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



April 17th, 2014

Agenda

Regular Monthly Meeting – Call to Order – 7:00 pm

Adoption of Agenda –

Correspondence – Items Arising:

- | | |
|--|----|
| 1. Leon E. Benoit, M.P. – New Building Canada Fund | 1A |
| 2. AESO – Transmission Changes – Central East Area | 2A |
| 3. Gov't of Canada – Volunteer Award | 3A |
| 4. Alberta Tourism – Signs | 4A |

Circulation File of Correspondence – List Attached

Delegation –n/a

Financial Statement – For Month Ending March 31st, 2014 – Attached

Accounts – For Month Ending March 31st, 2014 – List Attached

Committee Reports – For Period Ending April 17th, 2014 – Attached

Public Works Report – For the Period Ending April 17th, 2014 – Attached

CAO Report – For Period Ending April 17th, 2014 – Attached

Matters Arising:

Minutes – Regular Council Meeting of March 19th, 2014 – Attached

Matters Arising:

Minutes - Special Council Meeting of April 18th, 2014 - Attached

Matters Arising:

Business:

- | | |
|---|-----|
| 1) Tax Rate Bylaw #510 | 1B |
| 2) Strategic Plan – Draft | 2B |
| 3) Town Hall Meeting – Dates | 3B |
| 4) Cemetery Bylaw #509 | 4B |
| 5) Land – SW 9-44-12 W4M – In Camera/Closed Session | 5B |
| 6) Public Works – Traffic 3-Way STOP | 6B |
| 7) Killam Sedgewick – Working Group TOR | 7B |
| 8) In Camera – Legal – Closed Session | 8B |
| 9) Rural Roads – Update | 9B |
| 10) Councillor Remuneration – Overview | 10B |
| 11) Round Table | 11B |
| 12) | |
| 13) | |

Adjournment -

IA

Constituency Office

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Toll free: 1 800 463-1194
Fax: 1 780 763-6132
leon.benoit.c1@parl.gc.ca



LEON E. BENOIT, M.P.

Vegreville-Wainwright Constituency

Parliamentary Office

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April 1, 2014

Dear Constituent:

On Friday, March 28th, 2014 Federal Infrastructure Minister Denis Lebel announced the launch of the New Building Canada Fund. I am forwarding your organization this information should you be interested in looking into the program further.

The New Building Canada Fund, a key element of the \$53 billion New Building Canada Plan, supports infrastructure projects of national, regional and local significance that promote job creation, economic growth, and productivity. It is the largest and longest federal infrastructure plan in our nation's history.

Under the \$53 billion New Building Canada Plan, provinces, territories and municipalities will continue to have access to federal support for their infrastructure project priorities over the next decade. They will benefit from investments made through:

- The \$4 billion National Infrastructure Component and the \$10 billion Provincial-Territorial Infrastructure Component which will support national, regional and local projects, including the Small Communities Fund for projects in communities with fewer than 100,000 residents.
- The Community Improvement Fund, consisting of the Gas Tax Fund (\$21.8 billion) and the incremental Goods and Services Tax Rebate for Municipalities (\$10.4 billion), which will provide over \$32 billion to municipalities for community infrastructure.
- The \$1.25 billion in funding for the P3 (Public-Private Partnerships) Canada Fund.
- \$6 billion in existing funding that continues to flow across the country this year and beyond under current infrastructure programs.

With this launch, provinces, territories and municipalities may now apply for funding under the fund. Please visit the following website for all relevant information on how to apply for each program under the fund:

<http://www.infrastructure.gc.ca/plan/plan-eng.html>

Although all components of this funding are noteworthy and substantial, I would like to draw your attention specifically to the **Small Communities Fund for projects in communities with fewer than 100,000 residents**. Full details are found on the above website.

Eligible recipients under the PTIC–SCF:

Eligible recipients are restricted to those whose projects are situated within or are for the benefit of, communities with a population of fewer than one hundred thousand people (100,000) as determined by Statistics Canada — Final 2011 Census.

The following are eligible recipients for the purposes of the PTIC–SCF:

- a. A **municipal or regional government** established by or under provincial or territorial statute;
- b. A **provincial or territorial entity** (e.g., a department, corporation or agency) that provides municipal-type infrastructure services to communities, as defined in provincial or territorial statute;
- c. A **band council** within the meaning of section 2 of the *Indian Act*; or a government or authority established pursuant to a Self Government Agreement or a Comprehensive Land Claim Agreement between Her Majesty the Queen in right of Canada and an Aboriginal people of Canada, that has been approved, given effect and declared valid by federal legislation;
- d. A **public sector body** that is established by or under provincial or territorial statute or by regulation or is wholly owned by a province, territory, municipal or regional government which provides municipal-type infrastructure services to communities; and
- e. A **private sector body, including for-profit organizations and not-for-profit organizations, whose application is supported by a municipal or regional government referred to above**. Such support could take the form of a resolution from the municipal or regional government council.

Eligible Categories under the PTIC–SCF:

- Public transit
- Drinking water
- Wastewater
- Solid waste management
- Green energy
- Innovation
- Connectivity and broadband
- Brownfield redevelopment
- Disaster mitigation infrastructure
- Local and regional airports
- Short-line rail
- Short-sea shipping
- Highways and major roads
- Northern infrastructure (applies to Yukon, Nunavut and Northwest Territories only)

How to apply?

Canada will enter into Funding Agreements (FA) with each province and territory for the implementation of the PTIC–SCF. In turn, **provinces and territories will manage the project identification process** in keeping with PTIC–SCF program parameters. **If you are an eligible recipient and would like to have your project considered for funding under the PTIC, you are encouraged to contact Alberta Infrastructure:**

Alberta Infrastructure

Infrastructure Building

6950 - 113 Street

Edmonton AB T6H 5V7

Ph: 780-415-0507 (toll free in Alberta 310-0000)

Fax: 780-427-2187

I trust the above information is of interest to you and I wish you the best success in your applications.

Sincerely,



Leon Benoit MP

April 3, 2014

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

Dear Ms. Davis,

Re: Changes in the need for transmission in the Central East Area

I am writing to notify you about important changes to the plans for new transmission development in Central East Alberta. Please find enclosed a newsletter that we will be sending to residents in the project area later this month. I hope it will help you prepare for any questions you may receive.

About the changes in the Central East Area

The Alberta Utilities Commission (AUC) approved our plan for new transmission development in the Central East area in 2011 (*Central East Region Transmission Development Needs Identification Document, Approval No. U2011-57*). Since that time, the forecast of generation and demand for power in the Central East area has changed. More than half of the developments approved in our Central East plan still meet the transmission needs of the area. However, some of the developments described in the plan will not address the changes we see in our latest forecast. A new transmission plan is needed to address these changes. (You can find an overview of the new plan in the newsletter on page 4.)

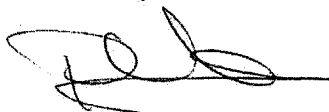
Later this year, we will apply to the AUC for an amendment to have the developments that are no longer needed removed from our Central East plan. We will also be actively sharing information about the new transmission plan for the Central East area.

About the Alberta Electric System Operator (AESO)

The AESO is a not-for-profit company that plans and operates the transmission system in Alberta. We base our plans for new transmission on forecasts of where in the province we see new generation being planned, and where in the province we see demand for power growing. We must submit our plans to the AUC for approval.

If you have any questions or would like to meet to discuss our amendment application, please contact me by email at paul.deleske@aes0.ca or by phone at 403-461-7139.

Yours truly,



Paul Deleske
Community Relations Advisor, Corporate Communications
enclosure (1)

Central East Transmission Development (CETD) *Amendment*

At the Alberta Electric System Operator (AESO), we plan the province's electric transmission system. We study the transmission system to determine what future upgrades and expansions will be needed to continue to serve Alberta's growing power demands.

Update on Transmission Development Plans in the Central East Area

Long-term forecasts for electricity supply and demand in the area have changed since our Central East Transmission Development (CETD) plan was approved in 2011. As a result, some of the transmission developments we proposed in our CETD plan will no longer meet the long-term transmission needs in the area. Also, different transmission developments will be needed to address the changes.

Our Central East Transmission Development (CETD) plan was approved by the Alberta Utilities Commission (AUC) in 2011 (Approval No. U2011-57). In 2012, we updated our forecasts and found that some changes to the approved plan would be necessary. Some developments in our CETD plan no longer serve the long-term needs of the Central East area. Construction of these developments was never started and they will not be built. Instead, we will be proposing different transmission developments to support the long-term transmission needs for the area.

no longer needed removed from our CETD plan. Following this, we will begin sharing information with stakeholders about the new developments we have planned to support the changes in power generation and demand that are mentioned above. For more information on the AESO's application to amend the CETD plan, see page 2. For preliminary information on the new transmission developments that are to follow, see page 4.

We also determined that many of the transmission developments in the plan continued to address the long-term transmission needs for the area. These developments are either already in service or they are currently under construction.

To move forward, we must apply to the AUC to have the developments that are



▶ HOW DOES THE AESO DETERMINE THE NEED FOR TRANSMISSION DEVELOPMENT?

Alberta's growing population and expanding industry are driving an increasing demand for power. Power generation developers are planning and building new power plants to meet this demand. The transmission system must have enough capacity to move power from where it is generated to where it will be used.

As Alberta's transmission system planner, the AESO forecasts both future demand for power from consumers and future supplies of power from generators. We study the location, timing and amount of new generation proposals and changes in the future demand for power, and develop plans to ensure Albertans continue receiving reliable power. Changes to these forecasts can mean changes in the plans for new transmission. We update forecasts regularly and check our plans against these updated forecasts to ensure that the right amount of transmission gets built at the right time, in the right areas within Alberta.



WHO IS THE ALBERTA ELECTRIC SYSTEM OPERATOR?

The AESO is an independent, not-for-profit organization acting in the public interest of all Albertans. We plan Alberta's transmission system, which is made up of the transmission lines, substations and other related equipment that transmit electricity from where electricity is generated to where it will ultimately be used.

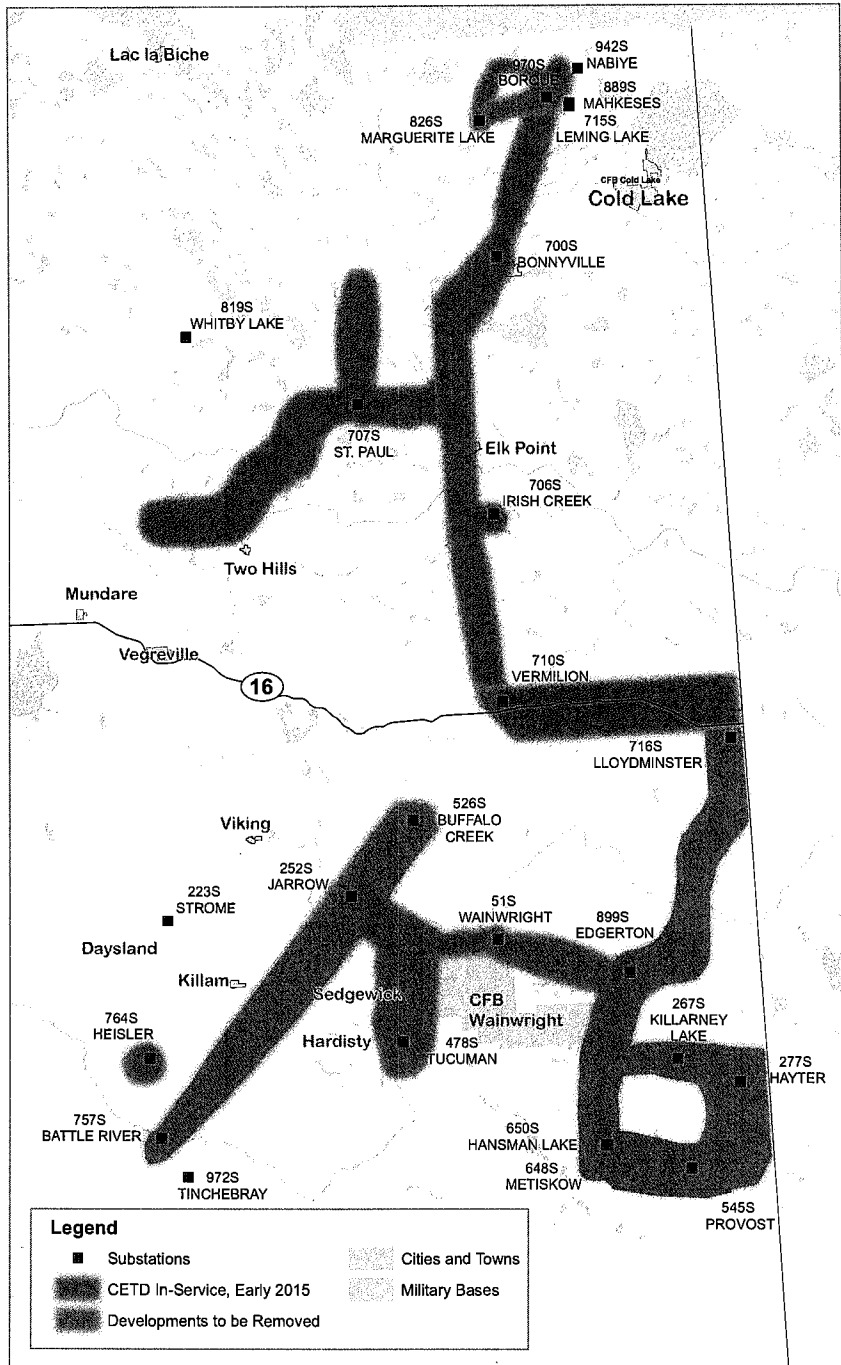
ORIGINAL CETD PLAN (2011)

A version of the map on the right was used in AESO communications materials from 2009 to 2011. It has been modified to show the approximate areas where transmission developments that were approved in 2011 were needed. It also shows which of those developments will be removed from the approved CETD plan. (These developments will not be built).

Transmission Facility Owners (TFOs) AltaLink and ATCO Electric are the companies that build and operate transmission lines in the Central East area. Their representatives may have been in touch with you about specific developments in these areas and may follow up with you further if you are directly affected by these changes.

DEVELOPMENTS THAT WILL BE REMOVED FROM OUR CETD PLAN

- A new 240 kV transmission line between the Bourque substation and the Marguerite Lake substation
- A new 138 kV transmission line between:
 - the Wainwright substation and the Edgerton substation
 - the Hayter substation and the Provost substation
- Rebuild of the existing transmission lines between:
 - the Hayter substation and the Killarney Lake substation
 - the Hansman Lake substation and the Provost substation
 - the Metiskow substation and the Edgerton substation (includes adding a new transmission line between Killarney Lake and line number 749L)
 - the Battle River substation and the Buffalo Creek substation
 - the Wainwright substation, the Tucuman substation and the Jarrow substation
 - the Edgerton substation and Lloydminster substation



The shaded areas illustrate the approximate areas where transmission developments were approved in 2011. Developments that are in service or under construction are shown in green. The developments that will be removed from our CETD plan are shown in red, however there may be new developments in the area in the future (please see page 4 for further details).

> AESO AND TFO ROLES

The AESO operates the provincial transmission system so that all Albertans can count on safe and reliable electricity to power our homes and businesses each and every day. The AESO also carefully plans upgrades, reinforcements and expansions to the system to ensure the transmission system keeps pace with Alberta's growing demand for power.

ATCO Electric Ltd. (ATCO) and AltaLink are the TFOs in the project area. While the AESO is responsible for identifying that transmission system development is needed, ATCO and AltaLink are responsible for detailed siting and routing, constructing, operating and maintaining the associated transmission facilities.



Transmission Development Approval in Alberta

A TWO PART PROCESS

1 PART ONE: APPROVAL OF NEED

The AESO studies the transmission system to identify needed upgrades or expansions, and applies to the Alberta Utilities Commission (AUC) for review and approval of our plans. The AUC is the regulator for transmission development in Alberta.

The AESO's application to the AUC is called a Needs Identification Document, or NID. The NID outlines our specific plans to upgrade or expand the transmission system, which the AUC must approve.

2 PART TWO: APPROVAL TO CONSTRUCT

TFOs build what is in the AESO's plans. They consult with stakeholders to find specific routes for transmission lines and sites for substations.

Before TFOs begin building, they submit details to the AUC in what are called Facility Applications (FAs). The AUC must review and approve the specific routes and facility locations in the TFOs' applications.



ATCO and AltaLink will not be filing facilities applications for the developments we are removing from our CETD plan.

AESO Process

- AESO identifies need for transmission development (2011)
- AESO stakeholder engagement (info tours, open houses, meetings)
- AESO submits a NID to the AUC for approval of need and plan

TFO Process

- TFO consultation, detailed design, routing and siting
- TFO submits an FA to the AUC for approval of siting and routing, and to construct and operate

AUC Review and Approval

- Approval of need
- Approval of siting and routing and to construct and operate

AESO Amendment

The AESO previously obtained approval of the need for its CETD plan in 2011. We must now apply to the AUC to amend our CETD plan.

AUC Review and Approval

- Approval of amendment

The AUC must review and provide a decision on both the AESO's and the TFO's applications before developments can proceed.

About the new Transmission Development Plans

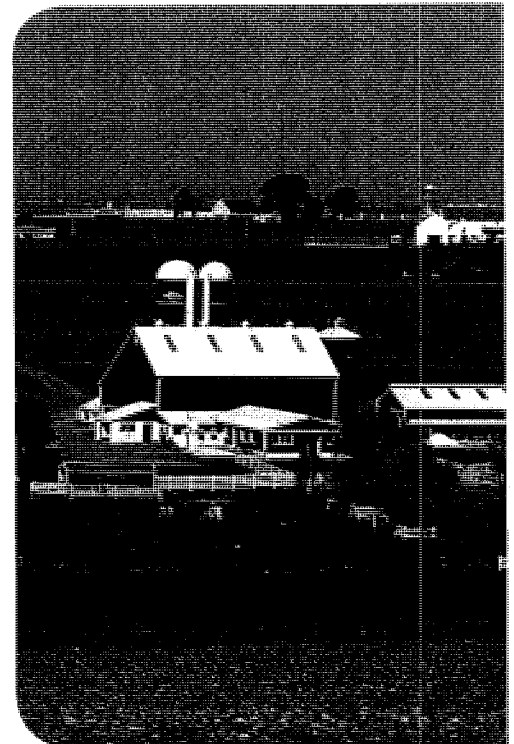
➤ Our forecasts indicate that new electricity supplies in the region will be connecting to weak parts of the transmission system, and that the following transmission system enhancements and expansions will be required:

- New 240 kV transmission lines between:
 - Red Deer and Tinchebray substations
 - Tinchebray and Vermilion substations
 - Hansman Lake and Edgerton substations
- Three new 240 kV substations near the Red Deer, Buffalo Creek and Vermilion substations
- Expanding the existing 138 kV Edgerton substation to 240/138 kV level and install associated equipment
- Adding related equipment (for voltage support) to Irish Creek and Strome substations

New transmission developments in the Cold Lake area include:

- New 144 kV transmission lines connecting
 - Nabiye and Bourque substations
 - Mahkeses and Leming Lake substations
- Adding related equipment (for voltage support) at Foster Creek substation and Whitby Lake substation

More information about the transmission developments plans for the Central East area (and all of Alberta) can be found in our *2013 Long-term Transmission Plan*. To review this document, please visit www.aeso.ca/transmission/22021.html (see section 7.3.4: "Central Planning Region Overview" pages 113-115).



Next Steps

➤ We will be applying to the Alberta Utilities Commission to modify our approved CETD plan to remove the transmission developments that are no longer needed, as described in this newsletter. We will share more information about the new transmission development plan for the region later this spring.

To learn more about the electricity industry and its importance to our quality of life and the province's economic well-being, please visit www.poweringalberta.com

➤ We want to hear from you

If you have any questions or suggestions regarding our proposed amendment to the CETD plan, please contact:

Matt Gray

AESO Stakeholder Relations

EMAIL: stakeholder.relations@aeso.ca

PHONE: 1-888-866-2959

ADDRESS: 2500, 330 – 5th Avenue SW, Calgary, Alberta T2P 0L4

➤ To learn more about the transmission approval process, please contact the Alberta Utilities Commission (AUC):

Web: www.auc.ab.ca

Phone: 781-427-4300

Call 311 or 3113 before the 12-digit number to be 311-xxxx-xxxx
For more information, visit www.auc.ab.ca





Dear Sir/Madam:

I am pleased to inform you that nominations are now being accepted for the Prime Minister's Volunteer Awards until **May 9, 2014**.

Volunteerism contributes to making Canada such a great country. Each year, over 13 million Canadians volunteer over 2 billion hours of their time and effort for others.

To promote Canada's culture of giving and philanthropy, the Government of Canada created the Prime Minister's Volunteer Awards. These awards recognize individual volunteers, innovative not-for-profit organizations, and forward-thinking businesses who work together to tackle social challenges.

The awards recognize achievements in a wide range of volunteer activity, including:

- **not-for-profit organizations** whose innovative approaches to volunteerism make a difference every day in the lives of Canadians;
- **individual volunteers or groups of volunteers** who give of their time, energy and expertise; and
- **businesses** whose commitment to social responsibility strengthens the communities in which they operate.

Award recipients will be recognized at a ceremony and will be asked to identify an eligible not-for-profit organization to receive a grant for \$5,000 (regional award) or \$10,000 (national award).

Let's give Canada's volunteers the recognition they deserve. [Nominate a volunteer, not-for-profit organization or a business in your community today!](#)

For more information about the Awards and the current call for nominations, or to learn more about previous award recipients, please visit www.pm.gc.ca/awards or call 1-877-825-0434.



ALBERTA

TOURISM, PARKS AND RECREATION

*Office of the Minister
MLA, Vermilion-Lloydminster*

4A

AR 25770

March 13, 2014

Town of Sedgewick
Box 129
Sedgewick, Alberta T0B 4C0

Dear Sir or Madam:

I am pleased to announce a new incentive to make it easier for you to install or replace tourism attraction highway signs.

Effective immediately, tourism operators and communities no longer have to pay renewal fees for two types of attraction signs. **If you have already paid your renewal fee, you will be sent a rebate.** In addition your renewal fee will be waived on a go forward basis.

