355.86	500.00	(1,855.86)	471.2
272260 - Parks Improvements		6,311.09	6,706.59	9,000.00	2,293.41	74.5
272274 - Insurance			15,019.41	18,100.00	3,080.59	83.0

Report Date
8/18/17 3:47 PM

Town of Sedgewick
Budgetary Control
For the Period 1/01/17 - 8/31/17

Page 9

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
272510 - Gen. Goods & Services		(28,291.89)	(11,941.78)	500.00	12,441.78	2488.4
272540 - Electricity			1,684.83	3,300.00	1,615.17	51.1
272541 - Rec Centre - Water		19.50	1,135.50	2,400.00	1,264.50	47.3
272769 - Contrib. to Rec Reserves				10,000.00	10,000.00	
272779 - Rec Centre Grant - Ag Society Rent				500.00	500.00	
272790 - Grant -Recreation Centre Operating				15,000.00	15,000.00	
Total Recreation & Parks Facilities:		(240.42)	172,420.36	256,275.00	83,854.64	67.3
Culture: Hall, Library, Etc.						
274274 - Insurance			2,734.93	3,300.00	565.07	82.9
274770 - Grant - Library			7,000.00	7,000.00		100.0
274771 - Grant - Hall Operating				6,000.00	6,000.00	
274774 - P.R.L. Req.			5,167.71	6,755.00	1,587.29	76.5
274920 - Contribution to Capital - Hall				5,000.00	5,000.00	
Total Culture: Hall, Library, Etc.:			14,902.64	28,055.00	13,152.36	53.1
Gas Production & Distribution						
291110 - Salaries				11,041.00	11,041.00	
291130 - Employers Contrib.				622.00	622.00	
291215 - Freight				300.00	300.00	
291216 - Postage		5,090.00	5,090.00	6,500.00	1,410.00	78.3
291220 - Advert/Printing			134.84	400.00	265.16	33.7
291250 - Gas System R&M			11,072.00	26,425.00	15,353.00	41.9
291251 - Mach. R&M			3,158.90	4,000.00	841.10	79.0
291260 - New Install. Costs				4,500.00	4,500.00	
291290 - Taxes/Misc.			6,779.66	8,700.00	1,920.34	77.9
291350 - Admin. Costs			43,071.29	72,250.00	29,178.71	59.6
291401 - Carbon Tax - Gas		3.24	123.04		(123.04)	
291510 - Gen. Goods & Services			10.24		(10.24)	
291532 - Gas Purch For Resale			153,588.63	297,500.00	143,911.37	51.6
291541 - Natural Gas		10.78	642.31	600.00	(42.31)	107.1
291760 - SKNGS Reserve Fund			14,145.00	51,840.00	37,695.00	27.3
291875 - Carbon Tax Levy			(49,629.36)		49,629.36	
Total Gas Production & Distribution:		5,104.02	188,186.55	484,678.00	296,491.45	38.8
Expense Totals:	640.21	44,597.21	1,320,967.24	2,868,977.00	1,548,009.76	46.0

Report Date
8/18/17 3:47 PM

Town of Sedgewick
Budgetary Control
For the Period 1/01/17 - 8/31/17

Page 10

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
Net Surplus (Deficit):	(640.21)	(27,684.69)	414,709.84	(5,000.00)	419,709.84	8394.2

Accounts Printed: 241

COMMITTEE REPORTS FOR CLR. G SPARROW

REC BOARD- AUGUST 9, 2017

- Discussed position of Rec manager & will advertise with the hope of filling the position by September 1. We will also advertise for a concession supervisor at the same time
- Set budget of 30K for the kitchen reno to be taken out of capital acct
- approved 15k for new fence for hard ball diamond to come out of capital acct
- reviewed bylaw & there were no concerns
- brought up the idea of a rec review board to meet quarterly with rec center, golf course, lake board, etc & was well received.

Income		
4100 · Bowling	85.72	✓
4125 · Bowling Facility Rentals	85.72	
Total 4100 · Bowling		
4200 · Arena		
4203 · Lacrosse Arena Rental	1,275.00	✓
4220 · Arena Facility Rental	8,324.76	✓
Total 4200 · Arena	9,599.76	
4400 · Concession		
4401 · Concession Sales	7,163.81	
Total 4400 · Concession	7,163.81	
4500 · Facility		
4600 · Interest Income	2.11	
4732 · AMSC Utility Rebate	94.00	
Total 4500 · Facility	96.11	
4900 · Friends of the Rec Centre		
4925 · Avenue ATM Activity Fee	220.00	
Total 4900 · Friends of the Rec Centre	220.00	
4901 · Rec Board Fundraising		
4902 · Wildrose Gift Card Sales	4,500.00	
4911 · Spring Fling 2017	60.00	
Total 4901 · Rec Board Fundraising	4,560.00	
Total Income	21,725.40	
Expense		
6200 · Concession Expense		
6205 · Concession Merchandise	2,101.71	✓
6220 · Concession Repair & Maint	150.00	
Total 6200 · Concession Expense	2,251.71	
6300 · Facility Expenses		
6301 · Bookkeeping	1,000.00	
6302 · Elevator Expenses	267.00	
6315 · Facility Repair & Maint	896.10	✓
6320 · Security System	75.00	
6325 · Custodial Supplies	739.27	✓
6350 · Waste Management Fees	39.00	
6365 · Telephone Costs	170.95	
6370 · July 1st Expense	1,942.18	✓
Total 6300 · Facility Expenses	5,129.50	
6400 · Utilities		
6410 · Natural Gas		
6414 · Facility Nat Gas - 55% or rest	478.34	
Total 6410 · Natural Gas	478.34	
6430 · Lighting		
6434 · Facility Light 40% or rest	2,370.02	
Total 6430 · Lighting	2,370.02	

6440 · Power Plant		
6441 · Arena Power Plant - 50%	1,132.98	
Total 6440 · Power Plant	<u>1,132.98</u>	
Total 6400 · Utilities		3,981.34
6700 · Payroll Expenses		
6701 · Casual labour	127.50	
6710 · Admin hours	3,600.00	
6720 · Concession hours		
6722 · Concession overtime hours	90.00	
6720 · Concession hours - Other	<u>810.00</u>	
Total 6720 · Concession hours		900.00
6725 · Janitorial hours	90.00	
6700 · Payroll Expenses - Other	323.54	
Total 6700 · Payroll Expenses	<u>5,041.04</u>	
Total Expense		<u>16,403.59</u>
Net Income		<u><u>5,321.81</u></u>

Income

4400 · Concession
4401 · Concession Sales

Total 4400 · Concession

4500 · Facility

4501 · Facility Misc Rental
4700 · Equipment Rental
4755 · Sedgewick Library

Total 4500 · Facility

4901 · Rec Board Fundraising

4902 · Wildrose Gift Card Sales
4905 · Wildrose Co-op Rebate

Total 4901 · Rec Board Fundraising

Total Income

Expense

6200 · Concession Expense
6220 · Concession Repair & Maint

Total 6200 · Concession Expense

6300 · Facility Expenses

6301 · Bookkeeping
6315 · Facility Repair & Maint
6350 · Waste Management Fees
6365 · Telephone Costs
6370 · July 1st Expense

Total 6300 · Facility Expenses

6400 · Utilities

6410 · Natural Gas
6414 · Facility Nat Gas - 55% or rest

Total 6410 · Natural Gas

6430 · Lighting

6434 · Facility Light 40% or rest

Total 6430 · Lighting

6440 · Power Plant

6441 · Arena Power Plant - 50%

Total 6440 · Power Plant

Total 6400 · Utilities

6500 · Fundraising Expenses

6501 · Wildrose Gift Card Purchases
6512 · Spring Fling 2017 Expenses

Total 6500 · Fundraising Expenses

6700 · Payroll Expenses

6705 · Severance Pay
6710 · Admin hours

0720 · Concession Hours

4,152.64
4,152.64

300.00
195.00
2,400.00

2,895.00

8,250.00
600.00

8,850.00

15,897.64

128.83

128.83

1,000.00
886.18
91.50
171.45
315.22

2,464.35

97.88

97.88

1,709.78

1,709.78

1,119.19

1,119.19

2,926.85

10,000.00
-210.00

9,790.00

3,313.96
4,142.63

3,300.00

6700 · Payroll Expenses - Other

Total 6700 · Payroll Expenses

Total Expense

Net Income

634.12

11,458.71

26,768.74

-10,871.10

3013.
3308
4
\$12,4200

Ag Society - Annual	\$	17,500.00	\$	-	0%
Facility Room Rentals	\$	8,000.00	\$	5,559.29	69%
July 1st Revenues	\$	7,500.00	\$	-	0%
Fundraisers/Raffles/Signage	\$	20,000.00	\$	10,790.26	54%
Arena Revenue (winter)	\$	78,000.00	\$	56,169.28	72%
Arena Revenue (spring/summer)	\$	6,000.00	\$	2,700.00	45%
Bowling Revenues	\$	30,000.00	\$	2,030.98	7%
Curling Revenues	\$	30,000.00	\$	13,841.50	46%
Library Lease/UT	\$	4,800.00	\$	2,400.00	50%
Concession	\$	100,000.00	\$	68,780.44	69%
Co-op Gift Cards	\$	100,000.00	\$	42,950.00	43%
Co-op Gift Card - Dividend	\$	6,000.00	\$	3,000.00	50%
Bank Interest	\$	20.00	\$	13.46	67%
Ag OP Grant	REMOVED		\$	-	
Capital Grants	\$	7,600.00	\$	-	
Town OP Grant/Capital Reserves	\$	27,700.00	\$	-	0%
Other	\$	500.00	\$	446.34	89%
Donations	\$	10,000.00	\$	11,196.74	112%
ATM Fee Income	\$	2,000.00	\$	1,282.50	64%
Total Revenues:	\$	455,620.00	\$	221,160.79	49%

Expenditures:					% of Budget
Salaries (Full Time)	\$	43,200.00	\$	29,056.59	67%
Salaries (Part-Time)	\$	61,500.00	\$	35,922.90	58%
Salaries - Employer Contr.	\$	9,120.00	\$	4,656.43	51%
Education/Training	\$	1,000.00			0%
Office Supplies	\$	2,000.00	\$	1,222.94	61%
Advertising/Promotional	\$	1,000.00	\$	268.60	27%
Service Charges	\$	200.00	\$	59.30	30%
General Goods & Services	\$	110,000.00	\$	62,733.76	57%
Janitorial Supplies	\$	5,000.00	\$	2,131.79	43%
OH&S	\$	750.00	\$	1,006.75	134%
Freight	\$	100.00			0%
Telephones/Alarms	\$	3,000.00	\$	1,349.65	45%
Audit Fees	\$	2,000.00			0%
Waste Management Fees	\$	1,400.00	\$	650.50	46%
Insurance	\$	270.00			0%
Building R&M	\$	20,000.00	\$	10,136.26	51%
Equipment R&M	\$	25,000.00	\$	3,499.03	14%
Electricity	\$	71,240.00	\$	42,435.17	60%
Gas	\$	26,240.00	\$	15,383.98	59%
Concession Exp.	\$	65,000.00	\$	30,271.99	47%
Contribution to Capital	\$	7,600.00	\$	7,600.00	
Total Expenditures:	\$	455,620.00	\$	248,385.64	55%
Net Surplus/(Deficit)	\$	-	\$	27,224.85	

SEVERANCE INCLUDED

MONTH	AMOUNT
Jan-17	\$ 582.34
Feb-17	\$ 626.82
Mar-17	\$ 571.82
Apr-17	\$ 268.80
May-17	\$ 88.46
Jun-17	\$ 13.95
Jul-17	\$ 9.00
YTD Total	\$ 2,161.19

Sedgewick Public Library Aug 8th 2017 18:00

Brief meeting to discuss Community Calendar fundraiser.

- Calendar's will be sold @ \$20.00 per
- Pre-orders can have Birthdays, Anniversaries and Memorial dates and names published on the calendar.
- Volunteers will be soliciting door to door in Sedgewick and surrounding rural area.
- All orders must be in by September's end.

Meeting ended @18:50



TOWN OF
SEDGEWICK

DEPARTMENTAL REPORT TO COUNCIL

MEETING DATE: AUGUST 24TH, 2017

DEPARTMENT: PUBLIC WORKS

SUMMARY

The summer has consisted of replacing and flushing fire hydrants and performing maintenance to water wells and lines.
Most recently staff have been doing crack filling with maintenance to the benches on the new trail planned.
An incident occurred where a summer student was stung by a wasp and received treatment.
1 summer student is leaving at the end of this month with the other leaving in November.

ACCOMPLISHMENTS

Ten new fire hydrants have been installed.
All of the fire hydrants have been flushed.
All of the main water valves in the streets have been operated.
Well number 7 has been chlorinated, we found we had to replace the pump. Dwight Armstrong did the work.
All the lines from the water plant to the wells have been pigged (cleaned by pushing foam pigs through with water)
We sprayed and took down a wasp nest at 4914 51 st.

PRESENT AND FUTURE ACTIVITIES

We have spread grass seed at the highway sign, got the well pump running and are watering twice a day.
We are putting cement pads along the new walking trail so we can take the new benches off the pavement and mount them securely on the cement.
We are going to be putting composite decking around the cement supports at the north town sign.
We are wrapping up crack filling.
We would like to take out the remaining tire fence in the tire park.

STATISTICS

	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC
N/A												

APPENDIX:
NONE

PREPARED BY:
DARYL JOHNSON



DEPARTMENTAL REPORT TO COUNCIL

MEETING DATE: AUGUST 24TH, 2017

DEPARTMENT: RECREATION

SUMMARY

In summary, the Recreation Department is engaged in contract negotiation for fall programming. A balanced recreation program guide will be available for print in September with programs for the people of Sedgewick in support of the Recreation and Leisure plan.

ACCOMPLISHMENTS

The recreation department has been researching recreation workshops and training opportunities. I was in contact with Alberta Football, Bowl Alberta, Hockey Alberta, Curl Alberta, and various fitness and recreation clubs in an effort to enhance sport opportunity for the people of Sedgewick.

I negotiated and secured a four month contract with Legends Training Centre, Edmonton to offer Brazilian Jui Jitsu (BJJ) (a martial art) between September and December 2017 in Sedgewick. Classes will be held every second Sunday, instruction will be offered to 3-6 years olds, 7-11 year olds, 12 and up including adults. This is a no Gi program and acts as an introduction to martial arts. Legends instructs Gracie Barra BJJ which is known worldwide with over 800 schools and is the most highly sought after instruction.

Grants – prepared and submitted multiple applications to the Battle River Community Foundation for 2018 programming and worked with the Sedgewick Library manager to complete applications as well. Grants support leadership, training, and social programming. Toronto Dominion (TD) Reading Program – Successfully completed the TD program and supported the Sedgewick Library with programming and facilitation. Special activities included, drum circles, food bank program for youth, reading, crafts, and a super hero run.