The \$400 subsidy off the cost of the permit fees, for up to two signs per attraction, will continue. Operators will still have to sign a permit agreement every five years. This is to ensure highway signs are current for attractions open to the public. Note: The subsidy or renewal fee coverage does not apply to logo signs.

By waiving the renewal fees, we are responding to industry's request for a more affordable and consistently applied program to make sure visitors have the information they need. In 2004, the Tourism Highway Signage Program was introduced to make sure signs are consistent throughout the province. Alberta uses the blue and white design that is standard in North America. While most tourist attractions around the province have adopted the blue tourism highway signs, about 800 brown signs remain, most of them older than 10 years old and in poor condition.

RECEIVED
MAR 1 / 2014

.../2


229 Legislature Building, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-4928 Fax 780-427-0188
5036 - 49 Avenue, Vermilion, Alberta T9X 1B7 Canada Telephone 780-853-4202 Fax 780-853-5770
3907 - 51 Avenue, Lloydminster, Alberta T9V 2Z2 Canada Telephone 780-875-0467 Fax 780-875-0871

Page 2

The Government of Alberta recently approved Alberta's Tourism Framework that encourages collaboration between government and industry, and will strengthen and diversify our economy. The goal is to grow tourism in Alberta from a \$7.8 billion to a \$10.3 billion industry by 2020. To help meet this goal, the Tourism Framework recognizes the need for a robust, consistent and affordable highway sign system so travelers can easily find their way to Alberta's attractions. More information about the Tourism Framework is available at tourism.alberta.ca.

Should you have any questions regarding the program, please contact Bill Hodgins, Tourism Manager Strategy, Policy and Partnerships at 780-427-6485. More information about tourism attraction highways signs is available at SignUpAlberta.com.

Best regards,

A handwritten signature in cursive script, appearing to read "Richard Starke".

Dr. Richard Starke
Minister

LETTERS:

1. **Alberta Sport Connection:** Enclosing a 2014 Alberta Summer Games poster for the games being held in Airdrie from July 24th – 27th, 2014.
2. **Alberta Urban Municipalities Association/Alberta Municipal Services Corporation (AUMA AMSC):** Informing that a Class D Director position on the Alberta Capital Finance Authority Board (ACFA) is open and election is to be held at the next ACFA annual general meeting on May 1st, 2014.
3. **Enbridge Pipelines Inc.:** Notification of project completion on the segment replacement of Line 2.
4. **Workers' Compensation Board (WCB):** Informing that April 28th, 2014 is National Day of Mourning for people across Canada to stop to and remember workers killed, injured or disabled at work. They ask that the poster be displayed April 28th.
5. **Alberta Water and Wastewater Operators Association (AWWOA):** Advising of the new tools for rural Albertans to get on the right track with local water and wastewater utilities.
6. **Town of Killam:** Advising the Minister of Municipal Affairs their support of Flagstaff County's wish to meet with prior to the start of construction on the Big Knife Villa project.
7. **Sedgewick Historical Society:** Requesting a \$50 donation from each business to generate enough money to continue operating.
8. **Flagstaff County:** Informing that they will be sponsoring ten youths from within the region to participate in the Alberta Community Co-operative Youth Program in the summer of 2014; deadline to apply is May 1st, 2014.
9. **Alberta Municipal Affairs:** Informing that an online application system for the Municipal Sustainability Initiative (MSI) is being developed and will launch April 2014.
10. **Alberta Transportation:** Providing recently elected officials with information regarding Alberta Transportation's departments, contacts and details on current and future projects affecting the Town of Sedgewick.
11. **Alberta Tourism, Parks and Recreation:** An invitation to submit a bid for the right to host the 2017 Alberta 55 Plus Winter Games in Sedgewick. The community awarded will receive base financial support to cover operational, cultural and legacy aspects of the game. Deadline to submit a letter of interest is May 15th, 2014.
12. **Alberta Municipal Affairs:** Encouraging the lowering of flags at all government buildings to half-mast to recognize both the sacrifice of the fallen, and celebrate the 12 year mission in Afghanistan and give thanks to those returning safely home.
13. **FNP Engineering Ltd.:** Offering services as Project Manager for the transportation sector.
14. **Alberta Municipal Health and Safety Association (AMHSA):** Request to complete the 2014 AMHSA Membership survey; deadline May 9th, 2014.
15. **Alberta Transportation:** Thanking the Town for the submission of the 2013 Statement of Funding and Expenditures (SFE) for the Federal Gas Tax Fund (FGTF). Starting April 1st, 2014, the new gas tax program will be administered through Municipal Affairs.
16. **Environment Canada:** Informing of the PCB (polychlorinated biphenyls) Regulations and how they apply to property management companies.
17. **Alberta Health Services:** Advising how to work with the local Health Advisory Council.
18. **Town of Killam:** Putting forth recommendations to Flagstaff Emergency Service Committee in regards to changing the reporting requirements from having to copy each fire invoice to only submitting a spreadsheet of the invoices to Flagstaff County.
19. **Town of Killam:** Putting forth recommendations to the Flagstaff Intermunicipal Partnership Committee (FIP) in regards to the Protocol for Regional Collaboration.
20. **Village of Heisler:** Proposing an amendment to Flagstaff Emergency Services Committee in regards to the Fire Services Agreement Schedule "C" Service Fees with the addition of the 2013 Freightliner fire truck and deletion of the Mini Pumper Truck.
21. **Village of Forestburg:** Proposing amendments to the Flagstaff Emergency Services Committee in regards to the Fire Services Agreement.
22. **Village of Forestburg:** Proposing amendments to the Flagstaff Emergency Services Committee in regards to the Regional Fire Chief Services Agreement.
23. **Town of Hardisty:** Requesting that the Flagstaff Regional Housing Group enter into joint discussions with Flagstaff County and their Municipalities, Alberta Health, and Municipal Affairs to explore the best option of a Rural Integrated Lodge.
24. **Village of Strome:** Informing the Minister of Municipal Affairs that the Village welcomes a meeting with industry partners to discuss current and future seniors' housing needs within the Flagstaff region.

NOTICES & INVITATIONS:

1. **AMHSA:** Notice of Special and Annual General Meeting of AMHSA to be held at the Executive Royal Inn in Leduc, AB on Thursday May 8th, 2014 at 10:00 a.m.
2. **ATCO Community Symposium:** An event designed to build community leadership capacity in the public and not-for-profit sectors taking place May 20th, 2014 in Fort Saskatchewan and May 22nd, 2014 in Grande Prairie.
3. **The City of Edmonton:** Invitation to attend the Zero 2014 – Low Carbon Future Conference from April 15th – 17th, 2014 at the Shaw Conference Centre in Edmonton.
4. **Institute of Corporate Directors:** Invitation to register for the Crown Director Effectiveness course on June 5th, 2014 in Edmonton; application deadline of May 1st, 2014.
5. **Alberta Municipal Affairs:** Invitation to the Town of Sedgewick to provide submissions for the 13th annual Minister's Awards for Municipal Excellence; submission deadline May 23rd, 2013.
6. **Leon Benoit, MP:** Invitation to Town Hall meeting Saturday April 5th, 2014 at the Tofield Golden Club from 11:45 a.m. to 1:00 p.m.; light lunch will be served. Topics to be discussed: federal budget; justice initiatives; gain movement; and veterans issues.
7. **Municipal Sustainability Forum:** The forum will be held at Grant MacEwan University in Edmonton on May 26, 2014. Municipal elected officials, staff and community leaders are invited to attend the event, host a trade show booth and/or sponsor a speaker or event.
8. **United Farmers Association (UFA):** UFA awards \$50,000 to Marwayne Fire and Rescue for the fifth and final prize winner in the UFA's Rural from the Roots Up – Get 'n' Give Contest.
9. **Government of Alberta Land Use Secretariat:** Invitation to declare interest in becoming a member of the Regional Advisory Council for the North Saskatchewan Region; deadline April 23, 2014.
10. **Alberta Government:** Invitation to declare interest for participation in Regional Plan Review Panels.

WORKSHOPS & SEMINARS:

1. **Federation of Canadian Municipalities (FCM):** FCM 2014 Annual Conference and Trade Show on May 30th – June 2nd, 2014 in Niagara Falls, ON.
2. **Waterfall Security Solutions:** A free Waterfall Security Solutions webinar is available March 11th and 12th, 2014.

MINUTES & FINANCIAL STATEMENTS:

1. **Sedgewick Recreation Centre:** January 2014 Profit and Loss.
2. **Parkland Regional Library Board (PRLB):** February 27th, 2014 draft meeting minutes.
3. **PRLB:** February 27th, 2014 meeting highlights.
4. **Sedgewick Memorial Cemetery:** Financial statement for month ending February 28th, 2014.
5. **Sedgewick Community Hall:** Financial Statement for month ending February 28th, 2014.
6. **Sedgewick Library Board:** March 27th, 2014 meeting minutes.
7. **Flagstaff Regional Solid Waste Management Association (FRSWA):** March 24th, 2014 draft meeting minutes.
8. **Citizens Advisory Committee (CAC):** March 18th, 2014 meeting minutes.

NEWSLETTERS AND PUBLICATIONS

- | | |
|---|--------------------|
| 1. Alberta Home Visitation Network Association (AHVNA) | 2014 |
| 2. Smart Cities | 2014 |
| 3. Governmental Solutions Magazine | 2014 |
| 4. Frontline Security Magazine | Winter 2013/14 |
| 5. InfraStructures Magazine | March 2014 |
| 6. Open Magazine | Spring/Summer 2014 |
| 7. Municipal World Magazine | April 2014 |
| 8. Alberta Rural Development Network (ARDN) Rural Connector | March 7, 2014 |
| 9. Alberta Urban Municipalities Assoc./Alberta Municipal Services Corp. (AUMA/AMSC) News | April 2, 2014 |
| 10. AUMA/AMSC News | March 5, 2014 |
| 11. AUMA/AMSC News | March 12, 2014 |
| 12. AUMA/AMSC News | March 19, 2014 |

13. AUMA/AMSC News	March 26, 2014
14. Local Government Administration Association (LGAA) Member Bulletin	March 11, 2014
15. LGAA Member Bulletin	March 18, 2014
16. LGAA Member Bulletin	March 25, 2014
17. LGAA Member Bulletin	March 26, 2014
18. LGAA Member Bulletin	April 2, 2014
19. Alberta Association of Municipal Districts and Counties (AAMDC) Contact Newsletter	March 5, 2014
20. AAMDC Contact Newsletter	March 7, 2014
21. AAMDC Contact Newsletter	March 12, 2014
22. Travel Alberta "Buzz"	March 10, 2014
23. TransAlta Energy Insights	March 2014
24. Statistics Canada	March 2014
25. Doug Griffiths Newsletter Battle River – Wainwright	March 2014
26. Battle River School Division #31 (BRSD) Meeting Highlights News Release	March 2014
27. Travel Alberta "Buzz"	March 31, 2014
28. ARDN Rural Connector	April 3, 2014
29. FCM	April 1, 2014
30. FCM President's Corner	April 2014
31. ARND Rural Connector	April 2, 2014
32. Friesens E-Newsletter	April 2014
33. Heavy Oil & Oilsands Guidebook	2014

Town of Sedgewick Monthly Statement
Month Ending March 30, 2014

As Per Books						
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG
Previous Month Balance	1,811,282.22	3,499.13	107,065.09	361.71	633,645.73	160,251.31
Receipts for Month	244,899.12					
Transfer 2013 MSI to Reserves				64,191.00		
Outstanding Receipts	645.92					
Interest Received	1,676.29	2.97	90.93	39.00	190.96	136.10
Subtotal	2,058,503.55	3,502.10	107,156.02	64,591.71	633,836.69	160,387.41
Less Disbursements	162,359.56					
Transfer 2013 MSI to Reserves	64,191.00					
AB Education	53,934.11					
Debenture Bylaw #471 (7/10)	43,239.72					
Month End Balance	\$1,734,779.16	\$3,502.10	\$107,156.02	\$64,591.71	\$633,836.69	\$160,387.41

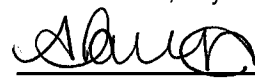
As Per Bank						
Month End Balance	1,885,148.78	3,502.10	107,156.02	64,591.71	633,836.69	160,387.41
Cash on Hand	300.00					
Cash in Transit	6,511.02					
Subtotal	1,891,959.80	3,502.10	107,156.02	64,591.71	633,836.69	160,387.41
Less Outstanding Cheques	157,180.64					
Month End Balance	\$1,734,779.16	\$3,502.10	\$107,156.02	\$64,591.71	\$633,836.69	\$160,387.41

Outstanding Cheques				
	Number	Amount	Number	Amount
Payroll Cheques			3212	989.96
	194	225.00	3214	633.00
	195	2,756.46	3215	2,942.00
	196	1,710.41	3216	325.24
	197	2,719.77	3217	256.39
	198	2,150.09	3219	112.35
	200	294.30	3221	75.00
	201	2,072.26	3222	33.44
General Cheques			3223	2,762.97
	3012	60.47	3224	549.00
	3023	20,000.00	3225	100.00
	3024	20,000.00	3227	582.30
	3025	20,000.00	3228	343.35
	3026	20,000.00		
	3027	20,000.00		
	3178	28,819.00		
	3210	6,667.88		
Outstanding Cheque Total		\$157,180.64		

Submitted to Council this 17 day of April 2014.

Interest Earned/March	\$2,000.15
GIC - 5-yr @ BRCU	\$11,240.30
GIC - 5-yr @ ATB	\$18,599.45
Total Cash and Investments	\$2,573,705.43

Clem St. Pierre, Mayor


Amanda Davis, CAO

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Mayor

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CAO

List of Accounts for Approval

As of 4/ 7/2014

Batch: 2014-00018 to 2014-00030

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: AP - BRCU				
Computer Cheques:				
3180	3/ 4/2014	Government of Alberta	Easement - SW 9-44-12-W4	10.00
3181	3/ 4/2014	Bonness Oilfield Supply Ltd.	Shop - Rags	86.01
3182	3/ 4/2014	Canada Post Corporation	Feb. 2014 Utility Billing	287.75
3183	3/ 4/2014	Daryl Johnson	'14 AWWOA Conf. Pass/Mileage	591.40
3184	3/ 4/2014	Mizanes Steak & Pizza	TOS & TOK Mtg/Supper	184.30
3185	3/ 4/2014	Sedgewick Historical Society	Strategic Plan Mtg/Lunch/Snack	210.00
3186	3/ 4/2014	The Wooden Spoon	TOS & TOK Mtg/Cupcakes	39.00
3187	3/ 4/2014	Town Of Sedgewick	Feb. 2014 Utility Billing	1,653.46
3188	3/ 4/2014	Iron Creek Vet Clinic	Animal Bylaw Enforcement	107.52
3189	3/10/2014	Amanda Davis	LGAA Conv. Mileage/Meals-AD	225.41
3190	3/10/2014	Battle River R.E.A. Ltd	Feb. 2014 Charges	48.63
3191	3/10/2014	Brandywine & Brew	Feb. 2014 Statement	161.35
3192	3/10/2014	The Community Press	Feb. 2014 Statement	492.08
3193	3/10/2014	Flagstaff Waste Management	Bag Tags x 50	50.00
3194	3/10/2014	Flagstaff Regional Housing	2014 FRHG Requisition	16,660.00
3195	3/10/2014	Flagstaff Family & Community	2014 Resource Officer Req.	5,142.00
3196	3/10/2014	Joey Hebert	Fire Hall Upgrade/Materials	113.19
3197	3/10/2014	Jubilee Insurance Agencies Ltd	2014 FF, Clr, Vol Policy	1,305.01
3198	3/10/2014	Main Street Medley	Name Tag - Clr. C. Rose	26.25
3199	3/10/2014	SKNGS - Sedgewick Killam	Feb. 2014 Billing	92,251.85
3200	3/10/2014	Sedgewick Golf Club	2014 MRTA Grant	1,000.00
3201	3/10/2014	Strathcona County	2014 Dispatch Svc.	2,789.54
3202	3/10/2014	Syban Systems Ltd.	WTP - Mar. 2014 Internet	52.45
3203	3/10/2014	Telus	Feb. 2014 Statement	866.01
3204	3/10/2014	Wainwright Assessment	Mar. 2014 Contract	1,005.90
3205	3/10/2014	Xerox Canada Ltd	Photocopier Maintenance	167.80
3206	3/10/2014	Watkins Holdings Ltd.	Feb. 2014 Statement	178.78
3207	3/21/2014	Corner Gas	Feb. 2014 Fuel Purchases	843.88
3208	3/21/2014	CUETS Financial Mastercard	Feb. 2014 Statement	559.03
3209	3/24/2014	Kelly's Computer Services	Office- MS Software Upgrades	1,885.80
3210	3/26/2014	AMSC	Feb. 2014 Charges	6,667.88
3211	3/26/2014	Brazilian Canadian Coffee Inc.	Office - Coffee Supplies	154.82
3212	3/26/2014	Cleartech Industries Inc	Mar. 2014 Statement	989.96
3213	3/26/2014	Eastlink	Apr. 2014 Service	55.60
3214	3/26/2014	Flagstaff County	Room Rental/Peace Officer Svc.	633.00
3215	3/26/2014	Flagstaff Regional Housing	2014 FRHG Req. FINAL	2,942.00
3216	3/26/2014	Hale Electric Ltd.	WTP-Compressor Pressure Switch	325.24
3217	3/26/2014	Hi-Way 13 Transport Ltd.	Feb./Mar. 2014 Statements	256.39
3218	3/26/2014	Daryl Johnson	Conf. Expenses/Wknd Burial	183.37
3219	3/26/2014	KaizenLAB Inc.	WTP - Water Testing	112.35
3220	3/26/2014	TransAlta Energy Marketing	Feb. 2014 Charges	7.83
3221	3/26/2014	Brent Polege	Weekend Burial - Mar. 15/14	75.00
3222	3/26/2014	Purolator Courier Ltd.	WTP - Kaizen Frieght	33.44
3223	3/26/2014	Recon Utility Search N.A. Inc.	Mar. 2014 Thaw Sewer Lines	2,762.97
3224	3/26/2014	Society Of Local Government	AD-Mountain Refresher Workshop	549.00
3225	3/26/2014	Clem St. Pierre	Red Surge Ball Tickets x2	100.00
3226	3/26/2014	Telus (Mike)	FD - Mar. 2014 Charges	62.37
3227	3/26/2014	Wild Rose Co-operative Ltd.	Feb. 2014 Statement	582.30
3228	3/31/2014	Canada Post Corporation	Mar. 2014 Utility Billing	343.35
Total for AP:				145,831.27

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

March 31st, 2014 Payroll

0189-0194	14/03/2014	Mid Month Payroll	4,825.00
0195-0201	31/03/2014	Month End Payroll	<u>11,703.29</u>
Total for Payroll:			\$16,528.29

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Council Committee Reports to April 17th, 2014

Mayor St. Pierre reported attendance to:

Alberta Urban Municipalities Association (AUMA) – CAO Performance Evaluation Webinar – March 19th, 2014

- I participated in the captioned Webinar presented by Conroy/Ross Partners which was moderated by Gordon Sime.
- The contents of the presentation were informative and a transcript can be obtained from the AUMA website. Administration should obtain a copy of this presentation and retain it in the CAO file for future reference.

Business Calls – March 21st, 2014

- I have begun a Business Call Program wherein I intend to formally call on all of our businesses as time permits to discuss how the Town can assist them and what changes they would like to see us implement.
- A discussion was initiated with Co-op Insurance in which they seemed pleased that I indicated some interest in their operation and agreed to discuss my visit with supervisors on their next visit to their office.
- A discussion was held with AFSC about their operations and the difficulties of labor attraction and retention in the area.

Sedgewick Lake Park Committee – March 24th, 2014

- Attended on behalf of Clr. C. Rose.
- Financial statements were reviewed and approved as presented.
- Shawn Higginson was elected President; Cory Gagnon, Vice President; Scott Holsworth, Secretary and the Town of Sedgewick, Treasurer.
- Several resumes were received for the summer maintenance positions; a committee was appointed to review those resumes and make appropriate recommendations.
- Spring clean-up is scheduled for May 3rd and 4th; volunteers to be contacted.
- Discussion held regarding Flagstaff County's Rural Road Study.
- Next meeting is scheduled for April 15th at 7:30 p.m. at the Fire Hall.

Battle River Alliance Economic Development (BRAED) Committee (Consort, AB) – March 25th, 2014

- Attended the BRAED executive meeting which was held in Consort.
- The Managers report was presented, discussed, and approved.
- A change in Bank signing authorities was presented and approved.
- An MOU between PEP; BRAED; and HUB REDAs regarding the ETA corridor was reviewed and approved.

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Council Committee Reports to April 17th, 2014

- The mapping of the Eastern Alberta Trade Corridor is nearing completion and can be viewed on albertatradecorridor.com.
- The next Board meeting was scheduled for April 1st, in Castor.

BRAED Business Investment and Attraction Task Team – March 25th, 2014

- Highway 12 and 14 Corridor plans were reviewed and discussed.
- Discussion held in regards to succession plans; joint spousal employment opportunities; webinar series on labor attraction and retention; and the availability of guest speakers for the annual general meeting.

Energy East Pipeline (Hardisty, AB) – March 27th, 2014

- CAO Davis and I went to Hardisty to attend the Trans Canada Pipeline open house. Upon arrival at the Community Hall, we were informed that it had been cancelled due to weather conditions in Southern Alberta and that it would be rescheduled to a later date.

Red Surge Ball (Killam, AB) – March 29th, 2014

- I attended the RCMP Gala in Killam where there were approximately 200 guests. I was proud to represent our town in the opening ceremonies and my attendance was recognized in the opening remarks as were several other dignitaries in attendance. I believe that it is important for our community to participate in our neighbor's public functions, and I intend to make an effort to represent our town at future community functions.