PRESENT AND FUTURE ACTIVITIES

As directed by the CAO, I am working on a fall recreation program guide for Sedgewick. This includes, investigating and negotiating instructional contracts, program budgeting, marketing and advertisement. A full suite of programs will be offered this fall that specifically targets different segments of the population as per the Recreation and Leisure Plan. Programs will be held in the Sedgewick Community Hall, Sedgewick Recreation Centre, the Rec Room and the Sedgewick library.

STATISTICS

	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC
1 4-6								14				
1 6-10								10				

1. TD READING PROGRAM (AGES 4-6 AND 6-10)

APPENDIX:

NONE

PREPARED BY:

KATHLEEN STEADMAN



(12) ADMINISTRATION

Employee/Volunteer recognition BBQ has been cancelled/postponed due to low attendance. Town of Sedgewick float won 1st prize in the Loughheed parade. Thanks to Councillor Schmutz for driving.

(26) BYLAW ENFORCEMENT

Bylaw identified a camper parked on a Town-owned lot on MacKenzie Drive. Administration has offered resident a lot lease agreement.

(32) PUBLIC WORKS

Incident occurred of a summer student receiving a wasp bite on August 14th. Incident report and WCB paperwork has been completed.
New trees planted on walking trail to replace one that did not survive.

(41) WATER TREATMENT

Met with Associated Engineering in start-up meeting on August 14th to address HVAC concerns and replacement back-up generator at the WTP

(56) CEMETERY

Researched replacement plaques for graves.
1 cremation burial performed.

(63) ECONOMIC DEVELOPMENT

Design is complete for highway, main street and entrance sign banners.
Zag Creative has been contracted to develop a new website for the town.

(72) RECREATION

Attended Recreation Board Meeting on August 8th
Four Engineering companies were contacted to provide quotes to provide a formal inspection of the recreation centre. Have received one quote and am waiting for others.

APPENDIX:

NONE

PREPARED BY:

JIM FEDYK, CAO

AMSC REBATE CONTEST

EXECUTIVE SUMMARY

On June 21, 2017 the Town received a rebate of \$262.00 from AUMA/AMSC in recognition of the municipality's participation in two or more of the association's business services. AUMA is challenging its members to use the rebate in an innovative way that would directly benefit the community. The Municipalities with the most innovative ideas will be awarded a free registration to the Fall 2017 AUMA Convention.

BACKGROUND

The text in the letter implies that more than one municipality may be awarded the free registration. The challenge is to develop an innovative idea that would benefit the entire community. The contest deadline is September 30, 2017.

BUDGET IMPLICATIONS

Would provide a cost-saving of \$735 to the municipality.

ALTERNATIVES

1. Council may create an innovative 'project' valued at \$262+ that benefits the entire community.
2. Council may file the AUMA/AMSC letter for information.

RECOMMENDATION

1. That Council create an innovative 'project' valued at \$262+ that benefits the entire community.

ATTACHMENTS

1. Letter from AMSC



June 19, 2017

His Worship Perry Robinson
Mayor, Town of Sedgewick
PO Box 129
Sedgewick, AB T0B 4C0

Dear Mayor Robinson and Council:

We are very pleased to provide your municipality with the enclosed rebate in recognition of your valued participation in 2016 with two or more of our following business services: Employee Benefits, Property and Casualty Insurance, and Electricity and Natural Gas. Please ensure that this rebate is communicated to your council and administration as a reflection of your ability as our member to share in the outcomes of these services.

As an owner of our association, we encourage you to fully utilize these service offerings. The modest profits generated by these services are returned to you through this rebate as well as through the AUMA's policy, programs and advocacy services that they help fund.

We are challenging our participating municipalities to use this rebate in an innovative way that will directly benefit your community. We invite you to email us with a story and picture of your use of these funds at rebatecontest@auma.ca by September 30th, 2017. Municipalities who demonstrate the most innovative use of the funds will each receive one free AUMA 2017 convention registration worth a further \$700. We will also showcase the winning ideas at our AUMA convention and in our 2017 Annual Report. We hope you will participate in this fun initiative!

For further information about the rebate or to discuss how we can continue to support your municipality through our services, please contact our Business Development team at 310-AUMA.

Sincerely,

Lisa Holmes
AUMA President

RECEIVED
JUN 21 2017

RECREATION BOARD BYLAW

EXECUTIVE SUMMARY

The Town of Sedgewick Recreation Board Bylaw was presented to Council on July 27th, 2017. The issue was tabled by Council and to be brought back after consultation with the recreation board.

BACKGROUND

A recreation board, with the role of managing the recreation centre, has operated in the Town of Sedgewick for a number of decades. A formal bylaw has never been approved by Council to establish or provide guidance to the board. There appears to be no documentation that outlines the board's role, procedures or limitations.

The Recreation Centre is a Town-owned asset carrying with it certain responsibilities and potential for liability. Administration is of the understanding that the current board is looking for direction for future role and operation. The Bylaw was presented to the recreation board on August 8th, 2017 with general satisfaction voiced by the board. Bylaw 532/17 is being presented to Council as a Bylaw of the Town of Sedgewick to establish a recreation board.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may approve a first reading of Bylaw 532/17, the Town of Sedgewick Recreation Board Bylaw.
2. Council may approve a first, second and third and final reading of Bylaw 532/17, the Town of Sedgewick Recreation Board Bylaw.
3. Council may direct administration to make changes to Bylaw 532/17, the Town of Sedgewick Recreation Board Bylaw and bring back to Council for review.

RECOMMENDATION

1. Administration recommends Council approve a first and/or second and third and final reading of Bylaw 532/17, the Town of Sedgewick Recreation Board Bylaw.

ATTACHMENTS

1. Rec Board Bylaw 532/17

TOWN OF SEDGEWICK
BYLAW NO. 532/17
TOWN OF SEDGEWICK RECREATION BOARD BYLAW

**A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, TO
ESTABLISH A RECREATION BOARD.**

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, authorizes the Council to pass bylaws in relation to the establishment, functions, procedure and conduct of Council committees and other bodies;

WHEREAS it is deemed necessary to establish a board to assist the Council of the Town of Sedgewick in providing citizens with a recreation centre which includes a hockey rink, curling rink, bowling alley, lounge, concession and ancillary rooms and to have that centre meet the needs of residents and visitors to the Town of Sedgewick.

NOW THEREFORE the Council of the Town of Sedgewick in the Province of Alberta, duly assembled, enacts as follows:

1. Establishment of the Board

- 1.1. There shall be established a governing Board known as the Town of Sedgewick Recreation Board (hereinafter referred to as "The Board").
- 1.2. The Board shall be incorporated as a non-profit society in the province of Alberta and meet the standards of the Societies Act and remain in good standing.

2. Purpose of the Board

- 2.1. The purpose of the Board is to be responsible for the management, operation and continued prosperity of the Sedgewick Recreation Centre.

3. Composition of the Board

- 3.1. The membership of the Board shall not exceed six (6) nor less than three (3) citizens-at-large of the Town of Sedgewick or Flagstaff County appointed by the Council of the Town of Sedgewick with not more than one (1) representative from Town Council. Members residing in Flagstaff County must reside a reasonable distance from the Town with "reasonable" to be determined at the discretion of Council.
 - 3.2. The citizen-at-large members of the Board shall serve two year terms. To achieve continuity, for the first year under this Bylaw, three (3) citizen-at-large positions shall be for a three year term.
 - 3.3. The member of Council appointed by the Town of Sedgewick Council shall be appointed for such a term as determined by Town Council.
-

- 3.4. In the event of a citizen-at-large vacancy, the Town shall arrange, through an open public process, for the Board to receive applications for membership. The Board shall review all applications received and shall recommend to Council a suitable candidate for membership. If this process yields no suitable candidate, Council may reduce the citizen-at-large membership on the Board or continue to search for a suitable candidate.
- 3.5. The citizen-at-large members of the Board shall remain members only during such time as they continue to reside within the Town of Sedgewick or Flagstaff County (as per section 3.1).
- 3.6. A Chairperson and Vice-Chairperson of the Board shall be elected at the first meeting held by the Board each calendar year.
- 3.7. If any member of the Board is absent from three consecutive regular Board meetings without prior Board approval, the Board may recommend to Council that the seat be declared vacant.

4. Powers and Duties of the Board

- 4.1. The Board shall act in a management capacity to the Sedgewick Recreation Center under the authority of Town Council.
 - 4.2. Management duties of the Recreation Centre include:
 - 4.2.1. Overseeing the daily operations of the facility which includes the hiring, training and supervision of staff, as well as the standard of customer service.
 - 4.2.2. Ensuring the operation of a full-service concession with hours of operation consistent with the facility booking schedule.
 - 4.2.3. Organizing the installation, removal and on-going maintenance of both the hockey and curling ice.
 - 4.2.4. Scheduling bookings and accepting payment for use of the facility.
 - 4.2.5. Preparing and monitoring an annual budget and submitting to Town Council for approval.
 - 4.2.6. Maintaining records and preparing any required reports in a timely manner.
 - 4.2.7. Maintaining positive communications and public relations with the public.
 - 4.2.8. Ensuring the facility is secure, well-maintained and accessible to patrons.
 - 4.2.9. Making efforts to maximize the use of the facility by the public and increase revenues.
 - 4.2.10. Applying for relevant grants, accepting donations and implementing fundraisers.
-

- 4.2.11. Overseeing the cleaning of the facility and a preventative maintenance program.
- 4.3. The duties in Section 4.2 may be in whole or in part delegated by the Board to paid staff.
- 4.4. The Board shall act in an advisory capacity to Town Council on all matters related to the Recreation Centre.
- 4.5. The Board shall cooperate with all user groups and stake holders who make use of the Recreation Centre. The Board shall accept as a delegation to Recreation Board meetings any member of the public or organization which wishes to speak on a topic relevant to the Recreation Centre, its policies, procedures, or staff.
- 4.6. The Board shall submit to Town Council their annual financial reports in a timely manner and provide any updates upon request of Council.
- 4.7. A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein by the Recording Secretary. Copies of all minutes shall be filed with the Town Office within 10 days of the meeting at which such minutes were adopted and shall be circulated to all members prior to the next regular meeting.

5. Limitations of Power

- 5.1. The Board, and any of its members, shall not have the power to pledge credit of the Town of Sedgewick in connection with any matters whatsoever, nor shall the Board, or any Board member, have any power to authorize any expenditures to be charged against the Town of Sedgewick. All expenditures made by the Board must be within the budget approved by Town Council.
- 5.2. The Board, and any of its members, shall not have the power to dispose of equipment, tools or other property of the Town of Sedgewick or the Recreation Centre without the approval of Town Council.
- 5.3. The Board, and any of its members, shall not have the power to terminate or suspend an employee without first consulting with the Town of Sedgewick CAO.

6. Meetings

- 6.1. Regular meetings of the Board shall be held on a monthly basis except for the months of July and August, with the time and place of such meetings to be determined by the Board at its first meeting in each calendar year. The meeting dates and times may be changed by the Board from time to time, as the Board may deem advisable.
 - 6.2. Special meetings shall be called by the Chairperson at his discretion or upon request of a simple majority of the members. Such special meetings shall be convened within forty-eight hours of receipt of the request by the Chairperson or at such other time as indicated through the request.
-

BYLAW 532/17

TOWN OF SEDGEWICK RECREATION BOARD BYLAW

6.3. A quorum of the Board shall be a simple majority of the existing members of the Board. For the purposes of determining a simple majority, vacant seats shall not be considered.

6.4. Each member of the Board present at a meeting, including the Chairperson or other presiding officer, has the right to vote. Every member present shall vote on every matter:

6.4.1. Unless, in a special case, that member is excused from voting; or,

6.4.2. Unless that member is disqualified from voting by reason of a pecuniary interest.

In the event of a tie, the motion shall be defeated.

6.5. All meetings of the Board shall be governed by Robert's Rules of Order.

6.6. Any member of the Board may resign therefrom at any time upon written notice to the Chairperson of the Board to that effect. Town Council must be informed of all resignations.

6.7. Any member of the Board may, at any time, be required to resign by the authority of Town Council, if reasonable cause exists.

6.8. The Board shall hold its meetings openly and no person shall be excluded therefrom, except for improper conduct. In the case that the Board feels it is in the public's best interest, it may hold part of the meeting in committee of the whole.

7. Severability

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

8. Enactment

8.1. This Bylaw shall take effect at the date of final passing thereof.

First Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this _____ day of _____, _____ on motion by Councillor _____.

Second Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this _____ day of _____, _____ on motion by Councillor _____.

BYLAW 532/17

TOWN OF SEDGEWICK RECREATION BOARD BYLAW

Third Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this _____ day of _____, _____ on motion by Councillor _____.

Executed this _____ day of _____, _____.

TOWN OF SEDGEWICK

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

FRSWMA MEMBERSHIP AGREEMENT

EXECUTIVE SUMMARY

The Flagstaff Regional Solid Waste Management Association (FRSWMA) has submitted an Agreement for Membership to the Town of Sedgewick for review and approval. The agreement coincides with the development of new Bylaws for the Association.

BACKGROUND

The FRSWMA consists of 11 members including the Town of Sedgewick.

In 2016 the FRSWMA underwent a review of their Bylaws with the amended version approved on January 23rd, 2017. This led to an update of the municipal membership agreements in order to better align with the changes and represent current programs and services.

The Bylaws require fully executed membership agreements between the Association and all members. To date, the FRSWMA has received signed agreements from all members except for the Town of Sedgewick. There is no current agreement between the Association and the Town of Sedgewick on file.

A copy of the new agreement including allocation formula, services and funding has been attached for Council's review.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may decline the terms of the agreement as presented.
2. Council may make changes to the terms of the agreement and submit to FRSWMA for review and consideration.
3. Council may approve the membership agreement as presented.

RECOMMENDATION

1. Administration recommends that Council approve the membership agreement as presented.

ATTACHMENTS

1. Letter from FRSWMA Manager
2. Draft Membership Agreement
3. FRSWMA Revised Bylaws, 2017

AGREEMENT FOR MEMBERSHIP

THIS AGREEMENT made in effective the ____ day of _____, 20____.

BETWEEN:

Town of Sedgewick

(hereinafter referred to as "**Member**")

- and -

FLAGSTAFF REGIONAL SOLID WASTE MANAGEMENT ASSOCIATION
(hereinafter referred to as the "**Society**")

WHEREAS the Member has been a Member of the Society since 1998;

AND WHEREAS the Society has opted to restructure its operations by closing a number of under-utilized transfer sites;

AND WHEREAS this restructuring necessitates changes to the services provided to the Member and funds advanced from the Member to the Society;

AND WHEREAS this Membership Agreement signed by each Member is a requirement of the Society Bylaws dated October 1, 1998, and amended February 6, 2017.

AND WHEREAS the Society and Member have elected to execute a new Agreements for Membership to reflect these changes;

NOW THEREFORE, THIS AGREEMENT WITNESSETH that in consideration of the payment of the sum of Ten (\$10.00) Dollars by Member to the Society and that the premises and the mutual agreements and conditions herein contained the parties hereby agree as follows:

ARTICLE I – INTERPRETATION

1.1 Definitions

In this Agreement unless there is something in the context inconsistent therewith the following words and phrases will have the following meanings:

- (a) "**Act**" means the *Societies Act* RSA 2000, c. S-14 as amended from time to time;
- (b) "**Advances**" means all outstanding loans due and owing from time to time by the Society to a Member;
- (c) "**Allocation Formula**" means that formula set forth in Schedule "A" hereto;

- (d) **"Approved Annual Operating Budget"** – is the annual financial operating plan as approved by the Society Members for funding of services provided by the Society, as outline in Article 31 of the Society Bylaws.
- (e) **"Appoint"** includes "elect" and vice versa;
- (f) **"Board"** means the Board of Directors of the Society;
- (g) **"Bylaws"** means the Bylaws of the Society as from time to time amended or restated;
- (h) **"Executive Director"**, means the senior Staff Member who is appointed by the Board;
- (i) **"Director"** means the person who is appointed as Director of the Society in accordance with Article 17 of the Society Bylaws;
- (j) **"Effective Date"** means the date hereof;
- (k) **"Eighty (80%) Percent of the Members"** means eighty (80%) percent of the Members, such eighty (80%) percent which includes the Member signing this agreement;
- (l) **"Guarantee"** means any agreement by way of guarantee given or to be given, as the case may be, by one or more of the Members for the repayment of any indebtedness of the Society;
- (m) **"Members Interest"** means all right, title and interest of a Member in and to any Advances and any other right or claim a Member may have against the Society as a Member;
- (n) **"Membership Fee/ Municipal Requisition"** means the dollar amount the Member shall pay to the Society as calculated in accordance with the Allocation Formula.
- (o) **"Officer(s)"** means any officer(s) of the Society;
- (p) **"Parties"** means the parties to this Agreement;
- (q) **"Prime Rate"** means the percentage rate of the interest per annum which is established and charged from time to time by the financial institution of the Society, on loans to its most creditworthy and preferred commercial borrowers. A statement or statements in writing made by the Manager of the said financial institution, as to the Prime Rate, from time to time, shall be final and conclusive as evidencing the Prime Rate during the operative time of the statement and shall not be open to dispute or challenge by the parties. Any change in the Prime Rate shall be effective on the banking day upon which the said financial institution changes its Prime Rate, and such rate of interest shall be changed automatically without notice to the

Parties; and

(r) **"Special Resolution"** a special resolution as that term is defined in the *Act*.

(s) **"Triggering Event"** means any one or more of the following:

- i. the failure by the Member to obtain, perform or carry out any of its obligations hereunder where such failure continues for thirty (30) days after notice in writing from the Society demanding that such default be cured; and
- ii. the failure by the Member to take reasonable action to prevent or defend any action or proceedings whereby any of its Members Interest is seized or if there be an execution or attachment thereof, where such failure continues for thirty (30) days after the Society has demanded in writing that the Member take such reasonable action and the Member fails to take any such action or proceedings.

1.2 Defined Terms

Words and phrases used in this Agreement and not defined herein have the same meaning assigned to them respectively in the *Act*.

1.3 Schedules

The Schedules to this Agreement are as follows:

Schedule "A" – Allocation Formula

Schedule "B" – Services and Funding

1.4 Amended and Reinstated

The Society and Member agree that this Agreement supersedes that previous Agreement for Membership entered into between the Society and Member and that prior agreement becomes null and void as of execution of this Agreement.

ARTICLE 2 – IMPLEMENTATION OF AGREEMENT

2.1 Effective Agreement

The Member and its appointed Director shall vote in such a way as to fully implement the terms and conditions of this Agreement and shall forthwith take such steps as are necessary to remove any Director who refuses to exercise his discretion in accordance with the terms of this Agreement.

2.2 Conflict

In the event of any conflict between the provisions of this Agreement and the Bylaws, the provisions of this Agreement shall govern. The Member agrees to vote

so as to cause the Bylaws to be amended to resolve any such conflict in favor of the provisions of this Agreement.

2.3 Effective Date

All of the mutual covenants and agreements herein contained became effective and binding upon the Parties as and from the Effective Date and this Agreement shall continue in full force and effect from the Effective Date until termination in accordance with the terms of this Agreement.

2.4 Termination

This Agreement shall cease and terminate on the occurrence of any of the following events, namely:

- (a) the bankruptcy or receivership of the Society;
- (b) the passing of a resolution for winding up the Society or the winding up of the Society pursuant to the Act; or
- (c) the execution of any agreement of termination in writing by the Parties.

ARTICLE 3 – CONDUCT OF THE AFFAIRS AND BUSINESS OF THE SOCIETY

3.1 Board of Directors

The Member agrees that the affairs of the Society shall be managed by the Board appointed in accordance with Article 14.1 of the Bylaws and, provided that, the Member remains a member in good standing of the Society, including, but not limited to satisfaction of the requirements by the Society to pay the Membership Fee/ Municipal Requisition annually, the Member shall be entitled to appoint the number of Directors to the Board of Directors as set forth in Article 14.1 of the Bylaws.

3.2 Appointment of Directors

The Member shall immediately upon becoming a Member notify the Society in writing of the name of the designate of the Member to act as a Director and shall, from time to time, notify the Society in writing upon the request of the Society of the identity of such Director.

3.3 Vacancies Board of Directors

With restricting the foregoing, the Member specifically agrees to the provisions contained in Article 18 of the Bylaws requiring the Member to replace a departing Director in order to fill the vacant position that Director's departure left on the Board.

3.4 Conduct of the Affairs of the Society

Members and Directors will conduct the affairs of the Society, and provide leadership and governance consistent with the objects of the Society.

The Member agrees that, unless otherwise authorized by an Approved Annual Operating Budget, by Special Resolution or consented to in writing by all of the Members, the Members shall not cause or permit the Society and the Board shall not authorize the Society to:

- (a) take or institute any proceedings for the winding up, reorganization or dissolution of the Society;
- (b) enter into any financial commitment of any type whatsoever including, without limiting the foregoing, any operating expenditure or any purchase of capital assets or other capital expenditure where such purchase or expenditure is in excess of the sum of Ten Thousand (\$10,000.00) Dollars for any single transaction;
- (c) sell, lease or exchange all or substantially all of the property of the Society other than in the ordinary course of business;
- (d) make any payment in reduction of any Advances that are not budgeted;
- (e) be continued as a body corporate under the laws of another jurisdiction;
- (f) reorganize;
- (g) purchase or sell any real or immovable property;
- (h) enter into of any partnerships or joint ventures;
- (i) amend, repeal, or enact any Bylaws other than those already in place;
- (j) enter into any contract outside of the Society's ordinary course of business;
- (k) make a general assignment for the benefit of creditors;
- (l) make a voluntary assignment to a trustee in bankruptcy;
- (m) borrow money on the credit of the Society in excess of the amount described in Section 3.4(b) hereto;
- (n) issue, re-issue, sell or pledge debt obligations of the Society; or
- (o) mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the Society owned or subsequently acquired, to secure any obligation of the Society.

3.5 Operations and Banking

The Parties acknowledge and agree that:

- (a) all monies received on account of the Society's operations from time to time shall be immediately paid into the bank of the Society and all disbursements in respect of the Society expenditures shall be paid by cheque on such bank;
- (b) any two of the Chair, Vice-Chair, Executive Director and such other officers as determined by the Board in its discretion from time to time are authorized to make, sign, draw, accept negotiate, endorse, execute and deliver all or any cheques, promissory notes, drafts, acceptances, bill of exchange, orders for the payment of money, and other instruments whether negotiable or not on behalf of the Society;
- (c) except as otherwise set forth herein, no member, Director, or Officer shall, without

the consent of any two of the Chair, Vice-Chair and Executive Director sign, draw, accept endorse, execute, and deliver all or any cheques, promissory notes, drafts, acceptances, bills of exchange, orders for the payment of money, and other instruments whether negotiable or not in the name of the Society or in any matter pledge the credit of the Society except in the usual and regular course of business; and

- (d) the Society shall keep detailed records and books of account prepared in accordance with generally accepted accounting principles. The Society shall obtain and distribute to each member of the Society, within thirty (30) days of receipt thereof, annual audited financial statements prepared by a firm of chartered accountants licensed to practice in the Province of Alberta.

3.6 Services Provided by the Society

- a. Basic Services: The Society shall provide the Member with the basic services listed in Schedule "B" Part A which services will be funded in full by the annual Municipal Requisition.
- b. Optional Services Offered by the Society: In addition to basic services, the Member may select optional services at the transitional transfer site, as set out in Schedule "B" Part B. The Member will be responsible for the corresponding fees for each service selected as described in Schedule "B" Part B, which fees are in addition to the Municipal Requisition.
- c. Additional Municipal Transfer Site Services Available for Fees: In addition to basic services and any elected enhanced services, the Member may also elect to have the Society provide a number of municipal services, as set out in Schedule "B" Part C. The Member will be responsible for the corresponding fee for each municipal service as described in Schedule "B" Part C in addition to the Municipal Requisition and Optional Service fees.

3.7 Fees:

All capital, operating, closure and replacement funds required to construct, maintain, manage, operate, use, replace and reclaim any of the assets of the Society as well as (Basic) services provided to the Member by the Society shall be provided by the Member as annual requisition as calculated pursuant to the Allocation Formula. Notice of each annual requisition amount shall be provided by the Board to the Member following the approval of the budget. Fees for all additional services referred to in Article 3.6(b) and Article 3.6(c) are subject to change, from time to time, through annual review and approval by the Board of Directors.

ARTICLE 4 – FINANCING

4.1 Budget

All operating and capital expenditures of the Society shall be in accordance with a budget for the fiscal year which shall be presented by the Directors to the Members. The budget must be approved by not less than eighty (80%) percent of the Members of the Society. If the budget is not approved, the Directors shall, as soon as reasonably possible, lay before a subsequent general meeting of the Society a revised budget for approval and such process shall continue until the budget for the fiscal year has been approved.

4.2 Membership Fees / Municipal Requisition

All capital, operating, closure and replacement funds required to construct, maintain, manage, operate, use, replace and reclaim any of the assets of the Society shall be provided by the members of the Society as Membership Fees / Municipal Requisitions, which Membership Fees / Municipal Requisitions shall be calculated in accordance with the Allocation Formula and notice of such Membership Fee/ Municipal Requisition shall be provided by the Board to the Member following the approval of the budget for the fiscal year.

4.3 Member Advances

If authorized by not less than Eighty (80%) Percent of the Members, the Executive Director may make a written request to each member of the Society for financial assistance (to be considered an Advance) to be made by each member of the Society in accordance with the Allocation Formula. The Member agrees to advance the monies so requested within thirty (30) days of receipt of the written request therefor. No Advances shall bear interest and the Member agrees that it shall not demand repayment of any express agreement amongst all of the members of the Society to the contrary, do so in accordance with the Allocation Formula.

ARTICLE 5 – DEFAULT

5.1 Remedies

Upon the occurrence of a Triggering Event the Society may do any one or more of the following:

- (a) pursue any remedy against the Member available to it at law or in equity, it being acknowledged that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy for a default;
- (b) take such actions as may reasonably be required, to cure the default, in which event all payments, costs and expenses incurred therefor shall be payable by the Member to the Society on demand with interest at a rate equal to the Prime Rate in effect at the time plus two (2%) percent per annum; or
- (c) waive the default provided, however, that any waiver of a particular default shall not operate as a waiver of any subsequent or continuing default.

ARTICLE 6 – ALLOCATION OF RISK AND LIABILITY

6.1 Costs and Risks

All costs and risks relating to the Society and the conduct of the business of the Society as between the Members of the Society, shall be apportioned and limited in accordance with the percentage allocation of liability for each Member of the Society as calculated in the Allocation Formula. The Member specifically agrees that it will take such actions as may be required to ensure that its contribution arising out of any such liability is apportioned strictly in accordance with the Allocation Formula. This Article 6.1 shall survive the termination of the membership of the Member and the termination of this Agreement.

ARTICLE 7 – WITHDRAWAL AND NEW MEMBERS

7.1 Termination

The Member may terminate membership in the Society only in accordance with Section 6.1 of the Bylaws.

7.2 Apportionment

If the members of the Society become jointly and severally liable for any matter relating to the Society, the respective liability of each of the members of the Society, as between themselves, shall be apportioned and limited in accordance with the respective percentage allocation of each member of the Society as calculated in the Allocation Formula and adjusted to take into account the period during which the liability relates and the member of the Society was a member of the Society. The Member specifically agrees that it will take such action as may be required to ensure that its contribution arising out of any such liability is apportioned strictly in accordance with the Allocation Formula notwithstanding the termination of its membership and the obligations stated herein shall survive the termination of the membership of the Member and the termination of this Agreement.

ARTICLE 8 – DISTRIBUTION OF PROPERTY

8.1 Dissolution or Winding Up

Upon the dissolution or winding up of the Society and after payment of all debts and liabilities of the Society, any assets and remaining property of the Society shall be distributed to those members of the Society in accordance with the percentage allocation for each member of the Society as calculated in the Allocation Formula.

ARTICLE 9 – GENERAL PROVISIONS

9.1 Further Assurances

The Parties and each of them do hereby covenant and agree to do such things and execute such further documents, agreements and assurances as may be necessary or advisable from time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent.

9.2 Singular, Plural and Gender

Wherever the singular, plural, masculine, feminine or neuter is used throughout this Agreement the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires and the provisions hereof and all covenants herein shall be construed to be joint and several when applicable to more than one Party.

9.3 Assignment of Agreement

No party hereto shall assign its interest in this Agreement, or any part hereof, in any manner whatsoever without having first received written consent from all other parties hereto, such consent not to be unreasonably withheld, PROVIDED THAT in no event shall any assignment which may have been consented to release or relieve the assignor from its obligations to fully perform all of the terms, covenants and conditions of this Agreement on its part to be performed.

9.4 Notices

Any notice required to be given hereunder by any Party shall be deemed to have been well and sufficiently given if personally delivered to the Party to whom it is intended or if such Party is a corporation to an officer of that corporation; or if mailed by prepaid registered mail, to the address of the Party to whom it is intended hereinafter set forth:

a) if to the Member:

Town of Sedgewick
P.O. Box 129
Sedgewick, Alberta
T0B 4C0
Attention: Chief Administrative Officer

b) if to the Society:

Flagstaff Regional Solid Waste Management Association
Box 309
Sedgewick, Alberta
T0B 4C0
Attention: Chair

or to such other address as a Party may from time to time direct in writing.

Any notice delivered as aforesaid shall be deemed to have been received on the date of delivery and any notice mailed shall be deemed to have been received on the fourth (4th) day after the date it is postmarked. If normal mail service is interrupted by strike, slow-down, force majeure or other cause after the notice has been sent, the notice will not be deemed to be

received until actually received. In the event normal mail service is impaired at the time of sending the notice, then personal delivery only shall be effective.