Clr. G. Sparrow reported attendance to:

Regional Emergency Services Committee Meeting – April 1st, 2014

- There were fifty two persons in attendance at the Fire Chiefs meeting with thirty six fire department members present and consisting of three departments from Flagstaff.
- Departments are struggling to get volunteers through the County.
- Fifteen volunteers had started their Level 1 Training in Daysland in the Fall and only six are going to finish.
- There are livestock emergency response teams within Coronation, Vermilion and Lacombe that will respond to such things as cattle rollovers etc.
- It was identified that arson has become an issue throughout the Province.
- The committee reviewed and discussed various amendment requests to the Fire Services Agreement;
 - capital funding for new fire houses;
 - reports issued to local jurisdictions when the Regional Fire Chief takes scene command;
 - reporting requirements; working and clarification throughout various sections.
 - An amended agreement will be forwarded to individual municipalities for review and approval.

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Council Committee Reports to April 17th, 2014

- Cannady advised that he has not been receiving training records from Fire Departments.
- Discussion was held in regards to who is responsible to make the judgment call on how many units and personnel are required for each call.
- Next meeting is scheduled for Tuesday June 17th, 2014

Sedgewick Fire Department Meeting – April 3rd, 2014

- Department responded to a rollover at the first corner west of Sedgewick on Highway 13.
- Twelve members attended the S-700 Level 1 practical in Provost on April 2nd; the written portion of the S-700 course shall be completed on April 6th, 2014.
- Annual Society Return complete.
- The bank account is currently at \$13,862 and casino account at \$940.

Sedgewick Recreation Board Meeting – April 7th, 2014

- Lacrosse is up and running, Monday- Thursdays and a new board was formed.
- Quotes were received for a new water softener.
- The yearly elevator inspection has been booked.
- Received a quote for a new grill in the amount of \$6,000.
- Flagstaff County's Recreation Programmer is interested in starting adult lacrosse and bowling on Friday nights.
- Yoga is offered upstairs in the Rec Centre on Monday nights.
- The board would like to request if the Town could supply summer students to help paint the inside of the Rec Centre.
- There is a possible ball tournament on the July 12th weekend.
- The board would like to re-do the arena boards with advertising in the boards including a new gate for the Zamboni for approximately \$50,000.
- The expense of the lighting project came in around \$66,000. The Rec Centre has received a \$30,000 grant from CFIP and a \$50,000 matching grant from Flagstaff County. K. Sanders to address the use of excess funds from Flagstaff County on additional capital projects.
- The ice is scheduled to go in September 18th, 2014.
- New dugouts are being constructed for baseball diamond #3.
- The board is compiling a list of future capital projects.
- The Rec Centre Diva's Fundraiser is on April 25th, 2014 at the Sedgewick Community Hall.
- Requesting the donation of silent auction items for the fundraiser. Items to be dropped off at Bonness Oilfield.

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Council Committee Reports to April 17th, 2014

Clr. C. Williams reported attendance to:

Sedgewick Library Board Meeting – March 27th, 2014

- Treasurer’s report concluded that the bank is currently \$13,727.09 and GIC is \$3,043.50.
- A strategic planning meeting is scheduled for April 15th, 2014; Mayor Clem St. Pierre, CAO Davis and myself to attend.
- Election of officers as follows: Henny Bernard, Chairperson, Lois Polege, Treasurer and Marie McLeod, Secretary.
- Approved the purchase of books for \$2,000.
- Red Surge Ball received well over 20 donated items from Sedgewick businesses.
- Magician, Kyle Key, has been booked for July 1st.
- McConnell to discuss use of the Rec Centre with Manager Polege and clarify any/all policies to ensure there is no conflict of events in the future.
- Attended the Library speaker presentation of William Boulton, author of “I Miss Me” on April 5th. Boulton gave an inspirational speech regarding not only taking on the challenge of fighting to once again regain the mental image of himself but of beating the odds of his dear death experience with Multiple Sclerosis. Door prizes were won and refreshments served to 15+ attendees.

Citizens Advisory Committee (CAC) – March 18th, 2014

- Sgt. Brachmann provided an update on the 2013/14 Annual Performance Plan. Further to the statistics presented and collated, we are on track to see a potential decrease in the areas of theft and mischief; tow of the measures for the objective of Reducing Property Crimes. Further, members are continuing to work on “visibility” initiatives.
- The policing priorities for the 2014/15 were finalized as follows:
 - Objective 1: Organized Crime – Drug Enforcement, Awareness and Intelligence
 - Objective 2: Police/Community Relations – Visibility of Police
 - Objective 3: Traffic – Speeding and Impaired Driving
 - Objective 4: Property – Break and Entering, Mischief and Theft
 - Although these are the same priorities as last year, we are planning to build upon the foundation set during the 2013/14 fiscal year. This will be done in an effort to promote strategic planning and see long term growth and improvement. Sgt. Brachmann will have all CAC representatives or delegates sign an “Acknowledgement of Consultation” form.

Clr. P. Robinson – nothing to report

Clr. C. Rose – nothing to report

Clr. W. Dame – no report submit

Clr. F. Watkins - no report submit

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Public Works Report – Period Ending April 17th, 2014

An update on public works activities up to April 17th, 2014:

- Frozen sewer line – 4801 – 51st Avenue. The line was froze at the street, we had to vac truck thaw the line.
- March 30th – found water bubbling up in the boulevard in front of the Church, the curb stop was exposed and replaced on March 31st.
- Water Treatment Plant (WTP) – we had to replace the chlorine pump at in the WTP, it was pumping too much chlorine and would lose prime every now and then. The new pump is a different style and has been working much better.
- WTP UV Issues: On April 4th the UV system at the WTP quit working. Permission was granted from Alberta Environment to bypass the UV System until Ramtech became available to fix the system. On April 5th, Ramtech came to site and reprogrammed the UV Unit; seems to be working and the bypass was removed. We are still awaiting assistance from Trojan (UV Supplier) for alarm resets.
- We've begun street sweeping; one good rain should wash the remaining sand from the roads. Carillion advised that we are no longer responsible for street sweeping of 50th Street as they have manpower to complete the job.
- Recreation Centre – public works assisted with the removal of ice from the skating and curling rinks.
- Public Works has made it a part of our routine to ensure the recreation centre's roof is clear of snow where the leak was detected until weather permits us to complete a more thorough review of the situation.
- The bucket truck was repaired by Nick's Welding; a bay was rented at Kal Tire to complete the work. The truck passed the CVIP inspection and is back in operation.
- Crack fill has been order and should be delivered by the middle of May.

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Administration Report – Period Ending April 17th, 2014

CAO Davis reported attended the following meetings since March 19th, 2014 Council meeting:

March 24th – Sedgewick Lake Park Annual General Meeting(AGM):

- New Executive: President, Shawn Higginson, Vice President, Cory Gagnon, Secretary, Scott Holsworth, Treasurer, Town of Sedgewick;
- Summer Student Interview Committee appointed; S. Higginson, R. Djos and A. Davis – two summer students have been hired.
- The board is requesting the use of Town owned equipment for the Spring clean-up on May 3rd and 4th; backhoe and one ton.
- The board advised of their interest to utilize any pea gravel left over from the Golf Course;
- Discussion held regarding Flagstaff County's Rural Road Study and the transition of oil roads to calcium chloride; a motion was made authorizing that the lake board send a letter of concern to Flagstaff County.

March 26th – Sharks Board Meeting:

- J. Fedyk, Flagstaff County and I presented an overview of regional recreation at the Sharks board meeting; we later addressed the potential benefits of the amalgamation of minor hockey associations.

March 27 – Summer Student Interview:

- PW Foreman Johnson and I interviewed three potential summer student candidates.

March 28 – Try it Triathlon Meeting, Flagstaff County Office:

- In attendance with Administrative Assistant L. Dallyn;
- Our working committee met to review and go over progress of the triathlon. Internal budgets were reviewed and donations have been received. At this time we appear to have a balanced budget.
- Approx. 30 participants have signed up and we now have participation from Alberta Health Services.
- There will be children's activities and a BBQ at the finish line. The BBQ is open to the public and anticipate a cost of \$5.00 per person.
- We will be hosting an information night at Flagstaff County's Administration Building on April 28th at 7:00 pm.

April 1st – Nights Alive Concerns:

- Two young individuals brought forth concerns regarding the use of Nights Alive. They regarded further concerns pertaining to the lack of supervision, use of foul language, sexual behaviour and the sale of narcotics and vandalism.
- Their concerns were immediately forwarded to FFCS Manager, L. Jenkinson, Nights Alive Supervisor, S. Freadrich and Flagstaff County, CAO Armstrong. Jenkinson advised she would make contact with the concerned parties.
- To date, I have not received an update from Jenkinson regarding these concerns.

April 3rd – Disaster Services Meeting

- In attendance with Mayor St. Pierre, DEM, I. Malcolm, DDEM R. Debock, Administrative Assistant L. Dallyn and AEMA Field Rep. D. Langer.

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Administration Report – Period Ending April 17th, 2014

- Langer provided clarification pertaining to the Emergency Management survey that was completed.
- During the meeting it was addressed and confirmed that the backup generator should be installed at the Community Hall. We would be preparing the Hall in case there was an internal evacuation etc.
- We also discussed and evaluated the need for a backup generator at the Water Treatment Plant.
- A tabletop exercise has been scheduled for May 8 at 9:00 am.

April 3rd – Sharks AGM

- J. Fedyk, Flagstaff County and I presented an overview of regional recreation at the Sharks AGM; we later addressed the potential benefits of the amalgamation of minor hockey associations.
- We highlight and held an open session regarding the Primary use of the Sedgewick facility.
- Concerns were expressed by some members in attendance as to the financial implication of the Primary status and inquired how this would affect town residents. Other concerns revolved around fair distribution of ice time and proper scheduling. I advised that Sedgewick Town Council supports the regional recreation program and hope to achieve a fair balance for all users. I also stated that we can all anticipate road bumps, the transition is new and nobody knows exactly how it will work and look however we encourage open communication with all parties.

April 7th – Safety Codes Council Meeting, Flagstaff County

- Members from the Safety Codes Council (SCC) presented on Accreditation.
- SCC conduct internal audits to ensure all permits comply with current legislation. It is the responsibility of the governing body to ensure all inspections are complete and up to date.
- SCC has also made it a requirement that municipalities submit an annual quality management plan.
- We were advised that our Quality Management Plan requires amendments as we are currently liable for permits on power poles, transformers etc.
- The group discussed the pros and cons of joint agreement. Further discussion was deferred to the CAO Group.

April 8th – Strategic Planning Session

- In attendance with all members of Council, Administrative Assistant L. Dallyn less Clr. Watkins.
- The group reviewed the draft document and priorities short term and long term goals.
- Administration is to make all necessary changes and prepare for final review at the April 17th, 2014 Council meeting.

April 10 – 11th – Recreation Symposium Flagstaff County

- I attended the evening High Five Training Sessions offered by Flagstaff County. There were twelve participants in attendance, four from Sedgewick.
- High Five training provides the theory for dealing with and providing age appropriate activities for children. The course is structured around ages 6-12. We identified the roles of leaders, children, supervisors and parents.
- Attendance afforded us secure login to the High Five website where we can gather many resources. Certificates will be mailed within the next month.

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Administration Report – Period Ending April 17th, 2014

April 10th – CAO Meeting, Flagstaff County

- The group reviewed all recommended changes on the Protocol for Regional Cooperation; consensus was eventually obtained and a recommendation to move forward. The amended document will be presented to the FIP Committee.
- The group discussed Regional Projects;
 - It was suggested that the entire region consider completing the Viability Review toolkit. If we receive consensus we could apply for funding for this project. It was agreed to further investigate the Viability Review.
 - The group reviewed the QMP as discussed by the Safety Codes Council (SCC). We reviewed the pros and cons of maintaining the collaborative agreement. Moffat is to seek clarification from the SCC regarding our inquiries and forward the response. A draft template is available should we determine the collaborative agreement to be ineffective and without cost savings.
- K. Cannady entered the meeting as a delegation. A lengthy discussion was held regarding the proposed changes to the Fire Services Agreement. In total 19 amendments were request by active members. Such changes will be presented to Council at the May 21st Council meeting as we are awaiting a reworked document.
- The next meeting will be call of the chair; Lougheed.

April 11th – Meeting with the Engineers

- Public Works Foreman and I met with Liang Liu of Stantec to review various projects:
 - Bulk water loading station;
 - Survey/drainage options for #2 Canary Crescent;
 - Sizing and location of a backup generator at the water treatment plan
 - Overview of the UV System.

(12) Administration

Completed Request for Proposal for Professional Audit Services and mailed on March 26th. Four invitational requests were sent and advertisement is scheduled for five weeks in the Camrose Morning News; RFP deadline is June 2nd, 2014. All proposals will be presented to Council for final approval.

Administration developed an advertizing poster for the “Main Street Development Opportunity” and issued a mail drop; 472 posters have distributed to urban and rural postal box owners.

Winter 2014 Course Completion:

- Davis successfully completed Organizational Behaviour and Leadership, NACLAA (11/12)
- Dallyn successfully completed Property Assessment and Taxation, NACLAA (1/12)

The tax arrears list has been completed (attached). The tax arrears balance is \$65,881.78. An error was discovered during the completion of the tax arrears list. When Administration prepared the list, two properties (Plan 3825P, Block 10, Lots 28-30 and Plan 1251KS, Block 10, Lot 2A) that were subject to tax sale were added to the current year list. Council should have set a date for the sale of the properties. Since they were added to the current list, the Town must wait one more year before the sale of the property.

1. Each year in January/February prior to beginning the Tax Arrears list **a letter warning the affected property owner** can be sent to advise him or her that the property is going to have a

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Administration Report – Period Ending April 17th, 2014

tax notification placed on it and that he or she can avoid this action from occurring by paying the outstanding amount.

2. A property that has **2 years in arrears** goes onto the Arrears List, posted before March 31.
3. A Tax Recovery Notification is sent to effected property owners.
4. The Town must, **not later than August 1**, send a notice to the owner of the parcel of land, to any person who has an interest registered against the parcel, and to each owner of an encumbrance as shown on the Certificate of Title. The notice must state that if **the tax arrears are not paid by March 31 of the following year**, the municipality will offer the parcel for sale at public auction, and the municipality may become the owner of the parcel if it is not sold at public auction.
5. If the arrears are paid off a **“Discharge of Tax Notification”** is done on each property.
6. The municipality must advertise the public auction.

AAMDC Insurance contracted Loss Control Consultants Limited (LCCL) to complete insurance reviews and evolutions on buildings. Sedgewick’s was performed on March 20. We further contracted LCCL to complete a contents review of the Sedgewick Recreation Centre.

Completed and filed the Statement of Funding and Expenditures to Alberta Transportation for the Water Treatment Plan Electrical Upgrades. The project is complete and fully funded; the balance of \$15,291.04 was transferred to the Town of Sedgewick. Project funding was received from the Alberta Municipal Water/Wastewater Partnership grant.

Summer Students:

The Town was successful with the hiring of three summer students. We were accepting tenders for the cemetery maintenance however were unsuccessful. One of the student’s wages will be funded through the Cemetery fund as we also received funding from Flagstaff County for the removal of grave covers this summer. We secured (1) University and (2) High School Students.

(32) Public Works

Public Works Assistant B. Polege completed the first half of his in class training for his Water and Wastewater Level 1 certification on March 26th and 27th in Edmonton. Polege will be writing the second half of the Level 1 prep course on April 23rd and 24th in Edmonton.

(24) Disaster Services

May 4-10th, 2014 is Emergency Preparedness Week. We have request that the Alberta Emergency Management Agency forward 72 hour Personal Preparedness brochures for distribution.

Attachments:

1. Tax Arrears Listing 2014
 - a. No action required
2. Action Item List
 - a. No action required

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Council Action Items 19-Dec-13

	For	Item	Action Taken	Completed
1	Amanda	Complete 2014 JE's pursuant to business item #5B		

Council Action Items 20-Feb-14

	For	Item	Action Taken	Completed
1	Amanda	Investigate the Facility Enhancement Program Grant re: recreation roof replacement		
2	Public Works	Provide an overview as to water loss/reporting at the WTP		
3	Amanda	Develop an information/fact sheet on ways to protect our water source - request and provide feedback as per Council request	Ongoing updates in the Scoop.	
4	Admin.	Investigate Toilet Rebate Programs and report back to the Policy Review Committee		

Council Action Items 19-Mar-14

	For	Item	Action Taken	Completed
1	Lindsay	Doctors Day Proclamation - CC. Phys. Recruitment Committee - Mayor St. Pierre to sign.	Letter sent to Flagstaff. Proclamation signed &	21-Mar-14
2	Lindsay	Register and book rooms for CAO - Mountain Refresher course in Kananaskis	Room reserved & reg'n to be submitted with payment.	20-Mar-14
3	Lorna	Advertise May Council Meeting as May 21 rather than May 15.		
4	Lindsay	Order two tickets for the Red Serge Ball for the Mayor. Confirm that he has not already purchased them.	purchased tickets; reimbursement has been issued by chq.	21-Mar-14
5	Amanda	Letter to L. Heck re: authorization to apply for and RCP grant for the Land Use Bylaw updates.	Emailed response to L. Heck	20-Mar-14
6	Amanda	Set up a collaborative supper meeting with the Town of Hardisty - April 2nd	Letter complete and emailed to CAO.	20-Mar-14
7	Lindsay	Book a venue and caterer for the collaborative meeting.	Tentatively booked the Legion; confirm with Carol.	24-Mar-14
8	Amanda	Contact the Town of Killam regarding the collaborative meeting conflicting with the CAC meeting. Do we need to reschedule the collaborative meeting?? April 14	Email sent; collaborative meeting to proceed.	25-Mar-14

9	Lindsay	RSVP - to M. Snider, Forestburg confirming six members attending the FIP Strategic Planning Days. Also inquire as to attendance of 2 clr's only on the 23rd, is there value in attending?	RSVP 8 members to attend. Contacted GS & WD that there is value attending the 23rd.	20-Mar-14
10	Lindsay	Prepare draft ad for Rec Postion	Ad drafted for future use.	20-Mar-14
11	Amanda	Draft a letter to the Rec Board regarding the budget amendment.	letter complete - to be mailed following a response from Council re: regional cost shared position.	21-Mar-14
12	Lindsay	Letter to the FIP Committee re: recommended changes to the Protocol. CC. Flagstaff Muni's	Letter emailed; original mailed.	21-Mar-14
13	Lindsay	Print a copy of the strategic plan for Council and email them when available.	Emailed & printed copies.	20-Mar-14
14	Amanda	Letter to F. County regarding road bans etc.	Letter drafted for Mayors approval and signature	20-Mar-14
15	Amanda	Contact applicant for business item #5 advise it has been tabled until further info is received from Phoenix.	Letter complete and mailed.	20-Mar-14
16	Amanda	Email Phoenix Land regardin access road.	Email sent regarding additional info and clarification.	20-Mar-14
17	Admin	Prepare a draft letter for local business owners regarding the option to develop in mainstreet.	Complete, poster developed and sent via. Mail drop.	26-Jun-14
18	Amanda	Letter to F. County re: support to meet with the minister to discuss seniors housing.	Draft letter complete and ready for Mayor review and signatues.	20-Mar-14
19	Amanda	Letter to respondent pertaining to Dog Control Bylaw #464.	Letter complete and mailed.	26-Mar-14
20	Lorna	Advertize Office Closure on April 24.	Complete	10-Apr-14
21	Lorna	Register LD and self for the womans conference on April 24.	Complete	1-Apr-14
22	Amanda	Prepare for Strategic Planning Meeting - April 8 at 5:00 pm.	Complete	4-Apr-14

23	Lindsay	Order a caterer for the strategic planning evening and book venue.	Legion booked and Mizanes arranged to cater.	27-Mar-14
24	Amanda	Prepare RFD to Council for the April agenda for review of the 3 way stop sign at the corner of 45 Street and 51 Ave.	Complete	11-Apr-14
25	Amanda	Contact S. Library re: Strategic Planning meeting attendance. C. St. P, AD & CW.	Emailed confirmation of our attendance.	20-Mar-14
26	Lindsay	Email Sgt. Brachman re: fines pursuant to Council discussion.	Response was received. Info passed to Lorna for newsletter.	21-Mar-14
27	Lindsay	Draft meeting highlights for newsletter and community press.	Highlights drafted for review.	21-Mar-14

Council Action Items 8-Apr-14

	For	Item	Action Taken	Completed
1	Amanda	Complete amendments to the draft Strategic Plan and add to the April 17th Agenda.	Complete - ready for agenda.	9-Apr-14
2	Lorna	Obtain a copy of the scematics for the Town water line to Sedgewick Lake. We need to confirm the exact location of the line. Scematics to be forwarded to delegates.	Looking through all files for requested documents.	
3	Amanda	Develop 2014 Tax Rate bylaw pursuant to Tax Scenario #3.	Complete - ready for agenda.	11-Apr-14
4	Amanda	Draft a letter to Flagstaff County regarding our interest in partnering on a Regional recreation position.	Letter complete and emailed to F. County cc'd to the Rec Sub Committee	9-Apr-14
5	Amanda	Letter to applicant party regarding the purchase of #2 Canary Cres.	Response complete; emailed and mailed to interested party	9-Apr-14
6	Amanda	Contact surverors and line up work for #2 Canary Cres.	Emailed New West Geomatics to line up survey work	9-Apr-14
7	Amanda	Contact party requesting amendments to the Cemetery Bylaw and advise of progress.	Phoned and left a message/asked for a call back.	9-Apr-14
8	Amanda	Prepare Bylaw #509 for 3rd reading - April 17th Agenda.	Complete - ready for agenda.	9-Apr-14

The Regular Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Wednesday March 19th, 2014 at 7:00 pm.

Present	Clem St. Pierre	Mayor
	Fred Watkins	Councillor
	Carol Williams	Councillor
	Wayne Dame	Councillor
	Greg Sparrow	Councillor
	Cindy Rose	Councillor

Absent	Perry Robinson	Councillor
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Present	Amanda Davis	Chief Administrative Officer
	Lindsay Dallyn	Recording Secretary

Call to Order Mayor St. Pierre called the meeting to order at 7:00 pm.

Agenda

2014.03.59 MOTION by Clr. W. Dame that the agenda be approved with the following additions:

Committee Reports – Clr. F. Watkins Report

CAO Report

Business

11B. In-Camera - Land

CARRIED.

Correspondence:

National Doctor's Day

Council received a request that the Town of Sedgewick proclaim March 30th, 2014 as National Doctor's Day.

2014.03.60

MOTION by Clr. G. Sparrow that the Town of Sedgewick proclaim March 30th, 2014 as "National Doctor's Day".

CARRIED.

FCC Update

Flagstaff County (Killam) and Castor Family Care Clinic (FCC) Community Working Group provided an update to March 6th, 2014.

AB Education

Sedgewick's 2014 Alberta Education Property Tax requisition was received.

LOC

A list of correspondence items was reviewed by Council, as per the list attached and forming part of these minutes.

2014.03.61

MOTION by Clr. C. Williams that Council authorize CAO Davis' attendance to the Municipal Administration Leadership Workshop in Kananaskis Village from May 13th – 16th, 2014.

CARRIED.

2014.03.62

MOTION by Clr. W. Dame that Council approve that the regular May 15th council meeting date be changed to May 21st, 2014.

CARRIED.

2014.03.63

MOTION by Clr. C. Williams to accept correspondence items and file as information.

CARRIED.

Delegation:

Resident, S. Lee entered the meeting at 9:07 p.m.

Dog Control Bylaw

Lee's concerns were presented to Council regarding the Town of Sedgewick's Dog Control Bylaw #464.

Departure

Lee departed at 9:08 p.m.

Financial Statements

Council reviewed the Financial Statement for the month ending February 28th, 2014, as attached to and forming part of these minutes.

2014.03.64

MOTION by Clr. G. Sparrow to approve the financial statement for the month ending February 28th, 2014 as presented.

CARRIED.

- MGA Section 172** Pursuant to Section 172 of the Municipal Government Act (MGA) Clr. W. Dame declared a pecuniary interest in the next item.
- Accounts** Council reviewed the issuance of General Cheques and Payroll Cheques for the month ending February 28th, 2014 as attached to and forming part of these minutes.
- 2014.03.65** MOTION by Clr. G. Sparrow to approve issuance of General Cheques #3127-3179, totaling \$162,762.77 and Payroll Cheques #0177-0188, totaling \$16,496.68 for the month ending February 28th, 2014. CARRIED.
- Committee Reports:** Council provided written reports to March 19th, 2014 as attached to and forming parts of the minutes.
- 2014.03.66** MOTION by Clr. F. Watkins that Council authorize the purchase of two tickets for Mayor St. Pierre to attend the Red Surge Ball as a representative for the Town of Sedgewick. CARRIED.
- SGC** Clr. F. Watkins reported on the Sedgewick Golf Board meeting held March 4th, 2014.
- 2014.03.67** MOTION by Clr. G. Sparrow that the committee reports be approved as presented. CARRIED.
- Public Works Report:** A written Public Works report was provided to March 19th, 2014 as attached to and forming part of these minutes.
- 2014.03.68** MOTION by Clr. F. Watkins that the Public Works report be approved as amended with the following errors and omissions:

The frozen water line in the boulevard of 5001 – 53A Street should state “issue was resolved on March 19th”, not “March 15th”. CARRIED.
- CAO Report:** CAO Davis provided a written Administration report to March 19th, 2014 as an addition attached to and forming part of these minutes.
- 2014.03.69** MOTION by Clr. G. Sparrow that the Town of Sedgewick supports the application of the Regional Collaboration Program (RCP) grant to investigate amendments and updates to Land Use Bylaws. CARRIED.

Clr. C. Rose entered the meeting at 7:50 p.m.
- 2014.03.70** MOTION by Clr. G. Sparrow that Council send an invite to Town of Hardisty Council for a collaborative supper meeting with the Town of Sedgewick Council on April 2nd, 2014; location to be determined. CARRIED.
- 2014.03.71** MOTION by Clr. C. Rose that Council accept the CAO report as presented. CARRIED.
- Minutes:** Council reviewed the minutes of the February 20th, 2014 organizational council meeting.
- 2014.03.72** MOTION by Clr. C. Williams that the minutes of the February 20th, 2014 organizational Council meeting be approved as presented. CARRIED.

Council reviewed the minutes of the February 20th, 2014 regular council meeting.
- 2014.03.73** MOTION by Clr. G. Sparrow that the minutes of the February 20th, 2014 Regular Council meeting be approved as presented. CARRIED.
- Business:**
Rec. Facility & Program Manager A Recreation Facility and Program Manager job description and salary chart was presented.
- 2014.03.74** MOTION by Clr. G. Sparrow that Council approve the Recreation Facility and Program Manager salary chart and job description as presented. CARRIED.

- 2014.03.75** MOTION by Clr. F. Watkins that Council reduce the \$100,000 2013/14 recreation allocation to \$54,900 and utilize the remaining funds for the employment position. CARRIED.
- FIP** Council reviewed the Flagstaff Intermunicipal Partnership (FIP) Protocol for Regional Cooperation.
- 2014.03.76** MOTION by Clr. C. Williams that the Town of Sedgewick propose the following amendments to the Protocol for Regional Cooperation:
1. That the Village of Heisler be included as a member within the Agreement
 2. That the following clause be added to Section 2.3, “*CAO’s shall attend all Steering Committee meetings as support*”
 3. That the Steering Committee be referred to as the “*Flagstaff Intermunicipal Partnership Committee (FIP).*” CARRIED.
- Strategic Plan** Town of Sedgewick’s draft Municipal Strategic Plan was presented.
- 2014.03.77** MOTION by Clr. C. Rose that review of the Strategic Plan be deferred to April 8th, 2014 CARRIED.
- Flagstaff County** Council received a road construction notice and construction lease from Flagstaff County in regards to the proposed road construction project located on RR124 from TWP 442 - TWP 444, and RR124 from TWP 454 – TWP 460.
- 2014.03.78** MOTION by Clr. C. Williams that Council negotiate the oil surface on RR124 whereby requesting the surface remain and be maintained at the very minimum to the north side of Sedgewick Lake Park and request that the road bans remain in place. CARRIED.
- 2014.03.79** MOTION by Clr. G. Sparrow that Council urge Flagstaff County to maintain the current oil surface on TWP 442 east and west. CARRIED.
- Access Road** The property owner of SE 8-44-12 W4M sought permission for an access road on the West end of 47th Avenue.
- 2014.03.80** MOTION by Clr. F. Watkins that Council table the matter of the 47th Avenue access road until further information is received. CARRIED.
- Recess** MOTION by Clr. C. Rose that Council recess at 9:00 p.m. CARRIED.
- 2014.03.81**
- Reconvene** MOTION by Clr. C. Rose that Council reconvene at 9:05 p.m. CARRIED.
- 2014.03.82**
- Main Street Development** Discussion held regarding the development of Plan 38258P; Block 2; Lots P28-31.
- 2014.03.83** MOTION by Clr. W. Dame directing Administration to advertize the sale of Plan 3825P; Block 2; Lots P28-31 and seek development; proposal deadline is May 16th, 2014. CARRIED.
- Flagstaff County** Flagstaff County sought municipal support in their initiative to meet with the Minister of Municipal Affairs to discuss Seniors Housing in Flagstaff County.
- 2014.03.84** MOTION by Clr. F. Watkins that the Town of Sedgewick provide a letter in support of Flagstaff County’s initiative to meet with the Minister of Municipal Affairs whereby addressing Seniors Housing in Flagstaff County. CARRIED.
- Dog Control Bylaw #464** A retraction request pertaining to Dog Control Bylaw #464 violation tag #427 was presented.
- 2014.03.85** MOTION by Clr. G. Sparrow that Council uphold violation tag #427 pursuant to Dog Control Bylaw #464. CARRIED.

- Office Closure** Administration sought permission for Town Office closure on April 24th, 2014 for professional development.

- 2014.03.86** MOTION by Clr. F. Watkins that Council authorize the closure of the Town Office on April 24th, 2014 for professional development. CARRIED.

- Special Council Meeting** Council discussed special meeting dates.

- 2014.03.87** MOTION by Clr. C. Rose that Council set a Special Meeting for April 8th, 2014 at 7:00 p.m. CARRIED.

- In-Camera**
- 2014.03.88** MOTION by Clr. F. Watkins to go in camera at 9:46 p.m. with all persons excluded except Town Council, CAO Davis and the Recording Secretary to discuss land issues. CARRIED.

- Revert**
- 2014.03.89** MOTION by Clr. G. Sparrow to revert to a regular meeting at 10:11 p.m. CARRIED.

- Vacant Land** Council reviewed the vacant developable land inventory within the Town of Sedgewick’s corporate limits.

- Round Table** Council conducted a round table discussion.

- Council directed Administration include the review of the 3-way STOP at the intersection of 51st Avenue and 46th Street on the April 17th, 2014 agenda.

- Adjournment**
- 2014.03.90** MOTION by Mayor St. Pierre for adjournment at 10:25 p.m. CARRIED.

Clem St. Pierre, Mayor



Amanda Davis, CAO

A Special Meeting of Sedgewick Town Council was held in the Legion Hall, Sedgewick, Alberta on Tuesday April 8th, 2014 at 7:00 pm.

Present	Clem St. Pierre Perry Robinson Carol Williams Wayne Dame Greg Sparrow Cindy Rose	Mayor Councillor Councillor Councillor Councillor Councillor
Absent	Fred Watkins	Councillor
Present	Amanda Davis Lindsay Dallyn	Chief Administrative Officer Recording Secretary
Call to Order	Mayor St. Pierre called the meeting to order at 7:04 p.m.	
Agenda 2014.04.91	MOTION by Clr. P. Robinson that the agenda be approved with the following additions: 5B. Working Group Terms of Reference <u>CARRIED.</u>	
<u>Delegation</u>	Flagstaff Coalition for Better Roads representatives Larry Hiller, Jim MacLeod and Kim Rempel entered the meeting at 7:04 p.m.	
Rural Road Study	Flagstaff Coalition for Better Roads presented their concerns to Council in relation to the Flagstaff Rural Road Study and request Council's support that Flagstaff County keep the road bans in place on all oiled roads and furthermore investigate alternate solutions to the use of calcium chloride.	
Departure	Hiller, MacLeod and Rempel departed at 7:27 p.m.	
<u>Correspondence:</u> S. Lake Park	Sedgewick Lake Park submit a letter expressing their concerns pertaining to Flagstaff County's Rural Road Study and the transition of Township Road 124 from oil to calcium chloride.	
2014.04.92	MOTION by Clr. C. Rose that Council accept the letter submitted by Sedgewick Lake Park as correspondence. <u>CARRIED.</u>	
<u>Business:</u> Municipal Budget	The 2014 budget and Mill Rate scenarios were presented.	
2014.04.93	MOTION by Clr. G. Sparrow that Council approve Tax Rate Scenario #3 with an overall budget increase of 3.00% as presented. <u>CARRIED.</u>	
Recreation	Discussion held regarding the Recreation Facility and Program Manager position being a shared position with Flagstaff County.	
2014.04.94	MOTION by Clr. P. Robinson that Council direct Administration to send a letter formally addressing Flagstaff County with the proposal of a shared Recreation Facility and Program Manager position <u>CARRIED.</u>	
In-Camera 2014.04.95	MOTION by Clr. P. Robinson to go in camera at 8:47 p.m. with all persons excluded except Town Council, CAO Davis and Recording Secretary to discuss land issues. <u>CARRIED.</u>	
Revert 2014.04.96	MOTION by Clr. W. Dame to revert to the special meeting at 8:58 p.m. <u>CARRIED.</u>	
2014.04.97	MOTION by Clr. P. Robinson that the Town of Sedgewick decline the purchase offer of #2 Canary Crescent and further take the necessary steps to prepare the lot to a developable state and counter offer the parites for the original asking price. <u>CARRIED.</u>	

- Recess**
2014.04.98 MOTION by Clr. P. Robinson to recess the meeting at 9:00 p.m. CARRIED.

- Reconvene**
2014.04.99 MOTION by Clr. P. Robinson that the meeting reconvene at 9:08 p.m. CARRIED.

- Cemetery Bylaw #509**
2014.04.100 Draft Cemetery Bylaw #509 was presented.
MOTION by Clr. G. Sparrow that Council give first reading of Bylaw #509. CARRIED.

- 2014.04.101 MOTION by Clr. C. Williams that Council give second reading of Bylaw #509. CARRIED.

- Terms of Reference** Council reviewed the draft Terms of Reference submitted and initiated by the Town of Killam in regards to the Killam and Sedgewick Regional Cooperation Working Group.

- Adjournment**
2014.04.102 MOTION by Mayor St. Pierre for adjournment at 9:29 p.m. CARRIED.

Clem St. Pierre, Mayor



Amanda Davis, CAO

Request for Decision (RFD)

Topic: Tax Rate Bylaw #510 - Draft
Initiated by: Council
Prepared by: Amanda Davis
Attachments: 1. Tax Rate Bylaw #510
2. Municipal Working Budget 2014

Recommendations:

1. That Council have 1st reading of Bylaw #510
 2. That Council have 2nd reading of Bylaw #510
-

Background:

Pursuant to Council approval, attached is the 2014 Tax Rate Bylaw as well as the line by line budget breakdown.

Three readings of the bylaw are required before 2014 taxation is fully approved.

Town of Sedgewick – 2014 Tax Rate Bylaw#510

Tax Bylaw No. 510

Being a Bylaw of the Town of Sedgewick to authorize the several rates of taxation to be imposed against assessable property within the Town of Sedgewick for the 2014 Taxation Year.

Whereas the Town of Sedgewick has prepared and adopted detailed estimates of the municipal revenues and expenditures as required at the Council meeting held on April 8th, 2014 and;

Whereas the estimated municipal expenditures and transfers set out in the budget for the Town of Sedgewick for 2014 total \$2,550,889; and

Whereas the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$1,813,629 and the balance of \$737,260 is to be raised by general municipal taxation; and

Whereas the 2013 requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	\$165,767
Non-Residential	<u>\$ 49,970</u>
Sub-Total	\$215,737

Seniors Foundation	\$ 19,602
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Whereas the Council of the Town of Sedgewick is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions, and;

Whereas, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000; and

Whereas Section 351 (1) of the Municipal Government Act provides that the Minimum Tax Bylaw: “may specify a minimum amount payable as property tax...” and the Town of Sedgewick has resolved to establish a minimum tax;

Whereas the assessed value of all property in the Town of Sedgewick as shown on the assessment roll is:

Residential/Farmland	\$65,630,980
Non-Residential	\$12,945,100
Linear	<u>\$ 1,451,800</u>
Total	\$80,027,880

Now therefore under the authority of the Municipal Government Act, the Council of the Town of Sedgewick, in the Province of Alberta enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property shown on the assessment roll of the Town of Sedgewick:

	Tax Levy	Assessment	Tax Rate
ASFF			
Residential/Farmland	\$165,797	\$65,630,980	2.5285
Non-Residential/Linear	<u>\$ 49,970</u>	<u>\$14,396,900</u>	3.4769
Total	\$215,737	\$80,027,880	

Senior Foundation

Residential/Farmland	\$ 16,076	\$65,630,980	0.24495
Non-Residential/Linear	<u>\$ 3,526</u>	<u>\$14,396,900</u>	0.24495
Total	\$19,602	\$80,027,880	

General Municipal

Town of Sedgewick – 2014 Tax Rate Bylaw#510

Residential/Farmland	\$495,514	\$65,630,980	7.5500
Non-Residential/Linear	<u>\$138,066</u>	<u>\$14,396,900</u>	9.5900
Total	\$633,580	\$80,027,800	

2. The minimum amount payable as property tax for general municipal purposes shall be:

	Tax Rate	Tax Levy
Vacant Residential	\$700	\$ 15,095
Vacant Non-Residential	\$700	\$ 12,205
Occupied Residential	\$1,000	\$ 63,627
Occupied Non-Residential/Linear	\$1,000	\$ <u>12,753</u>
Total		\$ 103,680

3. 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.

4. That this Bylaw shall take effect on the date of the third and final reading.

READ a first time this __ day of _____, A.D. 2014.

READ a second time this __ day of _____, A.D. 2014.

READ a third time this __ day of _____, A.D. 2014.

CLEM ST. PIERRE, MAYOR

AMANDA DAVIS, CAO

Town of Sedgewick
Working Budget
Scenario 1 - Based on last year actual

Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
General Municipal Revenues					
100110 - Tax Levy - Minimum Municipal Tax	84,201			(84,201)	
100111 - Tax Levy - ASFF - Residential	170,160	170,215	165,767	(4,393)	2.58-
100112 - Tax Levy - ASFF - Non-Residential	49,593	49,518	49,970	377	0.76
100113 - Tax Levy - Seniors' Housing	16,603	16,605	19,602	2,999	18.06
100114 - Tax Levy - Linear Assessment	15,196	15,795		(15,196)	
100115 - Tax Levy - Residential Assessment	502,852	566,458		(502,852)	
100116 - Tax Levy - Commercial Assessment	112,155	131,263		(112,155)	
100201 - Federal G.I.L.	940	940		(940)	
100510 - Penalties And Costs	14,000	18,358	16,000	2,000	14.29
100520 - Legal Cost - Taxes	100	195	100		
100530 - Fortis AB Franchise Fee	27,000	25,094	27,000		
100551 - Dividend Income	5,600	5,166	5,500	(100)	1.79-
100552 - Royalties Income	30	2,455	30		
100920 - HTA Fines	4,000	1,983	2,000	(2,000)	50.00-
Total General Municipal Revenues:	1,002,430	1,004,045	285,969	(716,461)	
General Administration					
112210 - BRCU Interest	15,000	17,077	15,000		
112410 - Misc. Admin. Rev.	2,000	232,557	2,000		
112560 - Bdlg/Land Rental	49,000	50,302	5,000	(44,000)	89.80-
112561 - Machine Rentals (Copies/Fax)	100	128	100		
112920 - Drawn From Operating Reserves			6,000	6,000	100.00-
Total General Administration:	66,100	300,064	28,100	(38,000)	
Fire And Prevention Services					
123410 - Fire Fees Charged	8,000	10,382	8,000		
123412 - Misc. Fire Revenues	7,750		1,000	(6,750)	87.10-
123590 - County Agreement	10,000	10,000	10,000		
123592 - County Operating Grant	29,700	17,920	26,735	(2,965)	9.98-
123920 - Tfr. From Reserves	11,000	11,000	15,000	4,000	36.36
Total Fire And Prevention Services:	66,450	49,302	60,735	(5,715)	
Disaster & Emergency Services					
124840 - Prov. Disaster Services Grant			10,000	10,000	100.00-
Total Disaster & Emergency Services:			10,000	10,000	
Ambulance Services					

Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
By-Laws Enforcement And Other					
126510 - Municipal BEO Fines	750	225	500	(250)	33.33-
126521 - Permits - Bldg., Gas, Electric, Plumbing	2,000	3,967	3,000	1,000	50.00
126522 - Hawkers/Pedlar License	150	350	150		
126525 - Animal Licenses	2,000	1,788	1,600	(400)	20.00-
Total By-Laws Enforcement And Other:	4,900	6,330	5,250	350	
Roads, Streets, Walks, Lights					
132232 - Misc. PW Revs	500	600	500		
132561 - Machine Rentals	3,500	3,150	3,500		
132590 - Other Revenues		1,228			
132840 - Prov. Cond. Grants BMTG	51,420	51,420	51,420		
132890 - FGTF/NDCC Grant			50,000	50,000	100.00-
132921 - Transfer from Capital Reserves	15,000		20,000	5,000	33.33
Total Roads, Streets, Walks, Lights:	70,420	56,398	125,420	55,000	
Storm Sewers And Drainage					
Water Supply And Distribution					
141410 - Sale Of Water	120,000	106,534	110,000	(10,000)	8.33-
141510 - Water Penalties	700	413	500	(200)	28.57-
141590 - Bulk Water Revs	5,000	5,373	5,000		
141820 - Water Infrastructure Renewal	60,960	61,541	60,960		
141825 - Water Meter Replacement Reserve	22,680	22,931	22,680		
141840 - Provincial Conditional Grants	28,880	159,165		(28,880)	
141920 - Tfr From Reserves	25,320			(25,320)	
Total Water Supply And Distribution:	263,540	355,957	199,140	(64,400)	
Sewage Service And Treatment					
142410 - Sewer Service Fees	120,000	120,103	120,000		
142510 - Sewer Penalties	500	403	400	(100)	20.00-
142590 - Sewer-Misc. Revenue		300			
142820 - Sewer Infrastructure Renewal	51,000	51,739	51,000		
142830 - Conditional Grants - Federal	50,000	50,000		(50,000)	
142840 - Provincial Grant - Operating	2,770			(2,770)	
142920 - Transfer from Reserves	3,060		7,700	4,640	151.63
Total Sewage Service And Treatment:	227,330	222,545	179,100	(48,230)	

Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
Garbage Collection & Disposal					
143410 - Collection And Disposal Fees	127,980	129,541	129,600	1,620	1.27
143510 - Garbage Penalties	300	441	300		
Total Garbage Collection & Disposal:	128,280	129,982	129,900	1,620	
Family & Community Support					
Cemetary					
156410 - Plot Sales	1,200	2,025	1,500	300	25.00
156415 - Memorial Book Sales	150	50	150		
156510 - Goods & Services	1,200	775	3,350	2,150	179.17
Total Cemetary:	2,550	2,850	5,000	2,450	
Municipal Planning & Zoning					
163800 - Economic Development Activities		500			
163840 - Conditional Grant - Provincial	1,800	2,000	2,000	200	11.11
Total Municipal Planning & Zoning:	1,800	2,500	2,000	200	
Subdiv. Land And Developments					
166410 - Sales Of Land		20,600			
166920 - Land - Misc. Revenue			102,885	102,885	100.00-
166940 - Contrib. from Capital	72,000		59,600	(12,400)	17.22-
Total Subdiv. Land And Developments:	72,000	20,600	162,485	90,485	
Recreation/Parks Facilities					
172410 - Recreation Land Rental	500	500	500		
172540 - Rec.Subdivision Reserve Int.		35			
172590 - Other Revenues		8,500	46,000	46,000	100.00-
172840 - MRTA Grants	10,000	10,000		(10,000)	
172842 - S.T.E.P. Grant	5,400		5,400		
172920 - Tfr. From Reserves	1,000		19,400	18,400	###.##
Total Recreation/Parks Facilities:	16,900	19,035	71,300	54,400	
Culture: Hall, Library, Etc.					
Gas Production & Distribution					
191410 - Sale Of Gas	383,180	379,544	450,450	67,270	17.56
191411 - Gas S/C	91,400	90,688	89,280	(2,120)	2.32-
191413 - Nat.Gas - Town Facilities	6,000	5,357	6,000		

Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
191510 - Gas Penalties	1,500	1,537	1,500		
191550 - Return on Investment		(266)			
191590 - Gas Install.& Misc. Revs	3,000	5,482	3,000		
Total Gas Production & Distribution:	485,080	482,342	550,230	65,150	
Revenue Totals:	2,407,780	2,651,950	1,814,629	(593,151)	
Requisitions					
202740 - WCPA Requisition	1,570	1,571	1,570		
202741 - ASFF Non Res	49,593	49,593	49,970	377	0.76
202750 - ASFF Res/Farm	170,160	170,160	165,767	(4,393)	2.58-
202751 - Seniors' Housing (FRHG)	16,603	16,603	19,602	2,999	18.06
Total Requisitions:	237,926	237,927	236,909	(1,017)	
Council And Other Legislative					
211130 - Clr. - Employer Contrib.	500	393	500		
211151 - Clr Fees - Taxable	35,000	27,343	37,305	2,305	6.59
211152 - Clr Fees - Non-Taxable	17,000	13,544	16,305	(695)	4.09-
211211 - Travel/Subs.	8,000	12,739	7,000	(1,000)	12.50-
211212 - Education	4,000	1,742	2,500	(1,500)	37.50-
211274 - Insurance	450	490	490	40	8.89
211510 - Council Supplies			1,000	1,000	100.00-
Total Council And Other Legislative:	64,950	56,251	65,100	150	
General Administration					
212110 - Salaries	131,000	117,996	159,913	28,913	22.07
212120 - Salaries - Prt.Time	3,750	3,709	3,710	(40)	1.07-
212130 - Employer Contrib.	29,700	21,253	36,321	6,621	22.29
212131 - WCB	4,500	3,737	4,500		
212211 - Travel/Subs.	3,500	2,570	3,500		
212212 - Education/Training	5,900	5,776	5,900		
212213 - Occupational Health & Safety	500			(500)	
212215 - Freight	200	151	200		
212216 - Postage	1,400	1,638	1,400		
212217 - Telephone	3,700	3,968	4,900	1,200	32.43
212218 - Internet/Website Costs	1,000	729	800	(200)	20.00-
212220 - Advertising, Printing, Etc.	6,000	5,678	6,000		
212221 - Municipal Memberships	2,300	2,691	2,800	500	21.74

Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
212230 - Audit Fees	8,900		11,000	2,100	23.60
212231 - Assessor	11,600	12,104	12,000	400	3.45
212232 - Legal & LTO	1,000	371	1,000		
212250 - Buildings R&M	2,000	2,002	1,000	(1,000)	50.00-
212251 - Equipment R&M Contracted	7,500	5,063	13,500	6,000	80.00
212274 - Insurance	12,000	11,291	12,000		
212290 - Other Spec./Prof. Services	1,000	25	500	(500)	50.00-
212400 - Bad Debts		379			
212510 - Office Supplies	5,000	5,974	5,000		
212511 - Janitorial Supplies	750	880	750		
212540 - Electricity	2,300	1,765	1,600	(700)	30.43-
212541 - Natural Gas	900	560	900		
212762 - Cont. Capital		1,127			
212810 - Short-Term Borrowing Costs	150	37	150		
212910 - Tax Rebates & Discounts (ARB/MGB)	500		500		
212961 - Contrib.Office Equip.Reserves	1,000		1,000		
212964 - Transfer to Reserve	45,000			(45,000)	
Total General Administration:	293,050	211,474	290,844	(2,206)	
Admin. Other - Election					
219150 - Election Officer Fees	400	762	400		
219290 - Election Costs	600	150	150	(450)	75.00-
219510 - Election Supplies	200			(200)	
Total Admin. Other - Election:	1,200	912	550	(650)	
Police Services					
221350 - Flagstaff Constable Contract	6,700	6,464	6,700		
Total Police Services:	6,700	6,464	6,700		
Fire And Prevention Services					
223120 - Fire Fighter Fees	21,050	23,289	25,000	3,950	18.76
223130 - Employer Contributions	500	273	500		
223211 - Subs/Km/Misc.	1,500	650	1,000	(500)	33.33-
223212 - Education/Training	5,000	10,510	8,000	3,000	60.00
223213 - Occupational Health & Safety	3,100	346	2,500	(600)	19.35-
223215 - Freight	250	364	200	(50)	20.00-
223217 - Phones/Alarm	5,500	4,871	5,900	400	7.27
223218 - Internet Costs	1,000	400	470	(530)	53.00-
223230 - EMS Regional Dispatch Costs	2,520	2,529	2,650	130	5.16

Town of Sedgewick
Working Budget
Scenario 1 - Based on last year actual

Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
223250 - Building R&M (Contractor)	500	6,142	15,250	14,750	###.##
223251 - Machine R&M	1,000	2,020	1,500	500	50.00
223252 - Machine R&M (County)	3,000	1,885	2,500	(500)	16.67-
223274 - Insurance	3,700	3,323	3,700		
223350 - Rescue Unit Req.	1,600	2,391	2,400	800	50.00
223510 - Gen. Goods & Services	13,100	2,966	5,000	(8,100)	61.83-
223511 - Vehicle Fuel	600	579	600		
223512 - Vehicle Fuel (County)	600	490	600		
223540 - Electricity	4,000	2,726	2,150	(1,850)	46.25-
223541 - Natural Gas	1,500	1,131	1,500		
223762 - Contrib. To Capital	4,500	9,356	4,000	(500)	11.11-
223764 - Cont.To Cap. Reserves-Town/County	10,000	10,000	10,000		
223766 - Transfer to Capital Reserve	10,000	5,000	5,000	(5,000)	50.00-
Total Fire And Prevention Services:	94,520	91,241	100,420	5,900	
Disaster & Emergency Services					
224510 - Gen. Goods & Services	100	191	500	400	400.00
224512 - Training/Education			1,500	1,500	100.00-
224762 - Contrib. To Cap.			10,000	10,000	100.00-
Total Disaster & Emergency Services:	100	191	12,000	11,900	
By-Laws Enforcement And Other					
226234 - Animal Control	350	169	350		
226355 - BEO Contract	500		500		
Total By-Laws Enforcement And Other:	850	169	850		
Roads, Streets, Walks, Lights					
232110 - Salaries	58,000	49,459	69,170	11,170	19.26
232120 - Salaries Prt-Time	16,500	554	2,000	(14,500)	87.88-
232130 - Employer Contributions	14,000	9,023	18,702	4,702	33.59
232211 - Travel/Subs.	4,000	532	3,500	(500)	12.50-
232212 - Education/Training	3,200	1,695	3,200		
232215 - Freight	800	584	800		
232217 - Telephone	2,900	2,611	3,700	800	27.59
232250 - Buildings R&M	1,000	843	1,000		
232251 - Machine R&M Contracted	20,000	19,496	15,000	(5,000)	25.00-
232252 - Streets/Sidewalks/Curbs R&M	30,000	35,149	30,000		
232253 - CPR Xing Maint.	20			(20)	
232274 - Insurance	7,100	7,531	7,100		

Town of Sedgewick
Working Budget
Scenario 1 - Based on last year actual

Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
232510 - Sm.Equip/Misc.Supplies	3,500	1,707	8,500	5,000	142.86
232511 - Vehicle Fuel	18,000	12,491	15,000	(3,000)	16.67-
232512 - Shop Tools	1,500	1,703	1,500		
232540 - Electricity	2,600	2,334	2,050	(550)	21.15-
232541 - Natural Gas	2,500	2,367	2,500		
232542 - Street Lites	57,000	50,563	44,800	(12,200)	21.40-
232630 - Equipment Purchases	15,000		20,000	5,000	33.33
232760 - Contrib. - Truck Reserve	7,500	7,500	7,500		
232762 - Contr. To Infrastructure Cap. Res.	10,000	10,000	10,000		
232769 - Contrib. to PW Building Res.	5,000	5,000	5,000		
232770 - BMTG + Int Tfr to Reserves	51,420		51,420		
232780 - NDCC Grant + Int			50,000	50,000	100.00-
232831 - Debenture - Interest	4,400	4,786	3,000	(1,400)	31.82-
232832 - Debenture - Principle	82,100	81,693	83,700	1,600	1.95
232920 - Cont To PW Equip.Res	10,000	10,000	10,000		
Total Roads, Streets, Walks, Lights:	428,040	317,621	469,142	41,102	
 Airport Services					
 Storm Sewers And Drainage					
237251 - Rpr. & Maint.	500		500		
Total Storm Sewers And Drainage:	500		500		
 Water Supply And Distribution					
241110 - Salaries And Wages	19,250	19,922	19,008	(242)	1.26-
241130 - Employer Contributions	4,700	4,893	5,312	612	13.02
241215 - Freight	2,000	2,731	2,500	500	25.00
241217 - Telephone	1,000	796	1,000		
241218 - WTP Internet	1,000	325	700	(300)	30.00-
241235 - Water Meter Reading Fees	1,800	1,800	1,800		
241250 - Building R&M	16,500	6,271	1,000	(15,500)	93.94-
241251 - Equipment R&M Contracted	36,000	8,539	25,000	(11,000)	30.56-
241274 - Insurance	850	800	850		
241510 - Gen. Goods & Services	5,000	7,373	5,000		
241530 - Chemicals	10,000	6,299	8,000	(2,000)	20.00-
241540 - Electricity	17,000	13,189	11,600	(5,400)	31.76-
241541 - Natural Gas	2,000	1,281	1,500	(500)	25.00-
241762 - Contrib. To Capital	54,200	20,948	10,000	(44,200)	81.55-
241765 - Transfer to Capital Reserves	60,960		60,960		

Town of Sedgewick
Working Budget
Scenario 1 - Based on last year actual

Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
241766 - Transfer to Res. - WMF	22,680		22,680		
Total Water Supply And Distribution:	254,940	95,167	176,910	(78,030)	
Sewage Service & Treatment					
242110 - Salaries	19,250	19,945	21,723	2,473	12.85
242130 - Employer Contributions	4,700	4,247	5,312	612	13.02
242217 - Telephone/Alarm	1,800	1,638	1,800		
242250 - Building R&M	1,000	70	500	(500)	50.00-
242251 - Equipment R&M Contracted	11,800	1,631	19,500	7,700	65.25
242274 - Insurance	500	442	500		
242510 - Supplies	200		150	(50)	25.00-
242540 - Electricity	3,500	3,106	2,500	(1,000)	28.57-
242541 - Natural Gas	1,000	604	750	(250)	25.00-
242762 - Contrib. To Capital	55,833	381		(55,833)	
242930 - Tfr. To Infra.Reserve	51,000		51,000		
Total Sewage Service & Treatment:	150,583	32,064	103,735	(46,848)	
Garbage Collection & Disposal					
243350 - FRSWMA Requisition	122,000	121,984	124,835	2,835	2.32
243510 - General Goods & Services	1,500	963	2,325	825	55.00
Total Garbage Collection & Disposal:	123,500	122,947	127,160	3,660	
Family And Community Support					
251350 - FFCS Req.	6,450	6,428	6,450		
251356 - Community Resource Officer	5,350	5,142	5,350		
Total Family And Community Support:	11,800	11,570	11,800		
Cemetary					
256250 - Rpr.& Maint.			2,500	2,500	100.00-
256510 - Gen. Goods & Services	550	180	500	(50)	9.09-
256762 - Contrib. to Capital	1,000	1,000	1,000		
Total Cemetary:	1,550	1,180	4,000	2,450	
Mun. Planning & Zoning, Etc.					
261510 - ARB Costs - LARB, CARB	2,200		2,200		
Total Mun. Planning & Zoning, Etc.:	2,200		2,200		
Economic Development					
263350 - BRAED Membership	470	471	560	90	19.15

Town of Sedgewick
Working Budget
Scenario 1 - Based on last year actual

Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
263360 - FIP Membership	5,130	5,130	5,130		
263510 - Goods & Supplies	6,000	6,679	4,000	(2,000)	33.33-
Total Economic Development:	11,600	12,280	9,690	(1,910)	
Subdiv. Land And Developments					
266200 - Gen. Service Contr.	82,000	24,546	59,600	(22,400)	27.32-
266211 - D.A.B. & S.A.B Fees	500		500		
266640 - Land for Own Use			118,928	118,928	100.00-
Total Subdiv. Land And Developments:	82,500	24,546	179,028	96,528	
Recreation & Parks Facilities					
272110 - Salaries - Fulltime	19,250	19,962	57,743	38,493	199.96
272120 - Salaries - Prt-Time	15,300	10,784	15,539	239	1.56
272130 - Employer Contrib.	5,600	5,327	9,178	3,578	63.89
272220 - Advert/Promo/Rec	5,000	1,600	4,000	(1,000)	20.00-
272230 - Audit Fees	2,400			(2,400)	
272251 - Equipment R&M			1,000	1,000	100.00-
272252 - Building R&M	1,000	32,308		(1,000)	
272260 - Parks Improvements	11,000	1,415	61,400	50,400	458.18
272274 - Insurance	19,500	19,359	19,500		
272510 - Gen. Goods & Services	500	3	500		
272540 - Electricity	2,300	1,912	1,700	(600)	26.09-
272541 - Rec Centre - Water	3,750	467	3,750		
272761 - Lake Capital Grant		2,000	10,000	10,000	100.00-
272765 - Tfr To Subdivision Rec Reserve		34			
272769 - Contrib. to Rec Reserves	10,000	10,000	10,000		
272770 - Grant - Lake Park Operating	750		750		
272779 - Rec Centre Grant - Ag Society Rent	500	500	500		
272790 - Grant -Recreation Centre Operating	100,000	67,692	61,375	(38,625)	38.63-
272795 - MRTA Grants	10,000	10,000		(10,000)	
Total Recreation & Parks Facilities:	206,850	183,363	256,935	50,085	
Culture: Hall, Library, Etc.					
274220 - Membership/Advert/Promo	30		30		
274274 - Insurance	2,050	1,957	2,050		
274770 - Grant - Library	6,550	6,550	6,550		
274771 - Grant - Hall Operating	4,000	4,000	4,000		
274774 - P.R.L. Req.	6,300	6,239	6,450	150	2.38
Total Culture: Hall, Library, Etc.:	18,930	18,746	19,080	150	

Report Date
4/14/2014 8:37 AM

Town of Sedgewick
Working Budget
Scenario 1 - Based on last year actual

Account # / Description	Last Year Budget	Last Year Actual	Proposed Budget	Change Over Last Year	% Change
Gas Production & Distribution					
291110 - Salaries	14,000	14,922	15,167	1,167	8.34
291130 - Employers Contrib.	2,900	3,448	3,369	469	16.17
291215 - Freight	500	320	300	(200)	40.00-
291216 - Postage	3,330	3,684	5,000	1,670	50.15
291220 - Advert/Printing	500	28	400	(100)	20.00-
291230 - Audit	2,200		2,200		
291250 - Gas System R&M	26,000	6,049	14,500	(11,500)	44.23-
291251 - Mach. R&M	3,000	6,322	8,370	5,370	179.00
291260 - New Install. Costs	2,700	4,407	2,700		
291290 - Taxes/Misc.	8,500	8,501	8,700	200	2.35
291350 - Admin. Costs	71,740	71,857	72,930	1,190	1.66
291510 - Gen. Goods & Services	1,000		1,000		
291532 - Gas Purch For Resale	278,520	279,819	343,200	64,680	23.22
291541 - Natural Gas	600	375	500	(100)	16.67-
Total Gas Production & Distribution:	415,490	399,732	478,336	62,846	
Oper. Contingencies Reserves					
Expense Totals:	2,407,779	1,823,845	2,551,889	144,110	
Net Surplus (Deficit):	1	828,105	(737,260)	(737,261)	

Accounts Printed: 250

Request for Decision (RFD)

Topic: Strategic Plan - *Draft*
Initiated by: Council
Prepared by: Amanda Davis
Attachments: Draft Strategic Plan

Recommendations:

That Council approve the Strategic Plan as presented.

Background:

Following the second round of Strategic Plan review on April 8th, the following information was gathered and prepared in the attached document.

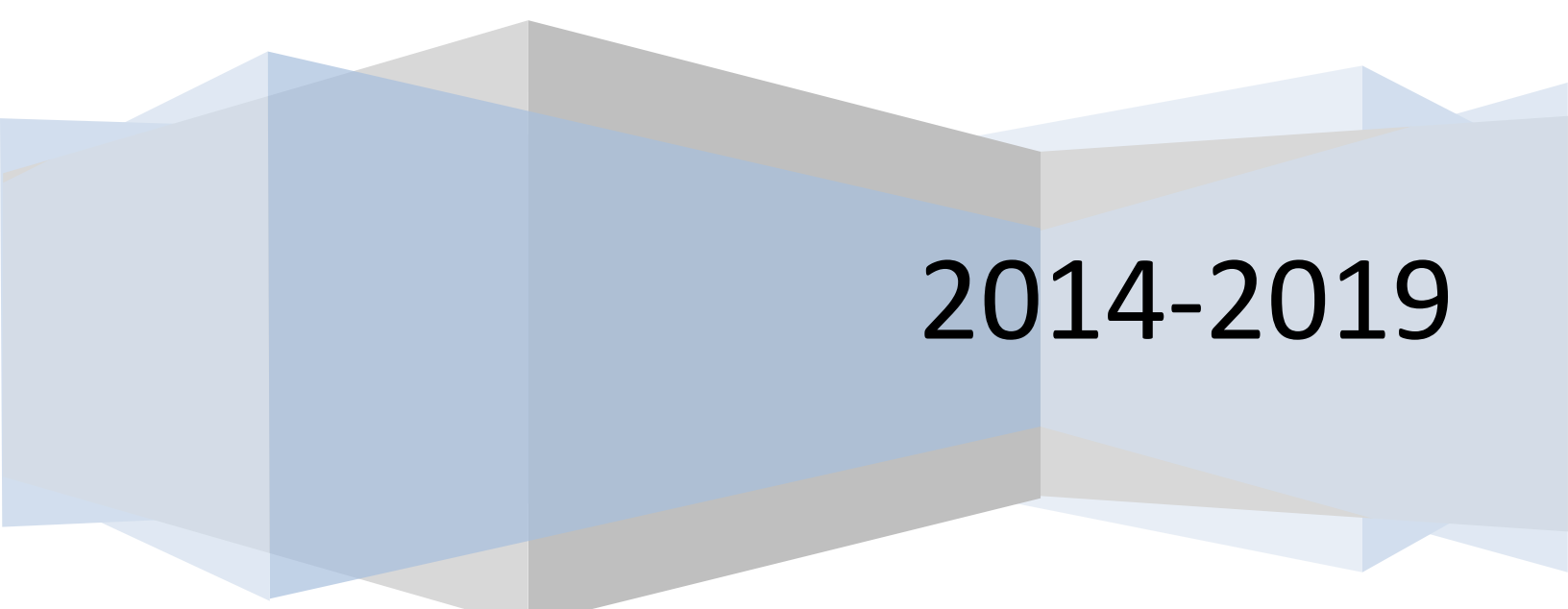
Council is responsible to adopt the Strategic Plan as it guide for the Town and Administration.

Please review and recommend any necessary changes prior to approval.

Strategic Plan

Town of Sedgewick

Draft – April 17th, 2014



2014-2019

Vision Statement:

“Sedgewick, we are an engaging, dynamic community welcoming families and businesses.”

Mission Statement:

“Progressive, active leadership transforming and engaging the community while providing exceptional service.”

Values Statements:

Collaboration – “We will work effectively through collaboration to serve our community and region”;

Focus – “We focus on listening to our residents and bringing awareness to our community”;

Approachability – “We are committed to being open to new ideas and opportunities”

Short Term Goals:

1. PRIORITY 1 - Erect Signage throughout Town

<p>Step 1. Identify and erect areas for municipal signage:</p> <ol style="list-style-type: none"> 1. Main Street, Town Office, Legion, Community Hall, Banking, Eatery’s, Grocery Store etc. 2. Recreation Grounds, arena, ball diamonds, race track, bowling, library, golf course, lake 3. Flagstaff County Administration Building 	<p>Action Taken:</p> <hr/> <hr/> <hr/> <hr/>
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Administration shall be responsible to present ongoing dialogue regarding research pertaining to development.	
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Council to approve proposed plan of action pursuant to tendering process.	
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Secondary Short-Term Goals:

- | |
|--|
| <p>a. Waste reduction and improve recycling (Implement waste diversion policies, reduce the limit of weekly bag allotment, utilize the expertise at FRSWMA and support new recycling initiatives, household composting).</p> |
|--|

Request for Decision (RFD)

Topic: Town Hall Meeting
Initiated by: Administration
Prepared by: Amanda Davis
Attachments: n/a

Recommendations:

That Council set a date in May for a Town Hall meeting .

Background:

Following the approval of the 2014 Municipal Budget, Mill Rate Scenario and Strategic Plan it is advisable that Council host a Town Hall meeting and presented the information to the public.

Strategic Planning can involve participation from the public and some municipalities would not adopt their strategic plan without comments from the public; this is not necessary however it's an option.

Typically the Town hosts two Town Hall/Open Houses, one in the Spring and one in the Fall.

Tax notices will be prepared and are to be mailed on May 30th. The Town Hall meeting should be scheduled prior to the May 30th mail out so Council can explain the 3.00% overall budget increase as well as minimum tax levies.

Current:

As the month of May is already booking up the following dates would be advisable for the Town Hall meeting (please note, it is also advisable that the majority of Council if not all attend the meeting).

- May 7th;
- May 19th;
- May 20th;
- May 26th

Request for Decision (RFD)

Topic: Cemetery Bylaw #509
Initiated by: Council
Prepared by: Amanda Davis
Attachments: Cemetery Bylaw #509

Recommendations:

That Council have third reading of Cemetery Bylaw #509.

Background:

Council authorized two readings of Cemetery Bylaw #509 at the April 8th, 2014 Special Council Meeting. The amended bylaw is attached for review and approval.