9.5 Entire Agreement

The Agreement constitutes the entire agreement between the Parties relating to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the Parties and there are no warranties, representations or other agreements among the Parties in connection with the subject matter hereof except as specifically set forth herein.

9.6 Payment of Monies

The Parties acknowledge and agree that any payment of monies required to be made hereunder shall be made in Canadian funds and that any tender of monies or documents hereunder may be made upon the solicitors acting for the Party upon whom the tender is desired and it shall be sufficient that a negotiable bank draft is tendered instead of cash.

9.7 Unenforceable Terms

If any term, covenant or condition of this Agreement or the application thereof to any Party or circumstance shall be invalid or unenforceable to any extent the remainder of this Agreement or application of such term, covenant or condition to a Party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.

9.8 Amendments

This Agreement may only be altered or amended in any of its provisions when any such changes are reduced to writing and signed by all of the Parties provided however that it shall not be necessary to make a Party to such Amending Agreement any Member who ceased to be a member of the Society and who has been fully repaid any monies owing by the Society.

9.9 Exclusive

No remedy herein conferred upon any Party is intended to be exclusive of any other remedy available to that Party but each remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing by law or in equity or by statute.

9.10 Preamble and Schedules

The Parties hereby confirm and ratify the matters contained and referred to in the preamble to this Agreement and agree that same and the various schedules hereto are expressly incorporated into and form part of this Agreement.

9.11 No Waiver

No consent or waiver, express or implied, by any Party to or of any breach or default by any Party in the performance by such other Party of his obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such Party. Failure on the part of any Party to complain of any act or failure to act of another party or to declare such other Party in default, irrespective of how long such failure continues, shall not constitute a waiver by such Party of his rights hereunder.

9.12 Counterparts

This Agreement may be executed in several counterparts each of which when so executed shall be deemed to be original, and such counterparts shall constitute the one and same instrument and notwithstanding their date of execution shall be deemed to bear date as of the date of this Agreement.

9.13 Headings

The headings in this Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision hereof.

9.14 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta.

9.15 Time

Time shall be of the essence of this Agreement.

9.16. Survival

The Parties hereto acknowledge that the provisions of this Agreement which are intended to survive the expiry or termination of this Agreement or the withdrawal of a Party to this Agreement shall survive such expiry, termination or withdrawal and shall not be merged therein or therewith provided that the obligations of the Parties hereto relating to survival of the terms contained herein are restricted to the time during which the Parties hereto have been Parties to this Agreement

9.17 Enurement

This Agreement shall enure to the benefit of and be binding upon the Parties hereto, their successors and permitted assigns.

IN WITNESS WHEREOF the parties have hereunto executed this Agreement under their respective corporate seals and by the hands of their proper officers duly authorized in that regard effective as of the day and year first above written notwithstanding the actual date or dates of execution hereof

Town of Sedgewick

Per: _____
(Mayor)

Per: _____
CHIEFADMINISTRATIVE OFFICER

**FLAGSTAFF REGIONAL SOLID
WASTE MANAGEMENT ASSOCIATION**

Per: _____

Per: _____

SCHEDULE "A"

ALLOCATION FORMULA

Membership Fee/Municipal Requisition – Town of Sedgewick

The annual requisition for each municipal partner is calculated by determining net cost of services offered to all Members, then proportioning the individual member cost on a per capita basis using most recent census data. Some services are only applied to urban municipalities (urban garbage collection) while others are only applied to rural partners (agricultural services). At two tier fee structure has been approved by board and members for transfer site costs.

Member/ Municipality	Member Services Provided by Society						
	Landfill Operation	Urban Collection	Recycling	Agriculture Services	Transfer Site Operation		* Future C/PC Liability
					Regional	Transitional	
Alliance	\$	\$	\$	n/a	\$	n/a	\$
Daysland	\$	\$	\$	n/a	\$	n/a	\$
Flagstaff Cour	\$	n/a	\$	\$	n/a	\$	\$
Forestburg	\$	\$	\$	n/a	\$	n/a	\$
Hardisty	\$	\$	\$	n/a	\$	n/a	\$
Heisler	\$	\$	\$	n/a	n/a	\$	\$
Killam	\$	\$	\$	n/a	n/a	\$	\$
Lougheed	\$	\$	\$	n/a	n/a	\$	\$
Rosalind	\$	\$	\$	n/a	n/a	\$	\$
Sedgewick	\$	\$	\$	n/a	n/a	\$	\$
* C/PC = Closure and Post Closure							

The formula for the Town of Sedgewick Annual Requisition is calculated as follows:

$$\text{"A X (B + C + D + E + F) = Annual Member Requisition}$$

Where:

- A = Members Community Population from most recent Census
- B = Per Capita Landfill Operation Annual Fee
- C = Per Capita Urban Collection Annual Fee
- D = Per Capita Annual Recycle Services Fee
- E = Per Capita Annual Transfer Service Fee ('Regional Partner Rate')
- F = Per Capita Closure/Post Closure Future Liability

Note: The annual cost to service unfunded future liabilities (i.e. Closure and Post-Closure) is identified in the annual budget based on rate of fill and inflationary factors.

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SCHEDULE "B"

SERVICES AND FUNDING – Town of Sedgewick

PART A: Basic Service

The following services are included in the Municipal Requisition paid by the Member.

<i>Description</i>	Service Provided by FRSWMA	Funded by
A) Transfer Site Operation & Maintenance	Y	Requisition
- Provide bins for all materials	included	included
- Provision of all signage appropriate to site	Included	included
- Direct residents to maximize recycle & diversions	included	included
- Collection of all fees from users	included	included
- Monitor bin capacities and schedule exchanges	included	included
- Manage Household Hazardous Waste Center (shed)	included	included
- Maintain & repair containers, bins & operator's shack	included	included
- Document all activities, compile weights & measures	included	included
- Burn pit management – fire permits, fire control, clean out	included	included
- Agricultural Chemical Bin Management	included	included
- Litter Picking on property and fences	included	included
- Report all activities to appropriate agencies	included	included
- Public Port-a-potty – supply & maintain	included	included
B) Recycle Services - Provision of bins & collection for:	Y	Requisition
- Compost	included	included
- Cardboard (OCC)	included	included
- Commingled	included	included
- Paper	included	included
C) Weekly Residential Collection (4 bag limit)	Y	Requisition
D) Weekly Commercial Collection (8 bag limit)	Y	Requisition
E) Operation of Regional Class II Landfill	Y	Requisition
F) Disposal Fee for all Residential Waste	Y	Requisition
G) Funding Closure/Post Closure Reserve (56.6% funded - 2016)	Y	Requisition

SCHEDULE "B"

SERVICES AND FUNDING – Town of Sedgewick

PART B: Enhanced Services

If the Member wishes to provide more than basic service for their residents, the following services are offered by the Society for the following 2017 fees (subject to change). These additional expenses will be invoiced directly to the Member and are not included in the Municipal Requisition.

Description	Invoiced to:	Monthly Fee (1/2 day/week)	Monthly Fee (1 day/week)
Transfer Site Operation & Management Yes / No	Member	\$600	\$1200
- 2017 Hours of Operation			
- Provide bins for all materials	Included	Included	Included
- Direct residents to maximize recycle & diversions	Included	Included	Included
- Collection of all fees from users	Included	Included	Included
- Monitor bin capacities and schedule exchanges	Included	Included	Included
- Manage Household Hazardous Waste Center	Included	Included	Included
- Maintain & repair containers, bins & shack	Included	Included	Included
- Document all activities, weights & measures	Included	Included	Included
- Burn pit management – fire permits, fire control	Included	Included	Included
- Litter Picking on property and fences	Included	Included	Included
- Report all activities to appropriate agencies	Included	Included	Included
- Public Porta-potty – provide & maintain	Included	Included	Included

N.B. All fees set out in Schedule “B” are subject to change, from time to time, through annual review and approval by the Board of Directors.

SCHEDULE "B"

SERVICES AND FUNDING – Town of Sedgewick

PART C: Other Municipal Services Offered for a Fee

Responsibility for the following items rest with the Member. Some of these items can be provided by the Society for a fee or as otherwise indicated.

Description	Municipality	Fee for Service
Gate/fence maintenance	Y	\$50/hr
Road Maintenance (grading)	Y	n/a
Grass Cutting/Trimming (machine accessible areas)	Y	\$50/hr
Denude buffer – burn pits	Y	n/a
Snow Removal	Y	\$118/hr
Weed Control	N	none
Free Weekend (spring – village pays resident charges)	Y	Included in Requisition
- provision of all required bins for all waste streams	included	included
- disposal of all waste after Free Weekend	included	included
- provision of HHW containers & disposal of materials	included	included
- tabulate free weekend expenses for partner	included	included
Fall Cleanup (Free Weekend)	Y	\$1,600
Ramp Maintenance	Y	n/a
Piling materials – burn pit	Y	\$118/hr
Recycle Concrete Aggregate – Back haul Delivery		\$11/tonne

N.B. All fees set out in Schedule "B" are subject to change, from time to time, through annual review and approval by the Board of Directors.

FEB 06 2017

Registrar of Corporations
Province of AlbertaSchedule "A" – Revised Bylaws**FLAGSTAFF REGIONAL SOLID WASTE MANAGEMENT ASSOCIATION****AMENDED BYLAWS****(2017)****ARTICLE 1. DESIGNATION**

1.01 The Society shall be designated as "FLAGSTAFF REGIONAL SOLID WASTE MANAGEMENT ASSOCIATION", which Society is also known as "FLAGSTAFF WASTE".

ARTICLE 2. INTERPRETATION

2.01 In these bylaws unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and the following words shall have the following meanings unless the context otherwise requires:

- (a) "Act" means the Societies Act RSA 2000, c. S-14, as amended from time to time;
- (b) "Annual General Meeting" means that meeting to be held as set forth in Article 7.1 hereof;
- (c) "Board" means the Board of Directors of the Society as appointed pursuant to Article 15 hereof;
- (d) "Executive Director" is the senior staff member appointed by the Board;
- (e) "Director(s)" means the director(s) of the Society as appointed by a Member from time to time hold office in accordance with these bylaws;
- (f) "Member(s)" means a Municipality which has complied with the requirements set forth in Article 3.1 hereof;
- (g) "Membership Fee" means that membership fee which may be determined in accordance with Article 5.1 hereof;
- (h) "Municipality" means municipality as that term is defined in the Municipal Government Act, 2000, c. M-26, as amended;
- (i) "Society" is the Flagstaff Regional Solid Waste Management Association, and;
- (j) "Special Resolution" is a special resolution as that term is defined in the Act.

2.02 The objects of the Society are those named in the Application under the Act, and a copy of that Application shall be kept with a copy of these Bylaws.

2.03 Members and Directors will conduct the affairs of the Society, and provide leadership and governance in accordance with the objects of the Society.

2.04 The Society's former Bylaws dated January 8, 1998 and amended January 15, 1999 are hereby rescinded in their entirety and replaced with these Bylaws.

ARTICLE 3. MEMBERSHIP

3.01 Subject to the approval of the Board, any Municipality may become a Member of the Society upon payment of the Membership Fee, execution of the membership agreement in form and content satisfactory to the Board and submission of a copy of the resolution of Council or bylaw authorizing such municipality to execute such membership agreement and to join the Society as a Member.

3.02 Membership in the Society is ongoing and does not require affirmation by Members.

ARTICLE 4. RIGHTS AND RESPONSIBILITIES OF MEMBERS

4.01 Every Member has equal rights in the Society, with no member having an advantage or authority over any other.

4.02 Each Member is entitled to appoint one Director to represent the Member at meetings of the Board.

4.03 Member appointed Directors shall be entitled to one vote on every matter properly put before a meeting of the Society for a vote, such matter to be decided by a show of hands. In the event of a tie, the Chair of the meeting, shall not have a second and casting vote on the matter.

4.04 Members and Directors shall conduct the affairs of the Society, and provide leadership and governance in accordance with the objects of the Society.

ARTICLE 5. MEMBERSHIP FEES

5.01 The Membership Fee, if any, shall be fixed by the Board from time to time.

ARTICLE 6. MEMBERSHIP CEASES

6.01 A Member may terminate its membership in the Society by way of notice in writing delivered to the Society:

- (a) on or before September 30, 2016, to become effective on December 31, 2017; and
- (b) of any fifth year thereafter to become effective on December 31 of the next year, mutatis mutandis.

6.02 Any Member, upon a majority vote of all Members of the Society in good standing may be expelled from membership for any cause which the Society may deem reasonable. Upon expulsion from membership or termination from membership, no Member shall have any ownership claim to any of the assets of the Society in any manner whatsoever.

6.03 Upon the dissolution or winding up of the Society and after the payment of all debts and liabilities of the Society, the remaining property of the Society shall be distributed to not-for-profit Members selected by the Directors in the proportions determined by the Directors, in their discretion.

ARTICLE 7. ANNUAL GENERAL MEETING

7.01 The Annual General Meeting of the Society shall be held at a location and on a date to be selected by the Directors on or before June 30 of each year.

7.02 The Executive Director shall provide no less than ten (10) days' notice of the Annual General Meeting to all Members and Directors.

ARTICLE 8. MEETINGS OF MEMBERS

8.01 Any special or general meeting of the Members shall be held at such time and place within the Province of Alberta as the Board may determine

8.02 The Board Chair or Vice Chair shall have the power to call at any time a general meeting of the Society, notice of such general meeting to be provided no less than ten (10) days before the time fixed for the holding of such meeting.

ARTICLE 9. SPECIAL MEETING

9.01 The Board, Chair or Vice Chair may call a special meeting of the Society at any time.

9.02 Upon receipt of a request for a special meeting of the Society from no less than fifty (50%) percent of the Members, the Chair shall call a special meeting of the Society, notice of such special meeting to be provided no less than ten (10) days before the time fixed for the holding of such meeting.

ARTICLE 10. NOTICE

10.01 Whenever the provisions of these Bylaws require notice to be given to a Member or Director, such notice may be given either personally, by depositing same in a post office or a public letter box in a postage-paid, sealed wrapper addressed to the Member or Director at the address as it appears on the records of the Society or by sending a facsimile transmission, email or any other like method by which a written or recorded message may be sent addressed to the Member or Director.

10.02 A notice or other document sent by post shall be deemed to be sent at the time when the same was deposited in a post office or public letter box as aforesaid. A notice or other document sent by facsimile transmission, email or any other like method by which a written or recorded message may be sent shall be deemed to be delivered at the time when the same was transmitted by the sender.

ARTICLE 11. ERROR OR OMISSION IN NOTICE

11.01 No error or omission in giving notice of any Annual General Meeting, or special meeting or any such adjourned meeting shall invalidate such meeting or make void any proceedings taken thereat and any Member may at any time take notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

ARTICLE 12. QUORUM OF MEMBERS

12.01 A quorum for the transaction of business at any meeting of Members shall consist of not less than fifty (50%) percent of the Members plus one Member.