**Town of Sedgewick
Bylaw 509
Cemetery Bylaw**

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

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

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

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

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

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

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

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

Short Title

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

Section 1 - Definitions

In this Bylaw:

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

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- 1.5 *Cemetery Supervisor* – means the employee or department of the Town charged with the care and control of the Cemetery, or an employee of the Town to whom the Chief Administrative Officer delegates the responsibilities under this Bylaw or a Volunteer organization delegated the responsibilities for the care and control of the Cemetery.
- 1.6 *Concrete Foundation* – means a piece of rectangular concrete which is placed to support a monument. Refer to Section 5.5 of the Cemetery Bylaw for specifications.
- 1.7 *Council* – means the Council of the Town of Sedgewick;
- 1.8 *Disinter* – means to take from the gravesite
- 1.9 *Flowering Ornamental* – means any perennial, annual or bi-annual flowering plant
- 1.10 *Funeral Director* – means any registered or licensed embalmer or mortician;
- 1.11 *Grave* – a plot designated for burial of human remains and cremated remains.
- 1.12 *Grave Cover* – Grave covers are a structure of marble, granite, or similar material placed on the entire burial plot for memorial purposes and set level with the contour of the ground. The installations of such monuments are not permitted in the New/Old Site.
- 1.13 *Grave Decoration* – is anything that is placed on a grave for memorial purposes.
- 1.14 *Grave liner* – means a concrete or metal rough box placed in a grave to house a casket
- 1.15 *Lot* – means a group of graves without a walkway or roadway between them
- 1.16 *Memorial Book Monument* – means the granite cairn located in the southwest corner of the New Site.
- 1.17 *Monument* – means any structure in the Cemetery erected or constructed on any grave or plot for memorial purposes
- 1.18 *Monument Permit* – means a permit issued by the Town for the approval and placement or removal or repair of the said monument
- 1.19 *Ongoing Maintenance* – means a general term used to designate all the various types of work the Town does to ensure that the burial plots and the continuous foundations are kept in good repair and that the surrounding grounds are properly cared for. This does not include monument care.
- 1.20 *Open and Close* – means the digging of the grave, the placement of the rough box or vault, the backfilling of the grave, site clean up and placement of funeral decorations, and reestablishment of grass as soon as practicable afterwards. This also applies to the digging of a cremation grave by manual or mechanical means.
- 1.21 *Owner* – means a person, heir, executor or authorized funeral director, with burial privileges for one or more plots.
- 1.22 *Person* – shall include an individual, partnership or corporation
- 1.23 *Plot* – means one grave
- 1.24 *Reserve Plot(s)* – shall mean a plot or number of plots which lie adjacent to one another and which are to be reserved for the burial of one or more deceased members of a family.
- 1.25 *Violation Tag* – means a tag or similar document issued by the Town pursuant to Section 7 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended and replaced from time to time.
- 1.26 *Violation Ticket* – means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedures Act*, R.S.A. 2000, c. P-34, as amended or repealed and replaced from time to time, and the regulations thereunder.
- 1.27 *Woody Ornamentals* – means any trees, shrubs and creeping or climbing plants

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- 1.28 *Working Hours* – mean the regular hours of work between 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding declared or Statutory Holidays.

Section 2: Duties, Rights and Powers

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

Section 3: Plots

- 3.1 Plans for burial purposes, including a record of all interments and disinterments will be kept at the Town of Sedgewick office. Copies of all such plans shall be available for inspection free of charge at the Town Office during regular office hours.
- 3.2 Plots shall be sold in rotation with no choice as to location.
- 3.3 A maximum of two (2) adjoining plots may be sold for reservation, except in the case of the death of dependant child/children, in which case two (2) additional plots may be reserved for future use.
- 3.4 No Person shall make a reservation for one or more plots without making payment in full at the time of the reservation. Upon payment of the full price of any plot, the Town shall provide a receipt for the said sum, and provide a

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cemetery deed for such plot to such person or to that person's personal representative, as such person may appoint.

- 3.5 The owner of any plot or plots shall not sell except to the Town in which case the offer must be in writing.
- 3.6 The owner of reserve plots may cancel his/her reservations by advising the Town in writing.
- 3.7 The Town will refund the market value of a plot(s) at the time of the sale or cancellation, less fifteen (15) percent for administration pursuant to the *Cemeteries Act*, R.S.A. 2000, c.C-3.
- 3.8 Plots may be transferred from one family member to another family member. No transfer shall be valid unless it is duly registered with the Town.
- 3.9 No person shall accept any fee or reward for interment of any body in a plot of which such person is the owner, or over which that person exercises any power of control.
- 3.10 When a plot is held by two (2) or more Persons, an order for interment in such plot or any part thereof will be accepted by the Town of Sedgewick from any one of the said Persons or their personal representative.
- 3.11 Plots shall not be used for any purpose other than burial grounds for human remains.
- 3.12 All burials are to be made within the confines of a single Plot. A full plot may only be used for:
 - (a) A single burial of a person, or
 - (b) the single burial of a person, but with the provision that up to five (5) ash interments may also occur, or
 - (c) cremation purposes only, for up to six (6) ash interments.
- 3.13 Ash interments are permitted only after regular interments have occurred or when no regular interments will occur. Ash interments will only be permitted in Part I of a grave prior to the installation of a monument.
- 3.14 No person other than a Town employee or person designated by the Chief Administrative Officer of the Town shall open or close a Plot or make a disinterment in the Cemetery.
- 3.15 Regardless of the specific wording of any sale agreement or other agreement between the Town and a purchaser of a Plot, it is a condition of every agreement relating to the sale or use of a Plot, that the parties to the agreement expressly waive any right to claim against the Town and its officers and employees, arising by reason of any error or mistake in relation to the description of any burial plot. The Town's liability shall only extend to a refund of any money paid to the Town for a plot(s) providing that the plot(s) suggested as an alternative is/are not acceptable to the purchaser.
- 3.16 It is a condition of sale of every burial plot that the Town has the right to reclaim all unused burial plots after the period of twenty (20) years has expired, pursuant to the *Cemeteries Act*, R.S.A. 2000 c.C-3, as amended or repealed or replaced from time to time.

Section 4: Interments and Disinterments

- 4.1 Opening and closing for interment and disinterments must be completed by the Cemetery Supervisor.
- 4.2 No interment shall be permitted in the Cemetery unless and until there has been produced to the Cemetery Supervisor, a burial permit issued by the proper office of the Government of the Province of Alberta.
- 4.3 Between May 1 and October 31 in any year, all applications for burials shall be made to the Town of Sedgewick office at least 48 hours before the time for interment. Between November 1 and April 30, all applications for burials shall be

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made at least seventy-two (72) hours before the time of interment. In the calculation of these time limits, Sundays and holidays shall not be included.

- 4.4 The use of grave liners is mandatory except for cremains.
- 4.5 Grave liners shall be constructed of concrete, plastic-lined concrete, bronze, or copper.
- 4.6 The type and size of outer cases, liners or oversized caskets shall be identified when ordering an opening for an interment so the correct size of the grave can be determined. The Town maintains a supply of concrete liners for sale. For other grave liner options the liner shall be at the Cemetery at a reasonable time before the time set for interment.
- 4.7 The burial of cremated remains shall be in such portion or portions of the Cemetery as may be designated by the Cemetery Supervisor.
- 4.8 All work being conducted in the immediate vicinity of a Plot shall be discontinued during a burial service at the Plot.
- 4.9 No disinterment of a body, regardless of circumstances, shall take place until a permit for disinterment is issued by the Provincial Government and a copy thereof presented to the Town. Disinterment must be attended by the funeral home requesting such service. The funeral home must provide the staff to handle the human remains and all necessary equipment and supplies. Town staff will only be responsible for locating the rough box, vault or grave liner or casket and opening and closing of the grave; an additional charge may apply.
- 4.10 The Person requesting a disinterment shall give complete and precise instructions regarding the location of the grave. The Town of Sedgewick shall not be responsible for any errors resulting for the lack of proper instruction.

Section 5: Monuments

- 5.1 All Persons employed in the construction and erection of Monuments or doing other work in the Cemetery, whether they are employed by the Town of Sedgewick or not, shall be subject to the direction and control of the Cemetery Supervisor. No work shall proceed until the Town of Sedgewick authorizes it.
- 5.2 No person shall erect, or cause to be erected, or remove any Monument without submitting a Monument Permit to erect or remove a Monument, including a description of the Monument and receiving approval from the Town.
- 5.3 A monument permit is required prior to purchase and placement of monuments. Monument permit fees are pursuant to the Towns Fees Bylaw and are subject to change without notice.
- 5.4 All monuments must be flush mount
- 5.5 The placement of Monuments shall comply with the following requirements:
 - a. Monuments must be placed on that portion of the Plot undisturbed by excavation and must be in alignment with other Monuments in that section of the Cemetery.
 - b. No Person shall install a Monument in any area within the Cemetery unless it conforms to the type and style of Monument permitted to be installed in that area.
 - c. Monuments shall be constructed of granite, marble or bronze.
 - d. Monuments in the cemetery shall be plaques with a maximum size of 91 centimeters (36 inches) by 40.5 centimeters (16 inches) for a single, or 111.76 centimeters (44 inches) by 55.88 centimeters (22 inches) for a double plot (not including foundation base).
 - e. In the case of multiple burials (cremains) in a single plot a maximum of five (5) additional markers may be placed down the center of the grave. The maximum size of each additional bronzed plaque shall not exceed 25.4 centimeters (10 inches) by 50.8 centimeters (20 inches); sizes do not include the foundation base; accessories are not permitted on the

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cremain plaques/markers. Variances may be permitted for the exclusion of the foundation base on markers that are sandblasted at the discretion of the Cemetery Supervisor. All markers must remain existing markers.

- f. Each plot may have, upon receiving written approval from the Town, one foundation with one Monument with a maximum of six (6) names or an original Monument with a maximum of five (5) cremains flush mount plaques placed down the center of the grave.
- g. Plaques shall be placed on a concrete base as follows unless otherwise authorized by the Cemetery Supervisor as per section 5.5 (e):
 - i. On a rectangular piece of concrete of not less than 3400 lbs P.S.A. strength and not less than a four-inch thickness;
 - ii. Be placed level with the surrounding ground contour with no corners protruding;
 - iii. Be a maximum of four (4) inches wide on all sides of the monument or monument base it is going to support.
- h. No monument, including the monument foundation shall exceed the maximum dimensions per Sections 5 of the Bylaw.
- i. Inscriptions on Monuments must be of sufficient depth and quality so as to be legible and durable. Metal plaques which oxidize or deteriorate are not permitted.
- j. No inscription shall be placed on any Monument, which is not in keeping with the dignity and decorum of the Cemetery.
- k. Notwithstanding the provisions of this Section, each Monument shall be in keeping with the appearance of other Monuments in the Cemetery and with the character of the Cemetery.
- l. The Town of Sedgewick may refuse the placement of any Monument, which may otherwise conform to these regulations, should it be determined that the proposed Monument is not appropriate for placement in the Cemetery.
- m. After installation of a monument, no fixture of any type, such as pictures, ornaments, or similar items may be attached or affixed in any manner whatsoever to any part of a monument other than an approved flush mount vase attached to the monument foundation, unless prior permission is granted for same by the Town.
- n. Lettered boards, or memorial designs of any description designating graves, other than the standard temporary marker provided by the funeral home, will not be permitted. The standard temporary marker provided by the funeral home may be removed after a period of one year from the date of the burial. The Town is not responsible for standard temporary markers.
- o. All persons employed by a monument supply firm shall be subject to the direction and control of the Cemetery Supervisor while providing delivery of monuments to the Cemetery and shall provide sixteen (16) working hours notice to inform the Town of when an installation is required.
- p. All earth, debris, litter and rubbish arising or resulting from work done on any burial plot shall be carefully cleaned up and removed from the Cemetery.
- q. The Town may, from time to time, report to the owners or next of kin on the condition of any monument in need of repair, and it shall be the duty of the owner of such monument, or the next of kin, to repair same without delay to the satisfaction of the Cemetery Supervisor.
- r. When the installation of a monument and or foundation is in non-compliance with the Cemetery Bylaw, a notice identifying the non-compliance will be issued by the Town. If the problem is not rectified in

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a reasonable amount of time, the Cemetery Supervisor has the authority to remove the monument in question pursuant to Cemetery Bylaw Part 2.6.

Section 6: Grave Decorations

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

Section 7: Maintenance

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

Section 8: General Provisions

- 8.1 No person shall enter the Cemetery carrying a firearm unless such Person is participating in a military funeral and has lawful authority to bear such a firearm.
- 8.2 No Person shall create any nuisance, engage in activities such as games or sport, or otherwise engage in any activity that is, in the opinion of the Cemetery Supervisor, a Peace Officer or Bylaw Enforcement Officer, indecent or disrespectful, disturbing to solemnity or repose of the Cemetery, or disturbing of other persons assembled for the purpose of a funeral or internment within the Cemetery.
- 8.3 No unauthorized person shall drive a vehicle through the Cemetery at a speed exceeding 15 KM or upon any part of the Cemetery except on the roadway provided specifically for vehicular access.
- 8.4 No person shall ride an All Terrain Vehicle, Snowmobile or horse in the Cemetery except as part of a funeral procession.
- 8.5 There shall be no canvassing, advertising or placement of advertising trademarks on any monument within the Cemetery.

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

Section 9: Offences & Penalties

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

Section 10: Violation Tag

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

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Section 11: Violation Tickets

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

Section 12: Severability

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

Section 13: Attachements

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

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

Section 14: Repeal

Bylaw No. 495 is hereby repealed.

Section 15: Effective Date

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

READ A FIRST TIME THIS 8 DAY OF APRIL 2014.

READ A SECOND TIME THIS 8 DAY OF APRIL 2014.

READ A THIRD TIME THIS _____ DAY OF _____ 2014.

Clem St. Pierre, Mayor

Amanda Davis, CAO

**Town of Sedgewick
Bylaw 509
Cemetery Bylaw
Sedgewick Memorial Cemetery**

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

Monument Permit Application & Inspection Form – Schedule A

Name of Owner/ Purchaser:		Signature of Owner/ Purchaser:		Date Signed: M/D/Y	
Mailing Address:		Phone:		Email:	
		Cell:			
		Fax:			
Name of Monument Company		Date Submitted: M/D/Y		Date Monument Placed or Work Done M/D/Y	
Mailing Address:		Phone:		Email:	
		Fax:			
Site Old/New Row _____ Block _____ Lot _____			Date of Birth: M/D/Y		
Name of Deceased:			Date of Death: M/D/Y		
Type of Monument (Flush mount):	Accessories:	Material:	Type of Service:		
<input type="checkbox"/> Headstone	<input type="checkbox"/> Flush Mount Vase	<input type="checkbox"/> Bronze	<input type="checkbox"/> New Installation (Specify: Single/ Double)		
<input type="checkbox"/> Plaque	<input type="checkbox"/> Flush Mount Picture	<input type="checkbox"/> Granite	<input type="checkbox"/> Permanent Removal		
	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Marble	<input type="checkbox"/> Removal for Alteration/Repair _____		
			<input type="checkbox"/> On Site Alteration /Repair		
Monument/Marker Proof: _____					
Additional Information:					
Length shall mean the measurement of the monument as it would face the plot measured from left to right.					
Width shall mean the measurement of the monument as it would face the plot measured from the head of the plot towards the foot of the plot.					
Height shall be flush to the ground surrounding the monument including the 4” foundation.					
All measurements: (to be made in inches)		Length		Width	
Monument Size:					
Foundation Size:					
In making an application for this Monument Permit I acknowledge that I am aware of and will comply with the following terms:					
<ul style="list-style-type: none"> • Any and all work at the cemetery requires authorization from the Town, and may only be conducted through licensed firms. • Monument dimension, composition and placement shall be as set forth by the Cemetery Bylaw # 509, (attached). • All monuments shall be placed at the head of the plot or grave on solid ground and shall be in line designated by the Town. • No monument shall be erected/placed in the cemetery until the design, description and materials composition has been approved by the Town and a permit on the prescribed form has been issued by the Town. Such structure shall be erected according to the provision of the Cemetery Bylaw # 509 and under the direction of the Cemetery Supervisor. • All monuments are subject to inspection by the Cemetery Supervisor or designate for compliance with the Cemetery Bylaw # 509 and those found in violation thereof may be caused to be removed by the Town. Fees for removal of the monument shall be borne by the owner of the Interment Rights or heir. • The Town may remove all installations at the cemetery made without authorization by the Town; any fees regarding removal shall be borne by the owner of the Interment Rights or heir. 					
Town Authorization:			Date:		Permit No.
Note:					

Request for Decision (RFD)

Topic: Land – SW 9-44-12-W4M – In Camera/Closed Session
Initiated by: Strategic Plan (*Draft*) Short Term Priority #3
Prepared by: Amanda Davis
Attachments: 1. ASP - Stantec

Recommendations (MOTIONS to be made once the meeting reconvenes from the in-camera session):

1. That Council set a budget and designate funds for the purchase of SW 9-44-12 W4M;
2. That Council provide direction on their intent to utilize and Area Structure Plan;
3. That Council approve a Legal Survey for the purchase of SW 9-44-12 W4M;
4. That Council provide direction on the proposal to negotiate with the land owner.

THIS IS CONFIDENTIAL INFORMATION AND IS PROVIDED AS BACKUP TO YOUR INCAMERA DISUCSSION

Background:

Pursuant to the Town of Sedgewick’s Strategic Plan, Council identified the need to purchase the 28.13 acres of land on SW9-44-12 W4M to ensure we secure and maintain the integrity of the Town’s water source. All of the Town’s water wells are currently located on this parcel of land.

On April 2nd Administration contacted Wainwright Assessment Group requesting land values and a fair offer for the said lands. This following information was received.

“This parcel is 28.13 acres. If I recall correctly, the topography is low to depressional. Reference to aerial photography indicates approx 50% if this parcel is waste slough.

The Village of Irma recently bought approximately 20 acres on the east side of the village for an average of \$7,500/acre. 14 acres of the 20 acres were purchased at \$8,000/acre, were along highway 14, and will be developed into highway commercial lots. 6 acres of the 20 acres were purchased at \$7,000/acre, were "off highway" and will be developed into residential lots.

The Village of Forestburg recently purchased 20 acres from the Forestburg Golf Club for \$6,000/acre plus the cost of subdivision which will be approx. \$5,000. Total price per acre = \$6,250/acre. The land will be developed into residential lots.

In my opinion, the 28.13 acres (roll 130103733) would value at \$6,250/acre or \$175,813 X .50 (-50% because 50% is waste slough) = (rounded) \$88,000.”

Gary Barber, WAG

Current:

When entering the discussion to purchase SW 9-44-12 W4M, various things must be taken into consideration:

1. Legal Survey of the Lands in which we intend to purchase:
 - a. Non-Legal Survey (achieved by using the provincial coordinates) – estimate \$1,500
 - b. Legal Survey and registration of a Plan of Survey - estimate \$4,500

2. If Council chooses to purchase this and identifies that the land may be used for some sort of development an Area Structure Plan (ASP) should be achieved. The ASP will provide details on the best use for the land as well as identify and environmental concerns, drainage issues etc. Administration obtained a quote from Stantec in August of 2013 for an ASP on the said lands (this is a draft and the entirety is not 100% accurate as it would depend on Council's intended use of the lands, however it is attached to provide and overview of what could be achieved using this tool).
3. Fencing – depending on how Council chooses to proceed, we will have to have the land fenced – to date, we have not obtained quotes for this part of the project.

How to address the proposal to purchase:

Option 1 – Council set a budget and direct administration to enter into negotiations with the property owner.

Option 2 – Council set a budget for the Land Acquisition Committee (Mayor St. Pierre, Clr's Sparrow and Robinson) whereby allowing them to enter into negotiations with the property owner.

Funds:

1. Reserves - Future Development Account: 131,684
2. Reserves – Recreation Capital (2013 Surplus Allocation): 260,973

Either of these two accounts could be allocated for the purchase of SW 9-44-12W4M.

**Town of Sedgewick
Proposal for Planning Services**

Prepared by
Stantec Consulting Ltd.



Stantec

August 6, 2013



Stantec Consulting Ltd.
1100 - 4900 50th Street
Red Deer AB T4N 1X7
Tel: (403) 341-3320
Fax: (403) 342-0969

Stantec

August 6, 2013

Attention: Amanda Davis, Acting CAO

Town of Sedgewick
Box 129
Sedgewick, AB
T0B 4C0

Dear Ms. Davis,

Reference: Proposal for Planning Services: SW 09-44-12-W4M

Stantec is please to present the following proposal in response to our past discussions regarding providing planning services for the SW 09-44-12-W4M area.

We understand that retaining professional consulting services involves more than just deciding who can get the work done. For many clients, engaging a professional consulting firm is parallel to entering into a trusting partnership that can last for many years. We work with clients whom we admire, with the intention of building lasting relationships. Through your past experience with Stantec, we are honoured that you have looked to us to continue this relationship.

Please feel free to contact us regarding any questions or concerns you may have; we look forward to further discussing this partnership with you soon.

Regards,

STANTEC CONSULTING LTD.

Amanda McConnell, RPP, MCIP, IAP2-Certified
Consultant
Tel: (403) 356-3394
Fax: (403) 342-0969
amanda.mcconnell@stantec.com



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1.0 INTRODUCTION

1.1 Statement of Interest

This proposal has been prepared to outline planning services for the Town of Sedgewick regarding the servicing and planning considerations for the development of a 28 acre parcel of land located at SW ¼ Sec 09-44-12-W4M.

This document contains details of our project understanding and issues, proposed work plan, project team, recent Central Alberta land development experience, and fee proposal for the work effort we estimate will be required to complete the project.

1.2 Proposal Organization

Our proposal consists of the following sections:

Project Team and Experience: Provides an overview of our corporate qualifications and relevant experience as well as an overview of the Project Team, identifying the staff to be assigned, their experience and responsibility on this project.

Work Program: Itemizes in detail our approach to the project and provides a description of the major tasks to be undertaken.

Project Fees: Breaks down the anticipated fees associated with each portion of the work program, identifying a total cost for the client to complete this project.

Schedule: Outline the timeline associated with each task

General Provisions: Describes what the project fees are based on.

Acceptance: Can be signed by the Town of Sedgewick and returned to Stantec to formally accept this proposal.



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2.0 PROJECT UNDERSTANDING & WORK PLAN

The following is our understanding of the Town of Sedgewick's needs regarding this project. This understanding has formed the basis of this proposal; should the understanding be altered, the proposal scope of work associated will be revised.

Based on our brief conversation with Amanda Davis from the Town of Sedgewick, this Area Structure Plan will be for the future development of the Plan Area as a residential neighbourhood.

2.1 STAGE 1: PRELIMINARY START UP

Stage 1 of this project will be completed to determine if development of this area is appropriate and therefore if an Area Structure Plan is necessary. This will be done by undertaking the following steps.

2.1.1 Project Start Up and Review

2.1.1.1 Background Research of Site

- Review existing natural conditions
- Review existing studies and planning for, and surrounding, site
- Conduct site visit

2.1.1.2 Opportunities and Constraints Report

- Prepare a short report summarizing all background information reviewed and gathered which affects the planning and/or development of the project site.

2.1.2 Draft Concept Plan and Servicing

2.1.2.1 Prepare Draft Concept Plan and Recommendation

- Prepare one or two concept plans for the development which best utilize the site. These options will take into account the Town's vision, as well as existing development considerations such as stormwater management, major roadway connections and routing, site features, servicing, and topography.



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2.1.1.2.2 Confirm Servicing

- Confirm that the site is serviceable for residential use.
- Determine conceptually how the parcel would be serviced with sanitary, water, and storm sewer.
- Determine approximate size of stormwater facilities.
- Determine the location of stormwater discharge.
- Convene preliminary discussions with shallow utility companies regarding this development.

2.1.1.2.3 Meet to discuss draft concept plan and servicing

- Stantec will meet with the Town of Sedgewick to discuss the draft concept plan and servicing findings.
- At this point Stantec will work with the Town to determine if the area is appropriate for their anticipated use and determine the process to complete an Area Structure Plan.

2.2 STAGE 2: CREATION OF AREA STRUCTURE PLAN

It is imperative to note that Stage 2 will not be undertaken until Stage 1 has been completed and the Project Team has deemed it appropriate to continue.

2.2.1 Completion of Concept Plan

2.2.1.1 Revisions based on Town comments

- Should the Project Team deem it appropriate to continue with the creation of an Area Structure Plan, revisions will be made to the draft concept plan and servicing information.

2.2.1.2 Preparation of final concept plan

- A preferred concept plan will be created, along with associated land use calculations, based on municipal comments and suggestions.



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2.2.1.3 Municipal approval of final concept plan

- The Town will meet with any and all municipal decision makers to review the final concept plan. After this internal meeting, the Town will give Stantec the go-ahead to begin working on a Draft Area Structure Plan.

2.2.2 Draft Area Structure Plan

2.2.2.1 Creation of Draft Area Structure Plan

- An Area Structure Plan document will be created for the development, along with associated figures and calculations. Sections within the ASP Plan will include, at minimum, the following:
 - Introduction – The introduction will address the purpose of preparing this plan, what the Plan Area is, and any relevant planning documents that impact the Area Structure Plan. This will include figures illustrating the plan area, the legal boundaries and existing features which will include an aerial photo of the site as well as existing contours.
 - Site Context and Development Considerations – This section of the report will consider site topography, environmental issues, natural features, historical land use, adjacent developments and existing utilities.
 - Development Objectives - In the development objectives section of the report the objectives of the Plan will be outlined.
 - Development Strategy - The development concept will be presented and described, which among other things will address the roadway layout, the residential concept and the open space concept. Also land use statistics will be provided and multiple figures to support and describe the Plan.
 - Municipal Servicing – This section of the report will address stormwater management, sanitary servicing, water distribution, traffic noise, transit routing, and shallow utility servicing. Also conceptual layout figures will be included to illustrate the alignments of these services.
 - Plan Implementation – Development staging, redistricting and plan amendments will be addressed and illustrated in this section of the report.



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2.2.2.2 Submit ASP

2.2.2.3 Revisions based on Town comments

2.2.3 Public Consultation

- Prepare event plan
- Advertise for event
- Prepare display boards, sign-in sheets, and feedback survey
 - Our graphics designer will work with the Project Team to translate all key messages of the event into visual display information. These display boards will assist the public in understanding the intent of the development.
- Attend and facilitate public information session
- Summary of public feedback
 - Stantec will prepare a summary of the public consultation event, along with all public feedback gathered throughout the event for review by the Project Team and Municipality.

2.2.4 Finalization and Approval

2.2.4.1 Revisions to the Concept Plan or Area Structure Plan

- Stantec will complete all revisions to the Concept Plan and/or ASP based on public and municipal input gathered during the consultation process.

2.2.4.2 Plan Circulation

- At this point, the Plan will be resubmitted to the Town for final review.

2.2.4.3 Public Hearing and Council Readings

- Subsequent to final review, the ASP will be presented to Sedgewick Council for first reading. Normally the Plan is presented by Municipal staff; however, Stantec will be available to assist in the presentation of this Plan to Council if required*. It is anticipated that little or no revision to the plan document will occur from this point



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forward. Assuming the Plan is given first reading it will then be advertised in the appropriate print media for a Public Hearing, second, and third reading, which will constitute official adoption of the Plan.

**The cost of Stantec attending these meetings has not been included in the proposed project fees.*

2.3 STAGE 3: ADDITIONAL SERVICES

2.3.1 Topographic and Boundary Survey

With the design set out in the Area Structure Plan, and Conditional Approval obtained by the Subdivision Application, the project will proceed to detailed design. One initial component will be to conduct a Topographic Survey and Legal Boundary Survey.

A topographic survey will be conducted identifying the natural drainage pattern; locations of ditches and culverts; edges of possible environmental reserves; adjacent utilities; and other site specific items that contribute to the development. Topographic survey will be connected to Alberta Survey Control Markers and should be able to be inputted to any GIS platform based on UTM coordinates.

A boundary survey will be conducted in conjunction with the Topographic survey and also tied to Alberta Survey Control Markers. For any subdivision a critical component is an accurate and complete boundary survey that provides the basis upon which planning can proceed with confidence. The boundary survey entails the boundaries of the affected parcels together with tying in all other existing rights of way and legal boundaries contained within the project area. Once the positions of the existing legal survey posts around the perimeter and interior right of way are surveyed, any future construction will likely destroy the existing legal survey posts. With the surveyed positions recorded we can re-establish their position accurately both for planning purposes and once the construction is completed. This parcel involves the determination of the center of a section which requires additional surveying to the perimeter boundaries of the section.

2.3.2 Subdivision Application and Re-Designation

With the ASP in place, the project will proceed to the Subdivision Application stage. Stantec can act as Agent, on the Town's behalf, and expedite the Subdivision Application through this stage of the development process. In conjunction with the Subdivision Application, the proper Land Use classification is required which will require a Re-Designation to the appropriate Land Use Classification.



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2.3.3 Legal Plans and Documents

The final process for the development will be the legal survey posting of the individual lots and reserves. The necessary subdivision plan, right of way plan, and documents will be prepared and circulated for signatures. The final subdivision package will be registered at Land Titles and Certificates of Titles issued for the new lots. At this point in time it is estimated that 30 to 35 lots with environmental and municipal reserves will comprise the development, which will be done in one phase, if this situation changes than a re-evaluation of the fees will be required. As this final process will be into the future, the fees presented are for the year 2013 and an escalation factor will be applied dependent on the year that the final subdivision is required.

2.4 STAGE 4: DETAILED ENGINEERING AND CONSTRUCTION SERVICES

Prepared all detailed design plans and construction documents necessary to produce a residential subdivision in accordance with the appropriate Municipal and provincial standards. This scope of work will include the collection of data, preparation of detailed design drawings and specifications in accordance with current standards and requirements, attending of meetings and correspondence with all appropriate authorities necessary for the preparation, calling and recommendation of award for all contracts required to construct all services to be installed in the area.

Upon acceptance of the planning concept by the Town, a detailed scope of work will be prepared for the detailed design portion of this project.



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3.0 PROJECT TEAM

3.1 Team Organization

All services for this development will be carried out by Stantec Consulting Ltd. staff from our local Red Deer office. Our Red Deer office is equipped with up-to-date computer facilities, full AutoCAD and Land Development Desktop capabilities, and survey expertise, including the use of GPS survey equipment. Our in-house staff offers full project management, design and resident engineering services.

3.2 Team Members

The proposed Project Team has been structured to meet the specific demands of this project. Each individual on the Team has been selected because of:

- Expertise related to one or more components of this project;
- Familiarity with Land Development in the Central Alberta Region; and
- Availability to the project.

Below is a brief description of each key member's role and experience. Other supporting team members are available as required to ensure back up and continuity.

Liang Liu, M.Eng, P.Eng.

Senior Project Engineer

With over ten years of experience in water and wastewater engineering projects; involving potable water supply, water treatment, wastewater plant design, storm water, long linear pipelines and pump stations; Liang is a valuable addition to environmental projects. Liang's past experience working with the Town of Sedgewick will provide valuable insight into current Municipal preferences and capabilities.

Brad Currie, P.Eng.

Senior Project Engineer

Brad has gained an extensive background in the Civil Engineering Industry over the past seventeen years. He has successfully completed a variety of projects throughout the Central Alberta Region as a Project Manager, Design Engineer and Construction Contract Administrator. His experience in managing Residential, Commercial, and Industrial Land Development projects is very extensive, and he also has a strong background in dealing with Municipal and Urban Roadway projects. He has been involved in the planning, design and construction of thousands of residential lots in the Central Alberta region.



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Gordon Lau, RPP, MCIP

Project Manager/Planner

Gordon Lau's experience in residential planning is based on his work on numerous projects throughout Central Alberta. His experience in design and municipal coordination can be seen in many residential developments such as: Clearview Ridge and Vanier Woods East within the City of Red Deer, Oxford Landing and Palisades within Penhold, Chinook Meadows within Olds, Aspen Ridge within Blackfalds, Ryders Ridge in Sylvan Lake; as well as industrial developments such as: Energy Business Park in Red Deer County, Valley Ridge and Blackfalds Industrial in Blackfalds, and TES Industrial in Lacombe County.

As Project Manager and Lead Planner, Gordon will be responsible for the development of the Concept Plan, Area Structure Plan as well as ensuring the project objectives and timelines are met to the highest standards of planning and engineering. He will coordinate all the work that is to be done on this project.

Brad Dardis, P.Eng.

Stormwater Engineer

Brad has been working in the land development consulting industry since 1998. In recent years, Brad has specialized in the area of stormwater management for land development. He has written numerous stormwater management and master drainage plan reports, and has designed many stormwater management facilities including wet ponds, dry ponds, and constructed wetlands. He also has experience implementing Low Impact Development (LID).

Brad's role on this project will be to provide assistance with all stormwater aspects of this project.

Amanda McConnell, RPP, MCIP, IAP2-Certified

Planning and Public Consultation

Since joining the Planning and Landscape Architecture group with Stantec, Amanda has been involved in a number of projects within the Central and Northern Alberta region. She has had direct planning experience with statutory planning and policy documents including Outline Plans, Area Structure Plans, Intermunicipal Development Plans, Revitalization Plans, and Design Guidelines. She also has solid design skills and a high level of creative thinking that allows her to excel at translating projects' design and visionary aspects for clients, stakeholders, and the public by way of descriptive text in documents and presentations

Amanda's organization and dedication supports her focus as working within a facilitation and project assistant role. Throughout her time with Stantec, she has held and helped facilitate many public consultation exercises including several open houses; project presentations; project surveys; stakeholder outreach; project related meetings; and project correspondence management.



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3.3 Resources

In addition to the experienced personnel assigned to this project, Stantec Consulting Ltd. has a vast supply of other professionals and technical support staff based in our Red Deer office. This resource pool allows us to dedicate ourselves to every project we undertake. This includes draftsmen, senior and junior civil engineers, a landscape architect, survey crews, and many additional staff that are able to assist on this project as required.

Stantec's state-of-the-art computer systems and software allow us to provide a totally computerized design, calculation, and drafting environment. This provides us with the flexibility and speed to complete projects in the necessary time frame. Our field staff utilizes state-of-the-art survey instruments, such as GPS systems, allowing for accurate and timely surveys. We currently have 5 survey crews, who all operate with GPS units, to ensure your survey needs are met.

3.4 Safety Training and Certification

Stantec Consulting Ltd. is registered with the Alberta Construction Safety Association and has completed the "Certificate of Recognition" program. As part of our ongoing Safety Program, all employees have received a safety orientation and WHMIS training with additional First Aid training given to many of our field staff and office personnel.

Stantec Consulting Ltd. implemented its safety program in early 1996 and received full certification in late 1996.



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4.0 SCHEDULE

Submittal of Proposal

- Proposal review by Town of Sedgewick
- Formal acceptance of Proposal

Aug 6 – Aug 16, 2013

*Aug 6 – Aug 13, 2013
Aug 13 – Aug 16, 2013*

Stage 1: Preliminary Start Up

Project Start Up and Review

- Background research of site
- Opportunities and Constraints Report

Aug 19 – Sept 24, 2013

*Aug 19 – Sept 6, 2013
Aug 19 – Aug 30, 2013
Aug 26 – Sept 6, 2013*

Draft Concept Plan and Servicing

- Prepare draft concept plan and recommendations
- Confirm servicing
- Meeting to discuss draft concept plan and servicing

Sept 9 - Sept 24, 2013

*Sept 9 – Sept 13, 2013
Sept 16 – Sept 20, 2013
Sept 24, 2013*

Stage 2: Creation of Area Structure Plan

Completion of Concept Plan

- Revisions based on Town comments
- Preparation of final concept plan
- Municipal approval of final concept plan

Sept 25 – Feb 7, 2014

*Sept 25 – Oct 18, 2013
Sept 25 – Oct 4, 2013
Sept 30 – Oct 4, 2013
Oct 4 – Oct 18, 2013*

Draft Area Structure Plan

- Creation of Draft ASP
- Submit ASP to Town of Sedgewick
- Revisions based on Town comments

Oct 21 – Nov 29, 2013

*Oct 21 – Nov 8, 2013
Nov 8 – Nov 22, 2013
Nov 22 – Nov 29, 2013*

Public Consultation

- Prepare event plan
- Advertise for event
- Prepare display boards, sign-in sheets, and feedback survey
- Attend and facilitate public information session
- Summary of public feedback

Nov 12 – Dec 20, 2013

*Nov 12 – Nov 15, 2013
Nov 18 – Nov 29, 2013
Nov 25 – Nov 29, 2013
Dec 2 – Dec 6, 2013
Dec 16 – Dec 20, 2013*

Finalization and Approval

- Revisions to the Concept Plan or ASP
- Plan Circulation
- Public Hearing and Council Readings

Jan 6 – Feb 24, 2014

*Jan 6 – Jan 17, 2014
Jan 17 – Jan 31, 2014
Feb 3 – Feb 24, 2014*

Stage 3: Additional Services

To Be Determined



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Stage 4: Detailed Engineering and Construction Services

To Be Determined

This schedule is an estimate based on quick review times and scheduling; it will need to be confirmed or revised at the project kick-off meeting.



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5.0 PROJECT FEES

Stantec hereby proposes to complete all services based on Time and Materials with the following upset limits:

Stage 1: Preliminary Start Up

Project Start-Up and Review	\$ 7,000
Draft Concept Plan and Servicing	<u>\$ 5,000</u>
Stage 1 Total	\$12,000

Stage 2: Creation of an Area Structure Plan

Completion of Concept Plan	\$ 2,500
Draft Area Structure Plan	\$ 15,000
Public Consultation	\$ 5,000
Finalization and Approval	<u>\$ 1,500</u>
Stage 2 Total	\$24,000

Stage 3: Additional Services

Topographic Survey	\$ 5,100
Boundary Survey	\$11,800
Subdivision	\$2,880*
Re-Designation	\$2,200**
Legal Plans and Documents	<u>\$20,000</u>
Stage 3 Estimated Total	\$41,980

Stage 4: Detailed Engineering & Construction Services **9.8%-10.0% of construction costs**

*The scope of the subdivision application task will be determined based on the number of applications required and number of lots in each application; however, it is anticipated that this process would take approximately \$2,880 for each tentative plan and application.

**Similarly, the Land Use redesignation task is anticipated to take approximately \$2,200 per application.



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Billings for work undertaken on this project is based on the actual staff-hours incurred, plus an applicable 8% disbursement, but does not include G.S.T. This 8% flat rate disbursement recovery charge will be applied to all invoices to recover normal reimbursable project expenses such as printing, copying and plots, film, report materials; communications expense; and office expenses (postage, courier, supplies, equipment, computer expenses, maintenance, software and supplies).

Project specific charges such as travel costs: mileage, meals, accommodation; project specific printing of deliverables; company owned, leased, or rented project vehicles; specialized computer software; and other significant expenses will be charged as incurred as a reimbursable. The Client shall pay for all submission fees, application fees, approval fees, and processing fees payable to the approving agency or municipality.

The fees outlined are an estimate are only for planning services to complete the project; however, should additional requirements surface during the planning process, the terms and conditions may need to be revised.

The following services are not included as part of this contract. When required, these services will be undertaken on a time basis as per the hourly rate table, plus expenses at cost or for a fixed fee for each specific assignment. Prior to starting any additional work, authorization will be required from the client.

- Geotechnical engineering and material testing services (by others);
- Cost Estimates
- Detailed design including but not limited to,
 - Site grading
 - Communal wastewater collection system,
 - Lot services and appurtenances thereto,
 - Surface improvements and pavement elevations,
 - Pavement markings and signage,
 - Landscaping,
 - Electrical distribution system and street lighting,
 - Coordinate details with the work of other utility companies



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6.0 GENERAL PROVISIONS

The terms of agreement for the provision of engineering services are set out in this proposal.

Our current fee schedule does not account for any significant delays due to landowner, stakeholder, and regulatory approvals outside of our control that may significantly delay the project resulting in inefficiencies or significant changes in our work.

If the Town of Sedgewick accepts Stantec's offer to provide professional services, then this proposal and Agreement constitute the entire agreement between the parties respecting the project and no understandings or agreements, oral or otherwise, exist between parties except as expressly set out herein.

It is further agreed that the total amount of all claims the CLIENT may have against the Consultant under this AGREEMENT or arising from the performance or non-performance of the SERVICES under any theory of law, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited to the fees paid to the Consultant for the SERVICES. As the CLIENT's sole and exclusive remedy under this AGREEMENT any claim, demand or suit shall be directed and/or asserted only against the Consultant and not against any of the Consultant's employees, officers or directors.

The Consultant's liability with respect to any claims arising out of this AGREEMENT shall be absolutely limited to direct damages arising out of the SERVICES and the Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the CLIENT, including but not limited to claims for loss of use, loss of profits and loss of markets.



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7.0 ACCEPTANCE

The Town of Sedgewick accepts Stantec Consulting Ltd.'s offer to perform the services on the terms and conditions noted in this proposal and Agreement by signing and returning a copy of this Agreement to Stantec Consulting Ltd.

We thank you again for the opportunity to propose our services and we look forward to working with you. This offer is open for acceptance 90 days after the date of this proposal.

Sincerely,

STANTEC CONSULTING LTD.

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TOWN OF SEDGEWICK

Authorized Signing Authority

Date

Request for Decision (RFD)

Topic: Public Works – Traffic Amendment
Initiated by: Council
Prepared by: Amanda Davis
Attachments: n/a

Recommendations:

That Sedgewick Town Council authorize the replacement of the 3-way STOP at the intersection of 51st Avenue and 45th Street in Sedgewick and further place a STOP sign on 51st Avenue East and two YIELD signs going North and South on 45th Street.

Background:

At the March 19th, 2014 regular Council meeting following the round table discussion, Administration was directed to add the following traffic amendment to the agenda.

Town residents have expressed concerns regarding the effectiveness of the 3-way STOP at the intersection of 51st Avenue and 45th Street (East of the Nazarene Church).

Various options are available to enhance the effectiveness of traffic signage:

1. The 3-way STOP could be changed to a STOP sign on 51st Avenue East and two YIELD signs installed going North and South on 46th Street;

Or

2. Removal of the 3-way STOP and replaced with 3 YIELD signs;

Or

3. A STOP sign on 46th Street South and 51st Avenue East and a YIELD on 46th Street North

Or

4. A STOP sign on 51st Avenue East and removal of all signage on 46th Street.

Current:

Public Works did not express concerns with regards to the traffic amendment.

Considerations:

To ensure public safety, Sedgewick Town Council should consider the following when making a final decision:

- Has public safety been taken into consideration; how will the transition of signs impact traffic and speed along MacKenzie Drive. Are speed deterrents required?
- Will residents obey the new signage and will the transition eliminate resident concerns?

Request for Decision (RFD)

Topic: Killam Sedgewick Collaborative Terms of Reference
Initiated by: Town of Killam
Prepared by: Mayor James, Killam
Attachments: Terms of Reference KSRCWG “The Working Group”

Recommendations:

That Council provide direction on the Terms of Reference.

Background:

Mayor James forwarded a draft Terms of Reference to lay out a guideline that addresses our actions to seek regionalization of the two communities.

Although we reviewed the agreement at the April 8th, 2014 Special Council meeting an in depth review should be had.

The concept of the agreement is fair, Council must determine if there are areas for improvement and if they are in favor of following these guidelines.

Current:

The April 14th Collaborative meeting between Sedgewick and Killam was cancelled as it conflicted with the FRHG and CAC meeting. Killam Administration advised they will send alternate dates however Council should be prepared in advance to address the TOR at the next meeting.

Terms of Reference

For

Killam & Sedgewick Regional Cooperation Working Group (KSRCWG) (“The Working Group”)

1. Background

Town of Killam and Town of Sedgewick are neighbouring municipalities in Flagstaff County, located in East-Central Alberta.

An opportunity exists for the two municipalities to work together to deliver services to its citizens on a regional basis. Further, the Alberta and Canada Governments are in favour of regional cooperation at a municipal level, to the point of offering financial incentives in some circumstances.