ARTICLE 13. ADJOURNMENT

13.01 Any meetings of the Society or of the Board may be adjourned to any time and from time to time and such business may be transacted at such adjourned meetings as might have been transacted at the originating meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made notwithstanding that no quorum is present.

ARTICLE 14. VOTING AT MEETINGS OF MEMBERS

14.01 At all meetings of the Society every question shall be decided by a majority of the votes of the Members present unless otherwise required by the By-Laws of the Society, or by law. Every question shall be decided in the first instance by a show of hands unless a poll be demanded by any Member. Upon a show of hands, every Member shall have one vote, and unless a poll be demanded by a declaration by the Chair that a resolution has been carried or not and any entry to that effect in the minutes of the Society shall be sufficient evidence of the fact without proof of the number or proportion of the vote accorded in favour of or against such resolution. In the event of a tie, the Chair of the meeting shall not have a second and casting vote.

ARTICLE 15. BOARD OF DIRECTORS

15.01 The affairs of the Society shall be managed by a Board of Directors who shall be appointed as follows:

- (a) one (1) Director from Flagstaff County;
- (b) one (1) Director from the Town of Sedgewick;
- (c) one (1) Director from the Town of Killam;
- (d) one (1) Director from the Town of Daysland;
- (e) one (1) Director from the Town of Hardisty;
- (f) one (1) Director from the Village of Alliance;
- (g) one (1) Director from the Village of Forestburg;
- (h) one (1) Director from the Village of Loughheed;
- (i) one (1) Director from the Village of Rosalind;
- (j) one (1) Director from the Village of Heisler; and
- (k) one (1) Director from each other Member which may join the Association from time to time.

PROVIDED THAT each Member appointing a Director remains in compliance with Article 3.1, hereof.

15.02 The Board may exercise all such powers and do all such acts and things as may be exercised or done by the Society and are not by the Bylaws of the Society or by law expressly directed or required to be done by the Society at a meeting of the Members or otherwise.

15.03 A Member may revoke the appointment of its appointed Director and may appoint a replacement in his or her stead.

ARTICLE 16. VOTING

16.01 At all meetings of the Society Board every question shall be decided by a majority of the votes of the Directors present unless otherwise required by the Bylaws of the Society, or by law. Every question shall be decided in the first instance by a show of hands unless a poll be demanded by any Director. Upon a show of hands, every Director shall have one vote, and unless a poll be demanded by a declaration by the Chair that a resolution has been carried or not and any entry to that effect in the minutes of the Society shall be sufficient evidence of the fact without proof of the number or proportion of the vote accorded in favor of or against such resolution. In the event of a tie, the Chair of the meeting shall not have a second and casting vote.

ARTICLE 17. QUALIFICATION OF DIRECTORS

17.01 The Member shall appoint a Director provided the following conditions are met:

- (a) the Director is at least 18 years of age and a resident of the Province of Alberta
- (b) the Member remains in good standing pursuant to Article 3.1
- (c) the Member provides a copy of the resolution of his respective municipal council authorizing the appointment
- (d) the Director may or may not be an elected official, at the discretion of the Member making the appointment.

ARTICLE 18. VACANCIES, BOARD OF DIRECTORS

18.01 Should a vacancy on the Board occur, the following shall apply:

- (a) the Board shall provide a written request to the Member entitled to appoint such Director as set forth in Section 15.01 that it appoint a Director to replace the departing Director; and
- (b) in the event that the Member referred to in subsection (a) fails to communicate the appointment of a replacement Director, such position shall remain vacant until the Member communicates such appointment to the Board.

ARTICLE 19. QUORUM AND MEETINGS OF BOARD OF DIRECTORS

19.01 A quorum of the Board for the transaction of business shall be no less than fifty (50%) percent of the Directors.

19.02 No formal notice of any such meeting shall be necessary if all the Directors are present, or if those absent have signified their consent to the meeting being held in their absence. Board meetings may be formally called by the Chair, Vice- Chair, by the Executive Director on direction of the Chair, Vice-Chair or on the direction in writing of two directors.

19.03 Notice of the time and place of every such board meeting shall be given to each Director personally, by telephone, email or by facsimile transmission not less than forty- eight (48) hours before the time fixed for the holding of such board meeting, provided that any board meeting may be held at any time and place without such notice if all the Directors are present thereat and signify their waiver of such notice at such meeting.

19.04 A Director may participate in a meeting of the Board or of a committee of the Board by means of telephone conference, videoconference or other electronic means that permits each Director to hear and be heard at such meetings.

ARTICLE 20. RESOLUTION IN WRITING

20.01 A resolution in writing signed by all the Directors shall be valid and effectual as if it had been passed at a meeting of Directors duly called and constituted.

ARTICLE 21. CONTINUATION IN OFFICE

21.01 The Directors of the Board shall continue in office until their respective successors are appointed or otherwise designated in accordance with the bylaws.

ARTICLE 22. REMUNERATION OF DIRECTORS

22.01 All Directors will act without remuneration except for any honorarium established and approved at the Annual General Meeting.

ARTICLE 23. LIABILITY OF DIRECTORS

23.01 Every Director of the Society shall be deemed to have assumed office on the express understanding and agreement and condition that every Director of the Society and his heirs, executors and administrators and estate and effects respectively shall be indemnified and saved harmless out of the funds of the Society from and against all costs, charges and expenses whatsoever which such Director sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him or in respect of any act, deed, mailer or thing whatsoever made, done or permitted by him or any other Director or Directors in or about the execution of the duties or his or their office, and also from and against all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof except such costs, charges or expenses as are occasioned by his own willful neglect or default.

23.02 The Society may, at the discretion of the Directors, purchase and maintain from time to time directors and officer's liability insurance on such terms and conditions acceptable to the Directors.

ARTICLE 24. COMMITTEES OF THE SOCIETY

24.01 The Board of Directors shall appoint an Executive Committee which shall be comprised of the following:

- (a) Chair;
- (b) Vice-Chair; and
- (c) One other member as the Board may direct;

which shall advise and aid the officers and the Directors on all matters concerning the Society's interests and the management of its business and affairs and generally perform such duties and exercise such powers as may be directed or delegated to such Executive Committee by the Directors from time to time.

24.02 A quorum of the Executive Committee for the transaction of business shall be no less than fifty (50%) percent of the Executive Committee. Decisions of the Executive Committee shall be determined by a majority of votes cast.

24.03 Subject to Article 24.01, the Board may establish such committees, as may be required from time to time, to fulfil the roles and perform the duties of the Society and confer decision-making authority on the committee, other than policy, finance and other matters otherwise specifically provided for elsewhere in the Bylaws.

ARTICLE 25. OFFICERS OF THE SOCIETY

25.01 There shall be a Chair, a Vice-Chair, an Executive Director and such other officers as determined by the Board in its discretion from time to time. In addition to the duties set forth herein, the officers shall have such duties as the Board may from time to time determine.

25.02 The Board will assign no less than three directors as signing authorities for all financial matters of the Society, including authorization of cheques and other financial instruments requiring two signatures as instructed in any financial policies as implemented by the Society from time to time.

25.03 All Officers will act without remuneration except as explicitly set forth in any agreement entered into between the subject Officer and the Society, with the consent of the Board.

ARTICLE 26. DUTIES OF CHAIR

26.01 The Chair shall, when present, preside as Chair at all meetings of the Members of the Society and of the Board and appoint all officials and committees as directed by the Board. The Chair shall perform all other and such usual duties as are performed by the Chair. The Chair shall be a member ex-officio of all committees.

ARTICLE 27. DUTIES OF VICE-CHAIR

27.01 The Vice-Chair shall act and perform the duties of the Chair in his absence in the conduct of his office. During the absence or inability of the Chair and Vice-Chair, the duties and powers of the Chair shall be exercised by a Director appointed by the Board for this purpose.

ARTICLE 28. DUTIES OF EXECUTIVE DIRECTOR

28.01 The Executive Director shall cause the funds of the Society to be received and disbursed in accordance with the directions of the Board, subject to these Bylaws.

28.02 In addition to those signing authorities in Section 25.02, the Executive Director is authorized to execute all cheques and other financial instruments on behalf of the Society and in compliance with Article 28.03. The Executive Director shall cause to be kept detailed accounts of all income and expenditures including proper vouchers for all disbursements of the Society.

28.03 The Executive Director shall cause to be rendered to the Board at regular meetings thereof or whenever required by the Board an account of all transactions of the Society and the financial position of the Society. The Executive Director shall cause all facts and minutes of all proceedings to be kept on all meetings of the Society and shall cause all notices to be given to Members and to Directors required by these Bylaws.

28.04 The Executive Director shall cause to be kept the seal of the Society and all books, papers, records, correspondence, contracts and other documents belonging to the Society and shall cause the same to be delivered up when required by the Act or when authorized by the board to such person as may be named by the Board.

28.05 The Executive Director shall perform such other duties as are listed in terms of employment agreement and as may, from time to time, be assigned by the Board.

28.06 The performance of the Executive Director shall be reviewed annually by the Executive Committee provided in Article 24.01.

ARTICLE 29. REPORTING REQUIREMENTS

29.01 The Board shall appoint the Executive Director or a member of the Executive Committee to report to the Board on the performance of the Society, as well as on any other matters of interest to the Board, as the Board may reasonably require.

ARTICLE 30. SEAL

30.01 At the discretion of the Board, the Society shall have a seal in the form approved from time to time by the Board.

30.02 Any Director together with the Executive Director, or such other Officer as determined by the Board, may affix the Society's seal to any instrument requiring the same.

ARTICLE 31. BUDGET

31.01 The Directors shall put before the Members for their approval (by a majority of not less than eighty (80%) of the Members), a budget for each fiscal year. If the budget is not approved by the Members, the Directors shall as soon as reasonably possible, lay before special meeting of the Members, a revised budget for approval and such process shall continue until the budget for the subject fiscal year has been approved.

31.02 The Directors may, during any fiscal year, present to the Members for their approval, amendments to the budget for the then current year at special meeting of the Members. If the amended budget is approved by the Members, the approved budget shall apply to the then current fiscal year.

ARTICLE 32. BORROWING POWER

32.01 For the purpose of carrying out the objects of the Society, the Society may borrow or raise or secure the payment of money in such manner as determined by the Board.

ARTICLE 33. LIMIT ON CAPITAL EXPENDITURES

33.01 The Society shall not make any capital expenditure which is not contemplated in an approved budget in an amount exceeding Ten Thousand (\$10,000.00) Dollars, unless first authorized by a resolution of the Directors passed by a majority of not less than eighty (80%) of the Directors.

ARTICLE 34. AUDITING

34.01 The books, financial accounts and records of the Executive Director shall be audited at least once each year by a Chartered Accountant appointed by the Board (the "Auditor"). A complete and proper statement of the standing of the books for the previous year shall be presented at the Annual General Meeting by the Auditor.

ARTICLE 35. FISCAL YEAR

35.01 The fiscal year of the Society shall terminate on December 31 in each year and the financial statements of the Society's affairs for presentation to the Members at the Annual General Meeting shall be made as of that date.

ARTICLE 36. INSPECTION OF BOOKS BY MEMBERS

36.01 The books and records of the Society may be inspected by any Member at any time upon giving reasonable notice and arranging a time satisfactory to the Executive Director. Each Director shall at all times have access to such books and records.

ARTICLE 37. BYLAWS

37.01 The Bylaws may be rescinded, altered or added to by a Special Resolution.

DATED this 23 day of January, 2017

[Signature]
[Director's Name]

[Signature] Brenda Goup
[Director's Name]

[Signature] Anita Miller
[Director's Name]

[Signature] Shawn Higginson
[Director's Name]

[Signature] Debra Smith
[Director's Name]

[Signature] C. Gail Watt
[Director's Name]

NAME AND ADDRESS OF WITNESS TO ALL OF THE ABOVE SIGNATURES:

Murray Hampshire PO Box 309 Sedgewick, AB [Signature]
[Witness' Name] [Address] [Signature]

SOLID WASTE MANAGEMENT BYLAW

EXECUTIVE SUMMARY

A Town of Sedgewick Solid Waste Management Bylaw has been prepared for consideration by Council.

BACKGROUND

The Town of Sedgewick currently does not have a Solid Waste Bylaw to manage municipal solid waste. A solid waste bylaw typically outlines fees, method of collection and penalties for not abiding by the bylaw.

The Flagstaff Regional Solid Waste Management Association (FRSWMA) is responsible for the collection and disposal of solid waste for the Town of Sedgewick. The Bylaw is not intended to dictate the details of how the FRSWMA conducts their business but rather determine general protocol that affects the satisfaction and well-being of Town residents as a whole.

It is a regular occurrence to receive complaints at Town office regarding garbage bags being opened by animals and trash being scattered on the street, sidewalk or resident's property. Currently the Town's public works department is responding to these complaints by cleaning up the garbage. Included in the Bylaw is the statement that garbage bags must be placed in receptacles with properly fitted covers to avoid this issue.

Other important points include:

- Proper placement and location of receptacles put out for collection.
- Times and duration that the receptacles can be placed out for pickup
- Upkeep/vandalism of receptacles
- Disturbance of residential waste that has been put out for collection
- Items that cannot be placed out for collection
- Provisions of yard waste collection
- Enforcement of the Bylaw

The Bylaw states that the CAO or Bylaw Officer, at their discretion, may issue a letter or notice to anyone in contravention of the Bylaw with timeframe to complete any action required. Non-compliance would result in a fine of \$100 for the first offence and \$200 for subsequent offences.

BUDGET IMPLICATIONS

Further revenues would be achieved due to fines. No further expense.

ALTERNATIVES

1. Council may approve a first reading of Bylaw 533/17, the Town of Sedgewick Solid Waste Management Bylaw.
2. Council may approve a first, second and third and final reading of Bylaw 533/17, the Town of Sedgewick Solid Waste Management Bylaw.
3. Council may direct administration to make changes to Bylaw 533/17, the Town of Sedgewick Solid Waste Bylaw and bring back to Council for review.

RECOMMENDATION

1. Administration recommends that Council approve a first and/or second, third and final reading of Bylaw 533/17, the Town of Sedgewick Solid Waste Bylaw.

ATTACHMENTS

1. Bylaw 533/17, Town of Sedgewick Solid Waste Management Bylaw

TOWN OF SEDGEWICK
BYLAW NO. 533/17
TOWN OF SEDGEWICK SOLID WASTE MANAGEMENT BYLAW

**A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, TO
SET FORTH TERMS AND CONDITIONS FOR THE COLLECTION, REMOVAL AND
DISPOSAL OF SOLID WASTE THROUGHOUT THE MUNICIPALITY.**

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass Bylaws respecting services provided by or on behalf of the Municipality and to pass a Bylaw respecting the safety, health and welfare of people;

AND WHEREAS, the Council of the Town of Sedgewick is committed to the responsible reduction and management of municipal solid waste;

AND WHEREAS, the Council wishes to establish a bylaw outlining the scope of collection and for imposing penalties for failure to take appropriate action in an approved manner;

NOW THEREFORE the Council of the Town of Sedgewick in the Province of Alberta, duly assembled, enacts as follows:

1. Bylaw Title

This bylaw may be cited as the “Solid Waste Management Bylaw”.