However, any decision to deliver services regionally has potential to be controversial and meet with resistance from the electorate.

2. Membership

Membership of The Working Group will consist of Council members and the Chief Administrative Officers of the Town of Killam and the Town of Sedgewick.

3. Goals & Purpose

The Working Group will examine all opportunities to combine resources and to deliver services regionally, where such opportunities are for the benefit of both municipalities and have a combined positive financial impact.

4. Meetings & Chairperson

Meetings will be held quarterly, alternating in location between the two municipalities. The Chair of the meeting shall be the Mayor or Deputy Mayor of the host community.

5. Decision Making Process

Decisions shall be by consensus of The Working Group.

6. Reporting

The CAO of the host community will be responsible for taking notes for distribution to all members.

7. Communication

Members of The Working Group agree that any communication to its citizens has potential to be controversial and meet with resistance. Therefore The Working Group and its individual members will strive at all times to deliver a carefully crafted message that reflects the consensus, goals & purpose of the group.

Members also recognize that this is a long term project and that success will require the approval of a majority of citizens in each municipality.

8. Budget

Any projects requiring a budget to complete will be funded by Town of Killam and Town of Sedgewick on a per capita basis, unless an alternate funding formula is agreed on by consensus.

Signed at Killam, Alberta April _____, 2014

Mayor Bud James

Mayor Clem St. Pierre

In-Camera/Closed Session– Supplementary Information

MEMO

Local Authorities Election Act (LAEA):

Ineligibility

22 (1) A person is not eligible to be nominated as a candidate in any election under this Act if on nomination day:

- (a) The person is the auditor of the local jurisdiction for which the election is to be held;
- (b) The person is an employee of the local jurisdiction for with the election is to be held unless the person takes a leave of absence under this section;
- (c) The person is indebted to the municipality of which the person is an elector for taxes in default exceeding \$50, excluding from the amount
 - i. Any indebtedness for current taxes, and
 - ii. Any indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality, unless the person is in default in the payment of any money due under the agreement;
- (d) The person is indebted to the local jurisdiction for which the election is to be held for any debt exceeding \$500 and in default for more than 90 days;
- (d.1) the person has, within the previous 10 years, been convicted or an offence under this Act, the *Election Act* or the *Canadian Elections Act* (Canada)

Municipal Government Act (MGA) RSA 2000 M-26

Resignation on Disqualification

175 (1) A councillor that is disqualified must resign immediately.

(2) If a councillor does not resign immediately;

- (a) the Council may apply to a judge of the Court of Queen’s Bench for
 - (i) an order determining whether the person was never qualified to be or has ceased to be qualified to remain a councillor, or
 - (ii) an order declaring the person to be disqualified from council;

OR

- (b) An elector who
 - (i) Files an affidavit showing reasonable grounds for believing that a person never was or has ceased to be qualified as a councillor, and
 - (ii) Pays into courts the sum of \$500 as security of the court

Offer of parcel for sale

418 (4) The municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the parcel need not be offered for sale under subsection (1) until

- (a) The agreement has expired, or
- (b) The owner of the parcel breaches the agreement

Pecuniary Interest

170 (3) A Councillor does not have a pecuniary interest by reason only of any interest

- (a) That the councillor, an employer of the councillor or a member of the councillor's family may have as an elector, taxpayer or utility customer of the municipality

Request for Direction

Topic: Rural Roads Update
Initiated by: Council
Prepared by: Amanda Davis
Attachments: 1. Info received from Flagstaff County (5 documents)
2. Environment Canada – Road Salts Code of Practice April 2004

Background:

Administration has been in contact with Alberta Transportation regarding the potential to pave TWP 124.

Administration to Transportation:

50th Street connects to Range Road 124 (Flagstaff County and Beaver County) approx. 50% of this road has been maintained as oil with the remaining gravel. Flagstaff County has proposed that all oil be removed and that the road be reverted to calcium chloride.

This has caused great concerns as this is our primary road North of Town that connects to Hiway 26 – again this is one of the only arterial roads that are not paved:

- Some of our key concerns, main entrance into our community;
- environmental impacts of calcium chloride in low lying wetlands;
- Connection to the only hospital that delivers babies in the region (Town of Viking);
- Economic development deterrent; etc just to name a few. H

How would we enter into discussion/negotiations with AB Transportation and look at the pros and cons of having RR 124 paved especially with support for Sedgewick, Flagstaff and Beaver?

It would seem that this development is aligning at a perfect time as Sedgewick completes the remained of the infrastructure; there would be a cost saving for all levels of government if we could make it work please send me your thoughts.

The following response was received from Russ Watts, Infrastructure Manager:

Highway 869 in Sedgewick and south of Highway 13 is considered by us to be a Level 4 highway. This means that it functions more as a local road within one municipality (in this case Flagstaff County) and does not provide an inter-municipal or inter-regional connection. We are interested in transferring these roadways to municipalities and in many cases throughout the province we are more interested in reducing the number of kilometres in our network. When we transfer these highways, we either offer maintenance money and potential capital improvement money or we transfer after the road is repaved.

From the highway network view, Highway 36 to the west and Highway 870 to the east provide the connection from Flagstaff County to Beaver County. The addition of Range Road 124 to connect these would not be necessary from the highway network perspective and we would not be looking to add this as another highway in our system.

I would be happy to discuss timing further with you, I can be reached at 403-340-4333.

Supplementary documents have been received from Flagstaff County's public works department. The letter that was sent by Town Council was deferred by Flagstaff County until their April 16th meeting. The recommendation on their RFD however indicates that they meet with the Town of Sedgewick to discuss our concerns.

Calcium as Fertilizer

Organic Fertilizer Supplier - Soil Additive Fertilizer

Is alkaline or saline soil affecting your plant growth and crop yield in Alberta, Saskatchewan or Manitoba?

For high sodium or magnesium soil, or unbalanced soil pH, Ward Chemical recommends Soil-Cal, an organic plant **fertilizer**. Soil-Cal is a form of liquid calcium chloride (CaCl₂), a naturally occurring brine that helps plants flourish.

What Makes Our Calcium Fertilizer So Effective?

Our premium **organic calcium fertilizer** quickly and effectively neutralizes soil pH and reduces soil crusting. In addition, our CaCl₂ blend is an excellent source of calcium, which is essential for plant growth and nutrition. It also aids in water retention and protects plants from diseases such as sclerotinia.

The key to calcium soil chemistry is solubility. Different **organic calcium fertilizer** compounds have a different solubility potential. Soil-Cal is a liquid calcium chloride **organic plant fertilizer** that is extremely soluble. With Soil-Cal, you need only gallons of application in comparison to the hundreds of pounds of a granular calcium product you would require for the same raw concentration.

Consider The Benefits Of An Organic Fertilizer

If you have alkaline or saline problems in your soil and are trying to decide between a chemical and organic fertilizer, consider the substantial benefits of Ward Chemical's organic calcium fertilizer.

To find out more about CaCl₂ as a calcium **fertilizer**, contact Ward Chemical today. We are proudly Canadian and one of North America's largest suppliers of calcium chloride **organic plant fertilizer**. Let us help you improve your yield!

Calcium in Soil

Soil Neutralization – Soil Stabilization - Soil Conditioner - Soil Ph Balance

Are your under-performing yields the result of high soil pH? If you've noticed white or grey residue around standing water (alkaline water), chances are your **soil pH** level is higher than normal.

At Ward Chemical, we produce Soil-Cal, an alkaline soil neutralization product that immediately **lowers soil pH** levels through a chemical ion exchange. Our easy to use liquid calcium chloride (CaCl_2) solution can be applied quickly and effectively to create a more conducive environment for plants to flourish in a **lower soil ph environment**.

Soil-Cal – Neutralize Alkaline Water / Alkaline Soil & Strengthen Plants

In addition to **soil neutralization and lowering soil ph**, Soil-Cal is an organic fertilizer that also provides increased calcium for plants. Studies have shown that increased calcium strengthens plant stems and decreases susceptibility to several plant diseases as a result of a **lower ph soil environment**.

Increase Productivity In Canada With Organic Soil Additives & Fertilizers

Our special organic calcium chloride (CaCl_2) blend is specifically designed for the agricultural industry in Alberta, Saskatchewan, Manitoba and British Columbia. This acid-neutralizer for alkaline water / alkaline soil can be applied in a standard fertilizer sprayer or as an airplane spray. Our recommended application rate will vary according to your specific **soil neutralization needs and your soil pH**.

For more information about CaCl_2 for soil neutralization, contact us at Ward Chemical. Soil-Cal can effectively balance / **lower your soil pH** levels and help you get the best yields from your crops.

Calcium in Food

Food Processing Products: Calcium Chloride Food Spray & Processing

The highest purity grades of calcium chloride (CaCl_2) have valuable applications as a food additive and food processing agent. From salt processing to fruit spray, liquid calcium chloride has become a key ingredient in food processing.

- Calcium chloride provides a salty taste to foods without increasing the sodium content (i.e. salt processing of pickles)
- Calcium chloride increases the firmness and shelf life of sprayed fruit and vegetables
- Calcium chloride improves the quality and nutritional value when freezing fruit and vegetables (actually increases the content of calcium in fruit)
- Calcium chloride neutralizes sodium alkalinity in water used to make soft drinks and beer
- Calcium chloride is used as a refrigerant in ice cream and frozen dessert manufacturing
- Calcium chloride serves as a meat tenderizer
- A calcium chloride dip has even been proven to inhibit acrylamide formation in potato chips and fries

Wholesale Salt Processing Products From Ward Chemical

In addition to the above-mentioned benefits, the calcium ion is more desirable than the sodium ion in human nutrition. For this reason, calcium chloride is also gaining popularity as a replacement for sodium chloride in the food processing industry.

Learn more about this versatility of calcium chloride and its value on this website then contact Ward Chemical for your wholesale supply of Calcium Chloride food processing technology.

Calcium in Water

Waste Water Treatment: Alkaline Water, Septic, Effluent Wastewater

Liquid calcium chloride is a preferred solution for effluent treatment over elements such as barium, strontium and magnesium electrolytes. As a highly soluble septic additive, this natural salt brine has the ability to remove flocculants from industrial waste water before the effluent is released into waterways.

In addition to its use as a water clarifying agent, calcium chloride is also effective as a drainage aid in water or septic treatments.

Advantages Of Using Calcium Chloride For Effluent Treatment

Calcium chloride causes the precipitation of such compounds as fluoride into a chemically stable form, thereby neutralizing alkaline water. This environmentally friendly option is popular because it offers many other benefits:

- **Cost effective**
- **Obtain pH control**
- **Increased rate of removal of flocculents**
- **Easy to dispense and monitor**
- **Low quantities needed**

Ward Chemical can answer all your questions about the use of calcium chloride for wastewater treatment. Contact us today!

Corrosion Control for Calcium

While liquid calcium chloride (CaCl_2) is effective in various applications across a wide range of industries, the innate properties of this natural salt brine can contribute to slight pipeline corrosion over time.

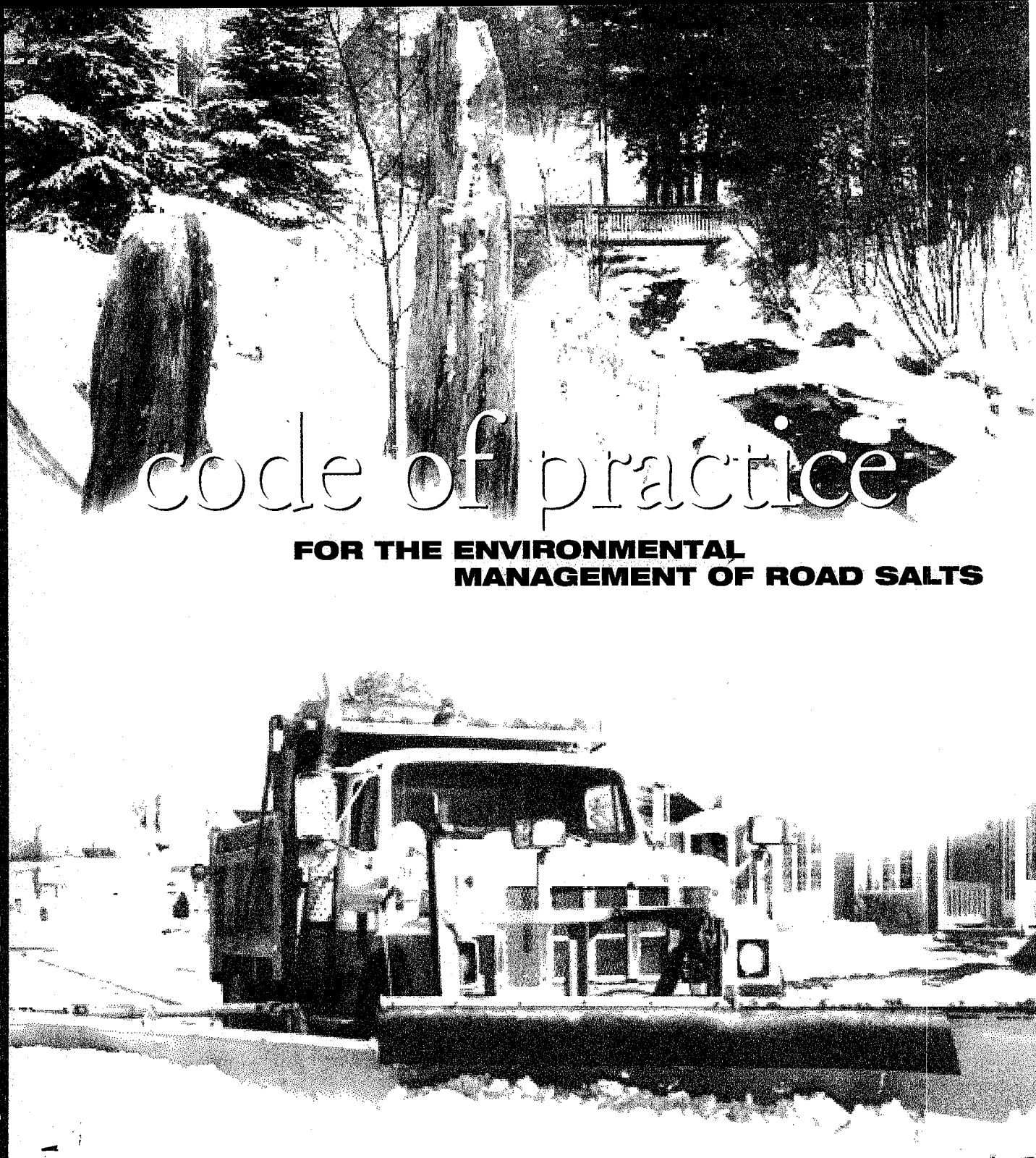
As experts in the production of calcium chloride solutions, we know that corrosion protection is a top priority for many industrial or oil and gas applications. In responding to the needs of our customers, Ward Chemical, through extensive corrosion testing, has developed corrosion inhibitors for our calcium brines that render them less corrosive than tap water.

Experts In CaCl_2 And Rust And Corrosion Control

From our well site in Calling Lake, Alberta and our production upgrader in Villeneuve, Alberta, Ward Chemical is dedicated to finding solutions for all of your industrial challenges.

Protect your equipment, your assets and your production with our proven rust and corrosion control products. Contact us today for more information!

Canadian Environmental Protection Act, 1999 (CEPA 1999)



code of practice

**FOR THE ENVIRONMENTAL
MANAGEMENT OF ROAD SALTS**

road salts

APRIL 2004

Canada

annex b: guidance for identifying areas that are vulnerable to road salts

PURPOSE

The purpose of Annex B is to provide guidance for organizations to consider when identifying areas of a receiving environment that may be particularly sensitive to road salts. Once a vulnerable area has been identified, organizations may then determine the level of vulnerability and the need to implement additional salt management measures.

Additional salt management measures in vulnerable areas may include:

- using technologies that further optimize the use of road salts;
- using environmentally, technically and economically feasible alternatives to road salts;
- increasing monitoring and measuring of chlorides and/or their impacts;
- locating patrol yards and snow disposal sites outside of vulnerable areas; or
- considering location and protection of vulnerable areas in the design of new roads and/or upgrading of existing roads.

It is important to note, when identifying vulnerable areas, that an area may be vulnerable either to infrequent but heavy addition of road salts or to light but frequent addition of road salts.

Organizations may consider consulting with entities that conduct, under their programs, work that could be relevant to the identification of areas vulnerable to road salts. In addition, organizations may wish to exchange information with other organizations adjacent to or having common authority over these vulnerable areas, and consult with their constituents.

Notes:

- Subsection 36(3) of the *Fisheries Act* prohibits the deposit of a deleterious substance into water frequented by fish. Nothing in this Annex should be interpreted as an authorization or recommendation to ignore this prohibition.
- The recommendations described above are intended to complement road salt management procedures already established in areas identified, designated or protected by a local, provincial, territorial, aboriginal, national or international system or body as ecologically significant or ecologically important.

CONSIDERATIONS

When identifying vulnerable areas, organizations should consider:

1. areas draining into bodies of water, such as:
 - (a) lakes and ponds with low-dilution and long residence times;
 - (b) watercourses that experience the cumulative effects of a dense network of highways; and
 - (c) provincially significant wetlands adjacent to roadways

where the addition of road salts has the potential to significantly raise the chloride concentration of the water to the point where it could present a threat of serious or irreversible environmental damage;

2. areas draining into small, moderately deep lakes, where the addition of road salts has the potential to create layers of water of

different salinity within the lake that prevent normal vertical mixing of the water (meromictic conditions);

3. areas where the addition of road salts has the potential to raise the chloride concentration, after mixing, to levels that could harm local fish or fish habitat;
4. areas adjacent to salt-sensitive native or agricultural vegetation, where the addition of road salts has the potential to cause severe reductions in flowering and fruiting, severe foliar, shoot and root injury, growth reductions, or reductions in germination and seedling establishment caused by elevated soil levels of sodium and chloride or aerial spray of sodium and chloride;
5. areas where the addition of road salts has the potential to harm the integrity of a life cycle (e.g. spawning grounds, nursery, rearing, food supply and migration areas for birds);
6. areas where the addition of road salts has the potential to harm a habitat necessary for the survival or recovery of a wildlife species listed on the List of Wildlife Species at Risk (Schedule 1 of the *Species at Risk Act*) where the area is identified as the species' critical habitat in the recovery strategy or in the action plan for the species established under that Act;
7. areas draining into sources of drinking water (surface water or groundwater, including wells), where the addition of road salts has the potential to raise the chloride concentration of the water to the point where it could not be used as a source of drinking water. Due regard should be given to background concentrations of chloride and other possible sources of chloride in making such a determination;
8. areas draining into groundwater recharge zones or that have an exposed or shallow water table, with medium to high permeability soils, such as medium to coarse sand and gravel, where the addition of road salts has the potential to significantly raise the chloride concentration of the groundwater to the point where it could present a threat of serious or irreversible environmental damage.

Request for Direction

Topic: Councillor Remuneration – Rate Review
Initiated by: Mayor St. Pierre/Administration
Prepared by: Amanda Davis
Attachments: Regional Remuneration Comparison

Background:

(11) Council & Legislative Budget

Expenditure:	2013 Budget	2013 Actual	2014 Budget	2014 YTD
Clr. Emp. Contrib.	500	393	500	
Clr. Fees	52,000	40,887.57	53,610	664.29
Travel & Sub.	8,000	4,518.69	7,000	1,764.31
Council Supplies			1,000	
Education	4,000	1,742.00	2,500	280
Insurance	450	490	490	412.50
Total:	64,950	48,031.26	65,100	3,121.10

1st Qtr. Remuneration (January – March):

Mayor St. Pierre: 5,086
 Clr. Robinson: 1,998
 Clr. Williams: 1,970
 Clr. Watkins: 1,800
 Clr. Sparrow: 1,600
 Clr. Rose: 1,325
 Clr. Dame: 1,488

Total: 15,267

Current:

Mayor St. Pierre asked that the remuneration rates be reviewed to ensure Council is satisfied with the current rate structure as well as review his time spent on engagements.

Remuneration is considerably higher from previous years; respectfully, there has been an abundance of meeting while our organizations complete strategic planning.

Attached to this RFD is a copy of the remuneration breakdown from within the Region for your review.

Flagstaff's Regional Councillor Remuneration Comparison Spreadsheet - 2014

Councillor Remuneration:	Mayor/month	Mayor/Annum	Deputy Mayor/Annum	Councillor/Month	Clr./Annum	Per Diems 1/2 Day (Mayor)	Per Diems Full Day (Mayor)	Per Diems 1/2 Day (Clr.)	Per Diems Full Day (Clr.)	Full Day/Out of Town	Half Day Mtg/Seminars/Out of Town	Teleconference Meeting	Per Meeting (Mayor)	Per Meeting (Clr.)	Meetings with Minutes taken	Hourly Rate	Authorized Event Attendance (Mayor)	Authorized Event Attendance (Clr.)	Mileage/km
Flagstaff County		39,468.48			35,880.39														
Hardisty	500.00			450.00		85.00	170.00	70.00	140.00										0.51
Sedgewick	325.00			100.00		100.00	200.00	100.00	200.00						100.00	25.00			0.54
Killam		10,000.00			6,500.00														
Daysland																			
Forestburg		6,900.00	5,750.00		4,600.00	75.00	150.00	75.00	150.00	180.00	90.00	37.50							
Lougheed													125.00	100.00			60.00	50.00	
Strome						125.00	85.00	125.00	85.00										
Alliance	500.00			500.00															0.50
Galahad							105.00	75.00	100.00				75.00						CRA Rates
Heisler													80.00	80.00					0.50

Last Updated: 7-Apr-14

Open Discussion

Topic: Round Table
Initiated by: Mayor St. Pierre
Prepared by: Amanda Davis
Attachments: n/a

Background:

Mayor St. Pierre identified the need for round table discussions. The intent of the discussion is to allow members of council an opportunity to address ideas or concerns in a open manner.

Process for a round table:

Each Councillor has the opportunity to speak for approx. 5 minutes, there should NEVER be decisions made or deliberated at this point. This is strictly an opportunity for open communication however Council may direct Administration to provide follow-up information at the next meeting.

Reminder, stay focused and on track or meetings could get very lengthy.