2. Definitions

In this bylaw unless the context otherwise requires:

- a) “Blue bag” means a transparent plastic bag in which acceptable recyclable material may be placed.
- b) “C.A.O.” means the Chief Administrative Officer of the Town of Sedgewick.
- c) “Collector” means any person authorized to collect, remove and dispose of residential waste pursuant to this Bylaw.
- d) “highway” means any thoroughfare, street, road, trail, avenue parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway, or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes;
 - i) a sidewalk (including the boulevard portion of the sidewalk);
 - ii) if a ditch lies adjacent to and parallel with the roadway, the ditch, and;

- iii) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the lands between the fences or all the lands between the fence and the edge of the roadway as the case may be, but;
- iv) does not include a place declared by the Lieutenant Governor in Council not to be a highway.
- e) “receptacle” means an animal proof container constructed of non-corrosive durable metal, rubber or plastic, equipped with a water tight cover and at least one (1) handle to facilitate handling.
- f) “recyclable material” means generally accepted materials for recycling including;
 - i) flattened corrugated cardboard
 - ii) flattened boxboard
 - iii) newsprint
 - iv) magazines and flyers
 - v) other paper and paper products
 - vi) tin-labels removed and rinsed
 - vii) plastic milk jugs and cardboard milk containers – lids removed and rinsed
 - viii) recyclable plastic containers
 - x) any other material designated recyclable by the Town
- g) “Residential waste” means all non-hazardous materials coming from residential dwellings.
- h) “Yard Waste” means organic yard/garden waste that originates from residential sources, including plant debris, grass clippings, tree clippings, leaves and other trimmings, tree and hedge pruning’s, plants, flowers and sod, except for greater certainty, Yard Waste does not include materials that originates from commercial operations, including land development and landscaping services; loose soils; plastics and synthetic fibres; lumber; any wood or tree limbs over ten centimetres in diameter; human or animal excrement; noxious weeds, soil contaminated with hazardous substances and other organic yard/garden waste commonly thrown away in the course of maintaining yards and gardens.

3. Fee Structure

- 3.1. The full cost of residential waste and recycling collection and disposal from eligible premises, within all areas of the Town shall be recovered through a solid waste service fee charged on utility bills as set forth by the Fees & Charges Bylaw.
- 3.2. Every eligible premise must participate in the residential waste management system as provided by the Town.
- 3.3. Any utility account in arrears may be subject to additional interest costs or collection procedures.
- 3.4. Eligible premises shall include all residential properties and those non-residential properties that do not rent a bin. Commercial accounts renting a bin will be invoiced separately by the Contractor.

4. Collection

- 4.1. Collection of residential waste shall be on a weekly basis on a day determined by the Chief Administrative Officer in agreement with the Collector.
- 4.2. Collection of recyclable materials shall be one day a month on a day determined by the Chief Administrative Officer in agreement with the Collector.
- 4.3. All waste must be contained in receptacles as defined above.
- 4.4. All receptacles must be fitted with covers, which must remain closed. The covers must be suitable to prevent residential waste from spilling or blowing from the receptacles and to prevent water or animals from entering.
- 4.5. Recyclable material shall be placed in a blue bag for collection. There is no limit to the blue bags accepted.
- 4.6. Every person is required to purchase their own blue bags.
- 4.7. Between the months of April and October, yard waste, except for leaves and grass clippings, will be picked up on a weekly basis on a day determined by the Chief Administrative Officer. Yard waste must be placed in a paper bag or be bundled and tied with twine. Bundles must be less than three (3) feet in length and weigh less than fifty (50) pounds and branches must be less than three (3) inches in diameter.
- 4.8. It is resident's responsibility to deposit leaves and grass in a Town of Sedgewick bin.
- 4.9. For large tree clean-up or yard waste that exceeds the parameters set out in section 4.7, the Town of Sedgewick may provide a Town truck parked at a location agreeable to the resident for waste to be deposited into for a duration of time. Provision of the truck and duration shall be at the discretion of the CAO.

BYLAW 533/17

TOWN OF SEDGEWICK SOLID WASTE MANAGEMENT BYLAW

- 4.10. No person shall place or keep receptacles upon any alley or highway of the Town. Receptacles shall be kept at the rear of the building or premise adjacent to the alley so that the Collector shall have unobstructed and convenient access thereto.
- 4.11. Where any eligible premise is not served by an alley, the receptacles shall be placed for collection at a location as close as possible to the traveled portion of an adjacent highway but not on a sidewalk or in such a location as to interfere with pedestrian or vehicular traffic.
- 4.10. No person shall place their receptacle out for pickup prior to 5:00 pm the evening before the collection day, and no later than 7:00 am the morning of, to ensure pickup.
- 4.11. Where receptacles are placed in the front or on the side of a property for collection of residential waste, they must be removed from the front or side property on the same day that the collection has been made.
- 4.12. No person shall allow residential waste to spill over or accumulate on any alley, highway or adjoining public or private property. Every person will ensure that all residential waste is kept within their receptacles at all times.
- 4.13. No person shall allow their receptacles to fall into disrepair or become noxious, offensive or dangerous to public health.
- 4.14. No person shall pick over, interfere with, disturb, remove, or scatter any residential waste put out for collection or removal.
- 4.15. No person shall vandalize or wilfully damage any residential waste container.
- 4.16. No person shall place out for collection, or mix with any other residential waste, any of the following items:
- a) industrial waste, meaning any waste originating from an industrial site;
 - b) combustible or explosive or toxic material which, without limiting the generality of the foregoing, shall include fuels or lubricants, gun powder or bullets, dynamite, blasting caps, motion picture film or radioactive materials;
 - c) household hazardous waste or dangerous goods including solvents, oven cleaners, paints, automotive fluids, wet cell batteries, pesticides, herbicides, or any material commonly referred to as household, commercial or industrial hazardous waste;
 - d) hypodermic needles, sharp objects or broken glass unless packaged in closed, secure, safety containers;
 - e) pathogenic and biomedical waste;

- f) luminescent gas-filled light tubes, unless such lights are pre-broken or encased in a container of sufficient size and strength to protect such tubes from breakage during transit;
 - g) compressed propane or butane cylinders;
 - h) large or bulky items such as mattresses, box springs, furniture, major appliances, or auto and truck tires;
 - i) electronic equipment including televisions, computers, computer monitors, keyboards, and associated cables;
 - j) automotive parts including lead-acid batteries, scrap metal, oil filters, empty oil containers, tires and automotive bodies;
 - k) oil or other petroleum by-products;
 - l) sawdust, unless in closed containers before placing in the receptacles;
 - m) construction or renovation materials, stumps, concrete blocks or slabs;
 - n) hot ashes or other burning matter;
 - o) liquid wastes or sludge;
 - p) animal waste including dead animals, carcasses, offal, manure, kennel waste, animal parts or excreta, unless the animal excreta is packaged in a securely tied container before placing the waste in a receptacle;
 - q) commercial waste, meaning any waste originating from a place of business;
 - r) any other waste deemed to be prohibited from collection by the Collector, C.A.O. or Bylaw Officer.
- 4.17. All persons shall permit authorized Collectors to enter their property and premise at all reasonable times for the purpose of carrying out their duties.

5. Enforcement

- 5.1. The C.A.O. of the Town or a Bylaw Officer may, at their discretion, issue a letter or notice to anyone who is in contravention of any section of this Bylaw directing the said person to take any action required so as not to be in breach of the section. The notice or letter may provide a time frame for the person to complete the action.
- 5.2. Any person who does not comply with a notice or letter is subject to a penalty pursuant to a fine amount as listed in Schedule "A".

BYLAW 533/17

TOWN OF SEDGEWICK SOLID WASTE MANAGEMENT BYLAW

- 5.3. A Bylaw Officer is hereby authorized and empowered to issue a violation ticket to any person who the Bylaw Officer believes on reasonable and probable grounds has contravened any section of this Bylaw.
- 5.4. Any person to whom a violation ticket has been issued may make the voluntary payment, if one is offered, by delivering the violation ticket as per instructions on the violation ticket along with an amount equal to that specified for the offence as set out in this Bylaw.
- 5.5. Notwithstanding the provisions of this Bylaw, any person who has been issued a violation ticket pursuant to any section of this Bylaw may exercise his/her right to defend any charge of committing a contravention of any provision of this Bylaw.
- 5.6. A person issued a violation ticket for an offence shall be deemed sufficiently and properly served:
- a) if served personally on the accused;
 - b) if mailed by registered mail to the address of the person who has contravened this Bylaw.

6. Severability

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

7. Enactment

This Bylaw shall take effect at the date of final passing thereof.

First Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this _____ day of _____, _____ on motion by Councillor _____.

Second Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this _____ day of _____, _____ on motion by Councillor _____.

Third Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this _____ day of _____, _____ on motion by Councillor _____.

Executed this _____ day of _____, _____.

TOWN OF SEDGEWICK

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

Schedule A – Violations and Penalties

Any person who commits a breach of any of the provisions of this bylaw shall be liable to a penalty of one-hundred dollars (\$100) for a first offence and two-hundred dollars (\$200) for subsequent offences within a period of one (1) year.

DRAFT

DEVELOPMENT PERMIT APPLICATION #2017-07

EXECUTIVE SUMMARY

At the July 6th, 2017 Council meeting, Council approved Development Permit #2017-05 for variance on the height of a maintenance shop expansion and office building (Block 24, Plan 4239TR) to be increased from 10.0 to 10.9 metres with opportunity for appeals. The applicant, Scott Builders, subsequently wishes for Council to consider an increase in height to 11.5 metres.

BACKGROUND

Upon finalizing design, Scott Builders has identified that there is a need to increase the parapet (wall along edge of the roof) of the shop component resulting now in a height of 11.5 metres. A height of 10.9 metres was previously approved by Council.

Section 23 of the Land Use Bylaw (LUB) allows for Council to cancel a development permit if the permit was issued on the basis of incorrect information.

For buildings in the Light Industrial Business District, the LUB states that the building's height must not exceed 10 metres. Section 20 of the Bylaw allows for Council to

allow a variance of any standard... provided the variance complies with the requirements of the Alberta Building Code and does not unduly affect the neighbourhood which includes variances of non-conforming buildings.

Administration cannot cite any reason to deny the new application as there are no Fire or Building Code concerns.

It should be noted that approval of the permit is open to appeal for 14 days after the date of written notice of approval.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may cancel Development Permit #2017-05 and approve Development Permit #2017-07 allowing for a variance on the height of a maintenance shop expansion and office building to 11.5 metres.
2. Council may deny Development Permit Application #2017-07, keeping permit #2017-05 in effect.

RECOMMENDATION

1. Administration recommends that Council cancel Development Permit #2017-05 and approve Development Permit #2017-07 allowing for a variance on the height of a maintenance shop expansion and office building to 11.5 metres with approval being open for appeal for 14 days after the date of written notice of approval.



TOWN OF
SEDGEWICK

REQUEST FOR DECISION

AUGUST 24TH, 2017

DEVELOPMENT PERMIT APPLICATION #2017-07

ATTACHMENTS

1. Development Permit Application #2017-07
2. Civil drawings



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



Application # 2017-07

Date August 21, 2017

APPLICATION FOR DEVELOPMENT PERMIT**

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

Applicant(s): SCOTT BUILDERS INC. Mailing Address: 8105 49 Ave Close, Red Deer, AB T4P 2V5

Ph# (403) 754-5017 C# (403) 396-3931 Fx# (403) 346-4310 Email: willw@scottbuilders.com

Civic Address of property to be developed: 12411 TWP RD 442 / 5401 56 Avenue

Legal Description: Lot(s) _____ Block 24 Plan 4239TR or _____

Registered Owner: Flagstaff County Mailing Address: 12435 TWP RD 442 PO Box 358, Sedgewick, AB T0B 4C0

Existing Use: Public Use Land Use District: Light Industrial Business

Type of Building/Development: Maintenance Shop Expansion and Office Building
GFA 3,597 sm (38,722.46 sf)

Size: incl: main, 2nd, link & mezz Percentage of lot occupied: 8% (Building considered includes existing & expansion)

Foundation: Driven/Screw Steel Piles Basement: None Heating: HVAC

Roofing: SBS Modified Bitumen Ext. Finish: Precast Concrete Contractor: Scott Builders Inc.

Setback from front lot line: 36 m (118 ft) Setback from N/S/E/W side lot line: E 102 m (335 ft)

Setback from N/S/E/W side lot line: (226 ft) Setback from rear lot line: (321 ft) Building Height: 11.38 m (37'-4")

Estimated Start Date: August 2017 Estimated Completion Date: April 2018

Estimated cost of project or contract price: \$ 6.6M

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

NOTES: _____

**Attach site plan to the application form.

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

Elected Official

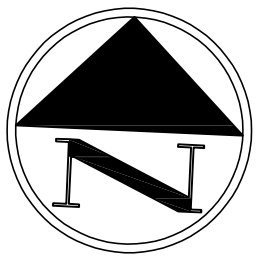
Appointed Official

Brent Ramyn 2017.08.21
13:05:08 -06'00'
Signature of Applicant

Signature of Applicant

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

TOWNSHIP ROAD 442



EX HYD-01

EX SHOP

EX SANI MH-1
RIM=666.390
(2.63)

FUEL TANK

EX SANI MH-2
RIM=665.960
(2.63)

EX SHED

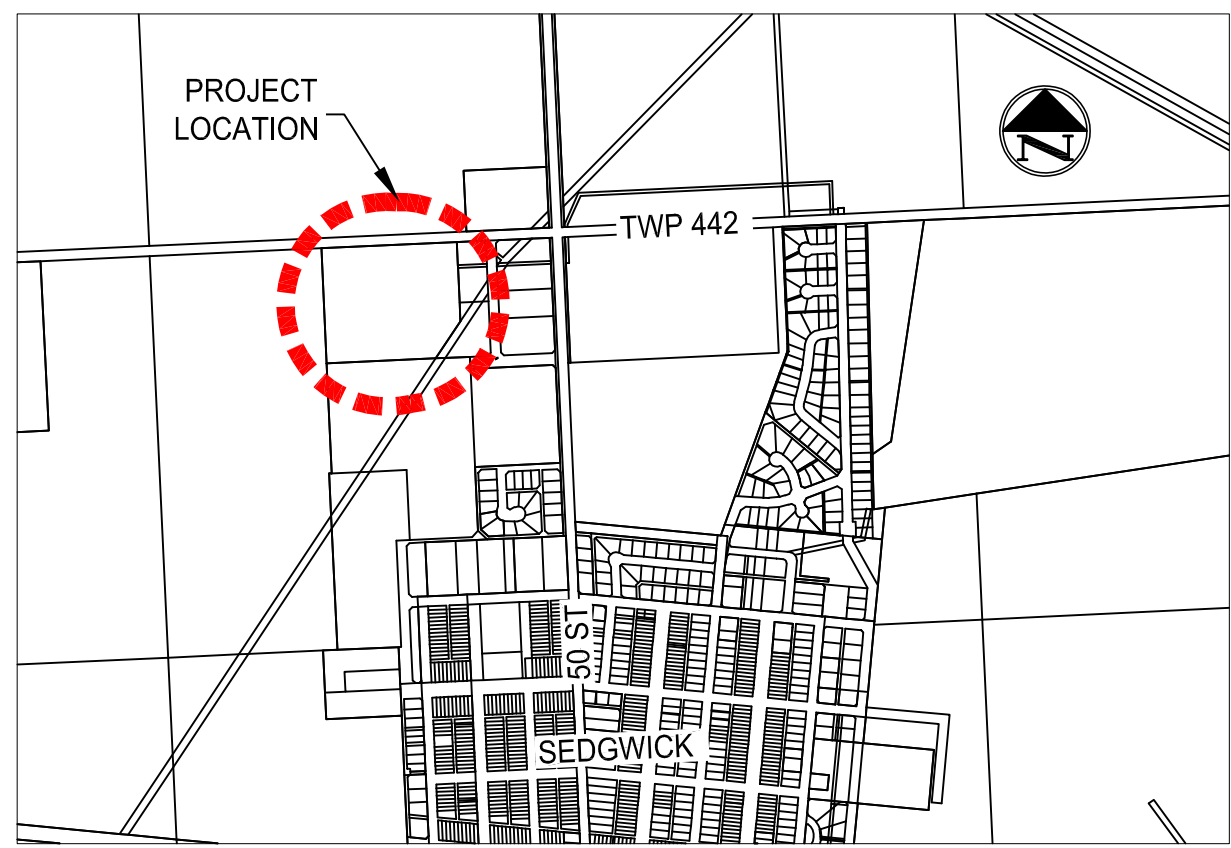
SHED

ASPHALT PATH

EX 75mm HDPE SANI FORCEMAIN
EX 250mm HDPE WATER

UTILITY RIGHT OF WAY

LOCATION MAP



LEGEND:

WATERLINE	---
WATER VALVE	⋈
FIRE HYDRANT	●
SANITARY SEWER	---
SANITARY MANHOLE	●
BURIED POWER	---PB---
GAS LINE	---G---
STREET LIGHT	●
POWER POLE	○PP
ORIGINAL GROUND CONTOUR	---847.00---

NOTES:

- 1) TOPOGRAPHIC SURVEY COMPLETED BY OTHERS

Rev No.	Revision Description	Dwn.	Chkd.	Appd.	YY.MM.DD
R0	PRELIMINARY DESIGN	BDH	CJWS		17.06.27
R1	PRELIMINARY DESIGN	BDH	CJWS		17.06.29
R2	95% DESIGN	AKB	CJWS	BDH	17.07.14
R3	ISSUED FOR APPROVAL	BDH	CJWS	BDH	17.07.17

Seal



Latitude
Engineering

Permit No: P13523

Project:
FLAGSTAFF COUNTY MAINTENANCE SHOP
NE8 44-12-W4, PLAN 4239 TR

Drawn: BDH

Checked: CJWS

Client:
SCOTT BUILDERS INC

Appvd: BDH

Date: 17/06/27

Title:

EXISTING CONDITIONS

Project No.:
SBI.17.03

Scale:
A1 1:500

Drawing No.:
C-01

Sheet:
1 OF 5

Revision:
R3

TOWNSHIP ROAD 442

PROPOSED OFFICE

TOP OF SLAB=666.316

EX SHOP

TOP OF SLAB=666.200

PROPOSED SHOP

TOP OF SLAB=666.265

FUEL TANK

TOE OF 4.00% BACKSLOPE

UTILITY RIGHT OF WAY

ASPHALT PATH

LOCATION MAP

PROJECT LOCATION

TWP 442

SEDGWICK

LEGEND:

- WATER VALVE
FIRE HYDRANT
SANITARY MANHOLE
STREET LIGHT
POWER POLE
ELEVATION
CONSTRUCTION LIMIT
DESIGN GROUND CONTOUR
- 851.23
851.23
847.00

NOTES:

- 1) ELEVATIONS ARE TO TOP OF GRAVEL OR FINISHED GROUND UNLESS OTHERWISE NOTED.
2) CONSTRUCTION TO BE COMPLETED IN ACCORDANCE WITH FLAGSTAFF COUNTY DESIGN GUIDELINES AND CONSTRUCTION SPECIFICATIONS.
3) LOCATIONS AND DEPTHS OF ALL EXISTING UTILITIES ARE TO BE CONFIRMED BY THE CONTRACTOR. ANY CONFLICTS WITH PROPOSED UTILITIES ARE TO BE REPORTED TO THE ENGINEER PRIOR TO CONSTRUCTION.
4) CONTRACTOR IS RESPONSIBLE FOR EROSION CONTROL DURING CONSTRUCTION.
5) CONTRACTOR IS RESPONSIBLE FOR ALL DETOURING AND CONSTRUCTION SIGNAGE.
6) ALL DIMENSIONS ARE IN METRIC UNLESS OTHERWISE NOTED.

Rev No.	Revision Description	Dwn.	Chkd.	Appd.	YY.MM.DD
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Seal



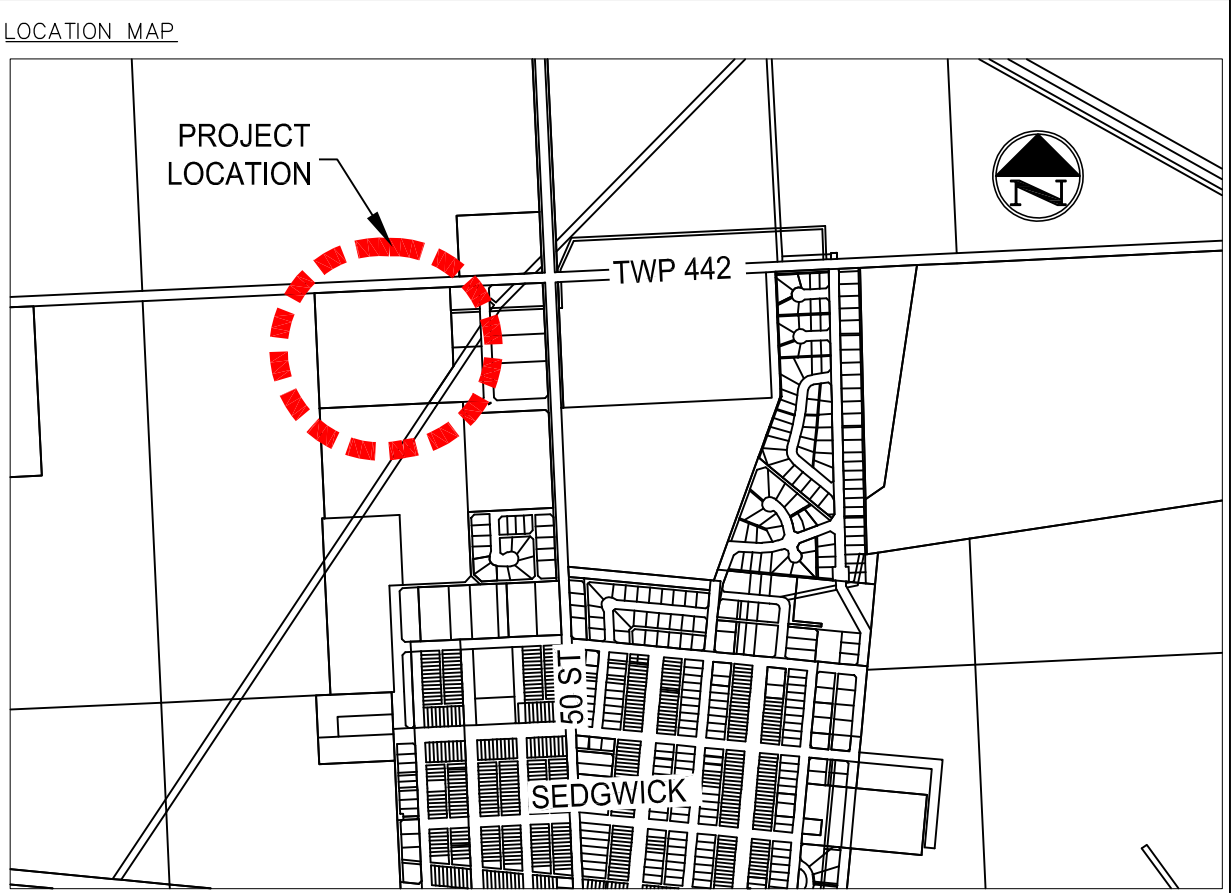
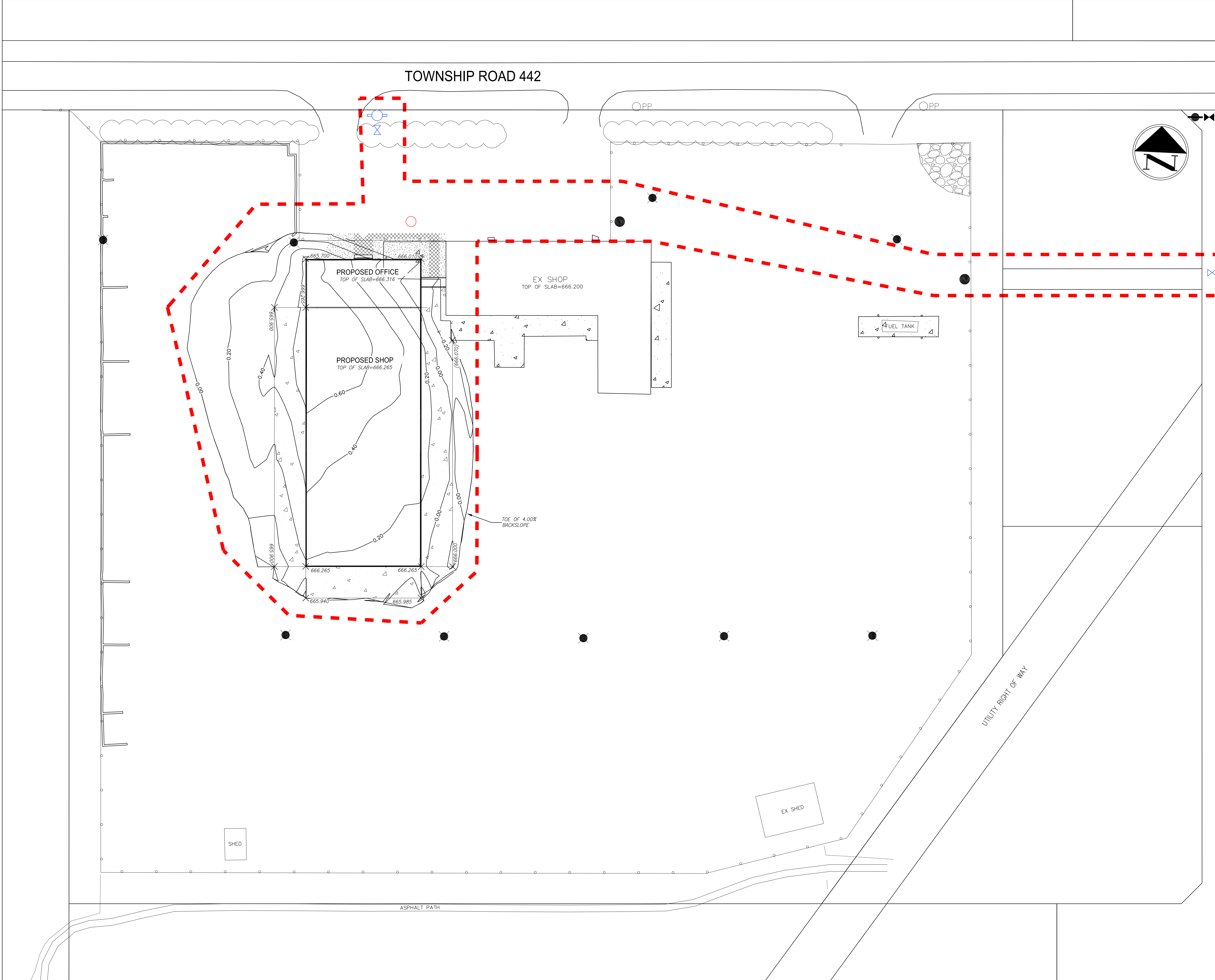
Permit No: P13523

Project:	FLAGSTAFF COUNTY MAINTENANCE SHOP NE8 44-12-W4, PLAN 4239 TR	Drawn:	BDH
Client:	SCOTT BUILDERS INC	Checked:	CJWS
		Appvd:	BDH
		Date:	17/06/27

Title:

GRADING PLAN

Project No.:	Scale:	
SBI.17.03	A1 1:500	
Drawing No.:	Sheet:	Revision:
C-02	2 OF 5	R3



LEGEND:

OUT CONTOUR ——— 0.20 ———
 FILL CONTOUR ——— 0.20 ———
 CONSTRUCTION LIMIT - - - - -
 CONCRETE SIDEWALK [Pattern]

- NOTES:
- EARTHWORKS VOLUMES (UNADJUSTED):
 CUT = 65 cu.m.
 FILL = 1,850 cu.m.
 NET = 1,785 cu.m. FILL
 EARTHWORKS VOLUMES ARE TO TOP OF SUBGRADE.
 - AREAS:
 NEW BUILDING = 2,962m²
 NEW CONCRETE WALK = 1,700m²
 - LOCATIONS AND DEPTHS OF ALL EXISTING UTILITIES TO BE CONFIRMED BY THE CONTRACTOR. ANY CONFLICTS WITH PROPOSED UTILITIES ARE TO BE REPORTED TO THE ENGINEER PRIOR TO CONSTRUCTION.
 - CONTRACTOR IS RESPONSIBLE FOR EROSION CONTROL DURING CONSTRUCTION.
 - CONTRACTOR IS RESPONSIBLE FOR ALL DETOURING AND CONSTRUCTION SIGNAGE.

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R3	ISSUED FOR APPROVAL	BDH	CJWS	BDH	17.07.17

Seal

Latitude Engineering

Permit No: P13523

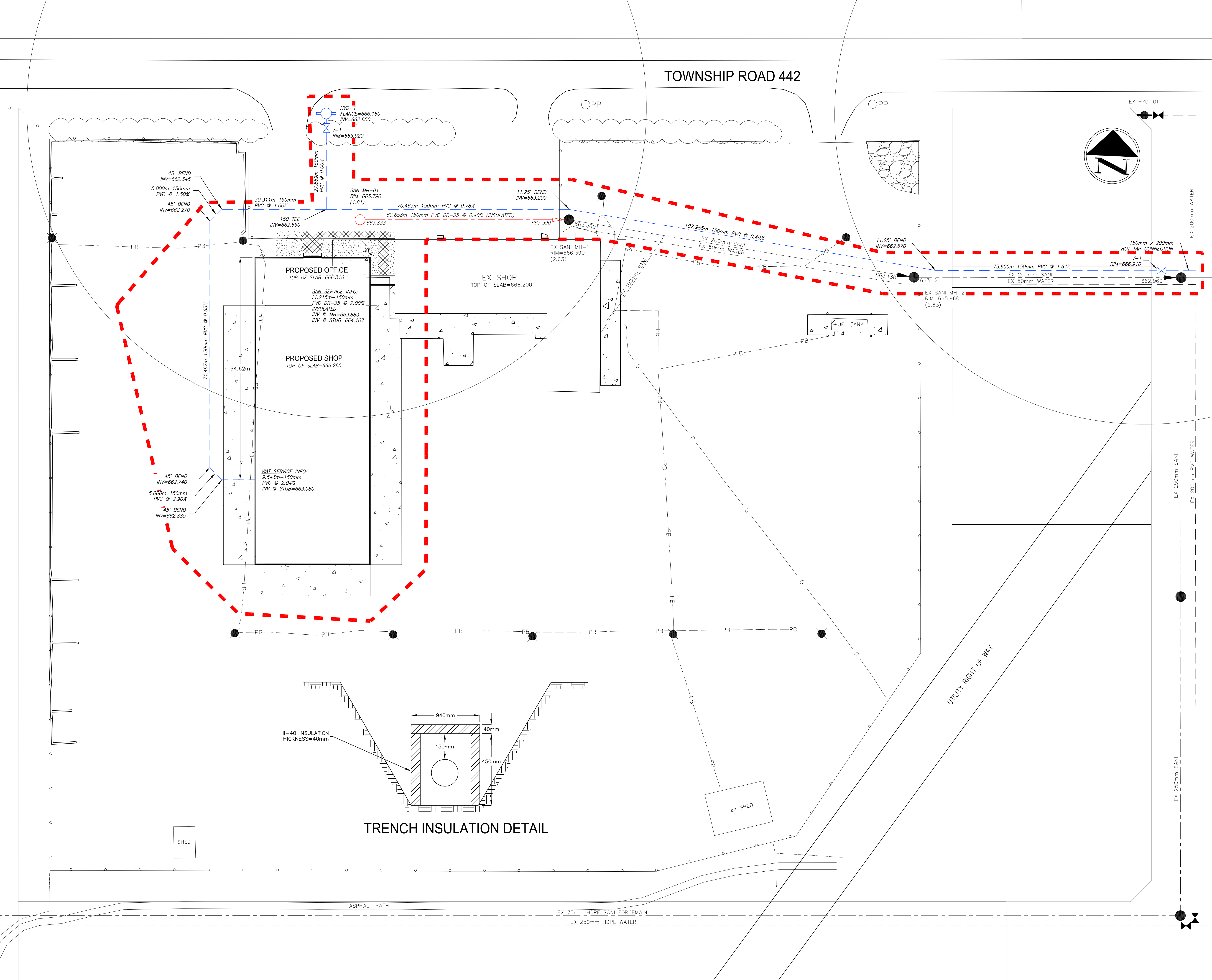
Project:
FLAGSTAFF COUNTY MAINTENANCE SHOP
NE8 44-12-W4, PLAN 4239 TR

Client:
SCOTT BUILDERS INC

Drawn: BDH
Checked: CJWS
Appvd: BDH
Date: 17/06/27

Title:
GRADING PLAN

Project No.: SBI.17.03	Scale: A1 1:500
Drawing No.: C-03	Revision: 3 OF 5 R3



LOCATION MAP

LEGEND:

EXISTING	PROPOSED
Water Main	Water Main
Fire Hydrant	Fire Hydrant
Sanitary Sewer	Sanitary Sewer
Gas Line	Gas Line
Street Light	Street Light
Power Pole	Power Pole
Telus Pedestal	Telus Pedestal
Elevation	Elevation
Construction Limit	Construction Limit
Tree Line	Tree Line

NOTES:

- REFER TO GEOTECHNICAL REPORT FOR EXISTING CONDITIONS AND CONSTRUCTION REQUIREMENTS
- CONSTRUCTION TO BE COMPLETED IN ACCORDANCE WITH FLAGSTAFF COUNTY DESIGN GUIDELINES AND CONSTRUCTION SPECIFICATIONS.
- LOCATIONS AND DEPTHS OF ALL EXISTING UTILITIES TO BE CONFIRMED BY THE CONTRACTOR. ANY CONFLICTS WITH PROPOSED UTILITIES ARE TO BE REPORTED TO THE ENGINEER PRIOR TO CONSTRUCTION.
- ALL MANHOLES TO BE CONSTRUCTED WITH SULFATE RESISTANT CONCRETE.
- PROVIDE CLASS "B" BEDDING IN ACCORDANCE WITH FLAGSTAFF COUNTY SPECIFICATIONS.
- ALL CONCRETE TO BE TYPE 50 28 MPa.
- WATERMAINS TO BE PVC C900 DR 18 CL 150.
- SANITARY AND STORM SEWERS TO BE PVC SDR35 CONFORMING TO CURRENT ASTM SPECIFICATION D3034, CSA-B182.1 AND CSA-B182.2 OR UNI-BELL UNI-B-9. GASKETS SHALL MEET THE REQUIREMENT OF ASTM F477.
- CONTRACTOR IS RESPONSIBLE FOR EROSION CONTROL DURING CONSTRUCTION.
- CONTRACTOR IS RESPONSIBLE FOR ALL DETOURING AND CONSTRUCTION SIGNAGE.
- ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE NOTED.

Rev No.	Revision Description	Dwn.	Chkd.	Appd.	YY.MM.DD
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Seal

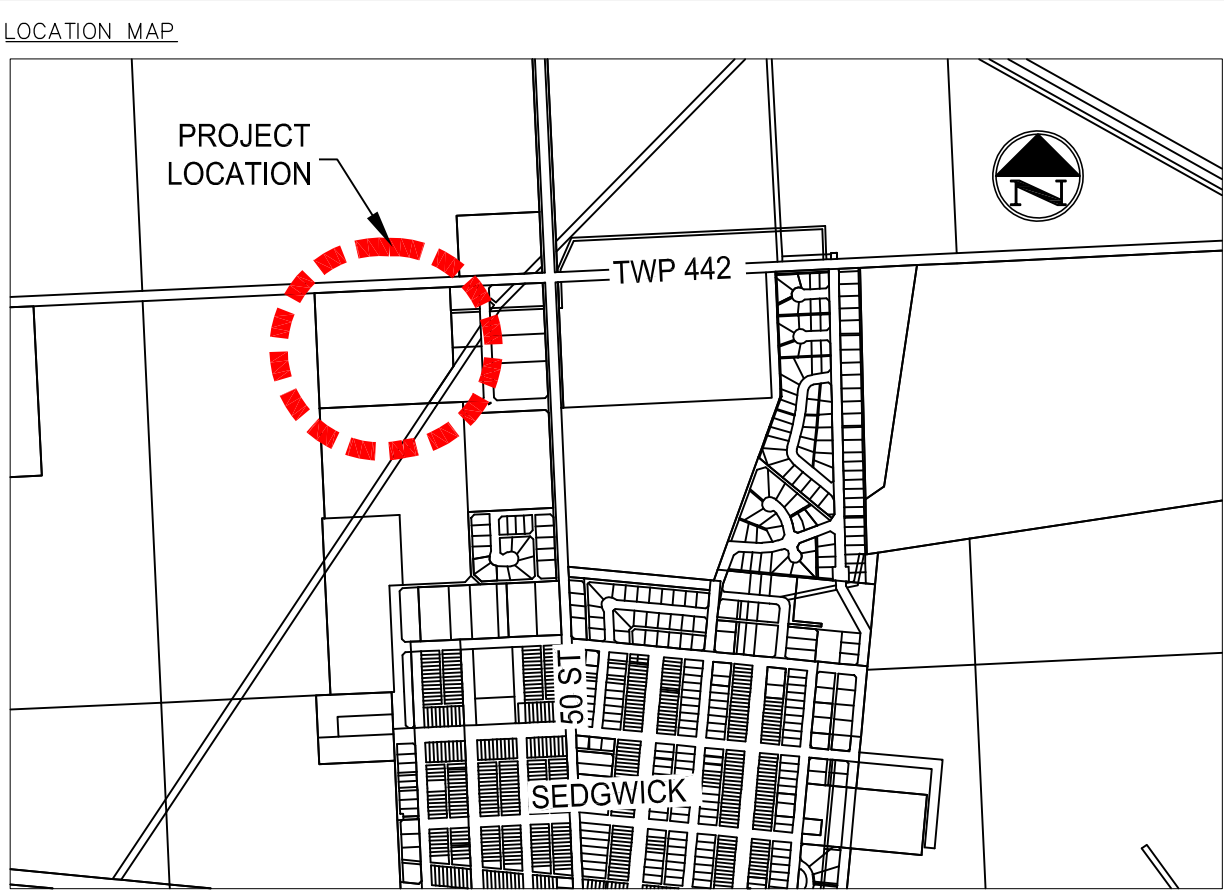
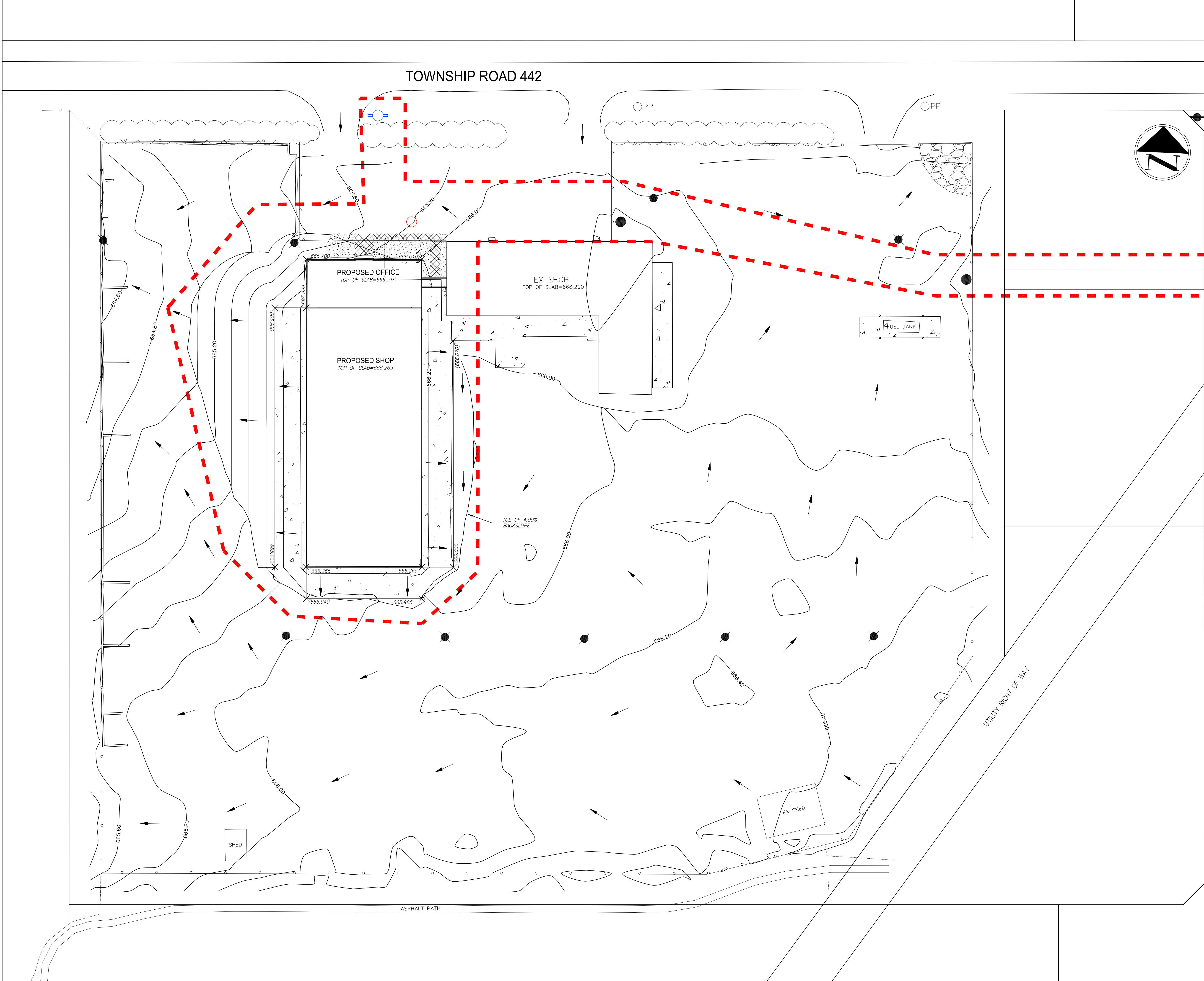
Permit No: P13523

Project: FLAGSTAFF COUNTY MAINTENANCE SHOP
NE8 44-12-W4, PLAN 4239 TR

Client: SCOTT BUILDERS INC

Title: UTILITIES PLAN

Project No.: SBI.17.03	Scale: A1 1:500	Revision: R3
Drawing No.: C-04	Sheet: 4 OF 5	



LEGEND:

DESIGN GROUND CONTOUR ——— 847.00 ———

DIRECTION OF DRAINAGE —————>—————

CONSTRUCTION LIMIT - - - - -

NOTES:

Rev No.	Revision Description	Dwn.	Chkd.	Appd.	YY.MM.DD
R0	PRELIMINARY DESIGN	BDH	CJWS		17.06.27
R1	PRELIMINARY DESIGN	BDH	CJWS		17.06.29
R2	95% DESIGN	AKB	CJWS	BDH	17.07.14
R3	ISSUED FOR APPROVAL	BDH	CJWS	BDH	17.07.17

Seal

Latitude Engineering

Permit No: P13523

Project:
FLAGSTAFF COUNTY MAINTENANCE SHOP
NE8 44-12-W4, PLAN 4239 TR

Client:
SCOTT BUILDERS INC

Drawn: BDH
Checked: CJWS
Appvd: BDH
Date: 17/06/27

Title:
STORMWATER MANAGEMENT PLAN

Project No.: SBI.17.03	Scale: A1 1:500
Drawing No.: C-05	Revision: 5 OF 5 R3



TOWN OF
SEDGEWICK

LETTERS OF CORRESPONDENCE

To AUGUST 24TH, 2017

Letters:

1. **Drug Free Kids Canada**– Providing a Cannabis Talk Kit as a resource to parents to talk to their teens about drugs.
2. **Flagstaff County** – Notice of development to place a gravel stockpile site on Plan 0420248, Lot 8, Blk 1.
3. **Royal Purple**– Requesting a raffle item or monetary contribution.
4. **Federation of Alberta Gas Coops** – Copy of letter to Alberta Transportation regarding utility right of way.
5. **InfraCor** - Letter informing about their regional infrastructure support services.
6. **Benoit Regulatory Compliance** – Notification for site specific deviation from minimum measurement requirements (gas volumes measured over 31-day vs 7-day interval)

Newsletters/Magazines:

1. none