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April 8th, 2014

Agenda

Special Monthly Meeting – Call to Order – 7:00 pm; Sedgewick Legion, 4702 – 47th Avenue

Adoption of Agenda –

Correspondence – Items Arising:

1. **Sedgewick Lake Park** – Road Concern

Delegation – Flagstaff Coalition for Better Roads, 7:00 pm

Business:

- | | |
|---|-----------|
| 1) Municipal Budget – Mill Rate Overview | 1B |
| 2) Recreation – Shared Position | 2B |
| 3) Land – Offer to Purchase – In Camera/Closed Session | 3B |
| 4) Cemetery Bylaw #509 – Draft | 4B |
| 5) | |
| 6) | |

Adjournment -

1A
RECEIVED

APR 03 2014

To Whom It May Concern,

The Sedgewick Lake Board would like to express our concern over the County of Flagstaff's decisions following the rural road study. It is our understanding the range road 124 from the Town of Sedgewick north will be turned into a calcium treated road. The concerns that the Lake Board would have includes:

- Environmental damage caused by leaching calcium off of the road into the water ways and low land areas that connect to the lake.

- Environmental damage caused by calcium contamination with the trailers traveling down the road and entering the park site. We have sites that are completely grass and any calcium that might come off of the vehicles would kill the grass in these sites.

- Economic loss due to campers unwilling to travel down the calcium road to the park site.

- Loss or damage to the walking trail that connects the town to the park.

- loss or damage to the treated water line that connects the towns treated water to the park.

The Sedgewick Lake Board operates with the help of volunteers. We believe that we are a big part the Flagstaff Recreational Region and have been a big supporter of the regional recreation plan. Many of our campers come from out of the region and we draw a great number of people to explore our region that otherwise would not. The lake park has experienced a large amount of growth in the last six years and hope that the county will support continued growth in the future. The Sedgewick Lake Board invites the county council to come and visit this summer so that we can show council the asset of the region that is the Sedgewick Lake Park. The lake board would appreciate it if the county council would review the transformation of range road 124 from oil to calcium.

Sincerely Yours

Rob Djos

President, Sedgewick Lake Board

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

Name of Delegation: Flagstaff Coalition for Better Roads

Contact Name/Person(s) making presentation: Larry Hiller, Jim MacLeod and Kim Rempel

Issue to be discussed:

Flagstaff Coalition for Better Roads plan to address Flagstaff County with ideas for keeping the road bans on Twp Road #124 North which is to be scheduled to be transitioned from an oil to calcium chloride.

Request of Council:

That Council support the coalition's request to Flagstaff County regarding keeping the road ban in place on all oiled roads; 50%, Spring 75%, Summer, 90%.

Date of Council Meeting: April 8th, 2014

Delegation Time: 7:00 pm

*The Special Council meeting of April 8th will be held at the Sedgewick Legion;

Attached:

n/a

8-Apr-14

Mayor

8-Apr-14

CAO

Request for Decision (RFD)

Topic: Municipal Budget – Mill Rate Overview
Initiated by: Council/Administration
Prepared by: Amanda Davis
Attachments: See below.

Recommendations:

That Council approve Tax Rate Scenario #3 with an overall budget increase of 3.00% as presented

Background:

Step 1 – budget approval:

2013.12.366 MOTION by Clr. P. Robinson that Council approve the 2014 municipal budget in principle with a 1.36% increase. CARRIED.

Current:

Step 2 – Setting the Mill Rates:

Definitions:

1. **Assessment** – an official valuation of property for the purpose of levying a tax
2. **Mill Rate** – the amount of tax payable per dollar of the assessed value of a property

Attachments:

1. 2014 Municipal Budget pursuant to MOTION 2013.12.366 with a 1.36% increase in municipal taxes
2. A four (4) year Municipal Assessment and Tax Take Overview
3. Three Options for Municipal Tax Take with varying municipal budget increases; 1.36%, 2.00%, and 3.00%
4. Tax Rate Scenario 1 – Overall Budget Increase of 1.36%
5. Tax Rate Scenario 2 – Overall Budget Increase of 2.00%
6. Tax Rate Scenario 3 – Overall Budget Increase of 3.00%
7. 2013 Mill Rate Comparison – Flagstaff Region

Council is responsible to set a mill rate according to ensure we have balance budget. The mill rate will then be calculated and put into the 2014 Tax Rate Bylaw. The Tax Rate Bylaw must be approved prior to the mail out of tax notices on May 31st annually.

Various options are presented in the attached documentation; Council can direct any change in Mill Rate and or Minimum Tax if desired.

Town of Sedgewick
2014 Proposed Municipal Budget

(00/02)General Municipal

	2012 Budget	2013 Budget	2014 Proposed Budget
Revenues:			
Minimum Tax Levy	89,484	84,201	
AB Education - Residential	147,516	170,160	165,767
AB Education - Commercial	44,163	49,593	49,970
Seniors' Housing	15,394	16,603	19,602
Municipal Levy - Linear	13,588	15,196	
Municipal Levy - Residential	499,731	502,852	
Municipal Levy - Commercial	103,168	112,155	
Municipal Levy - Federal GIL	907	940	
Tax Penalties	10,000	14,000	16,000
Legal Costs	100	100	100
FortisAB Franchise Fees	21,190	27,000	27,000
Dividend Income	3,500	5,600	5,500
Royalties Income	30	30	30
Conditional Grant - Heritage	2,100		
Highway Traffic Fines	3,000	4,000	2,000
Other Revenues from Own Sources			
Total Revenues:	953,871	1,002,430	285,968

Requisitions:

Planning Requisition	1,430	1,570	1,570
AB Education - Commercial	44,163	49,593	49,970
AB Education - Residential	147,516	170,160	165,767
Seniors' Housing Requisition (FRHG)	15,394	16,603	19,602
Total Expenditures:	208,503	237,926	236,908

Net Surplus/(Deficit)	745,368	764,504	49,060
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	2012 Budget	2013 Budget	2014 Proposed Budget
Less:			
(11/19) Council & Other Legislative	(56,100)	(66,150)	(65,650)
(12) Administration	(207,390)	(226,950)	(262,744)
(23) Fire Services	(45,280)	(28,070)	(39,685)
(21/26) Policing & Bylaw Enforcement	(2,450)	(2,650)	(2,300)
(24) Disaster/Emergency Services	(100)	(100)	(2,000)
(32) Transportation - PW	(420,750)	(357,620)	(343,722)
(33) Transportation - Airport	(6,800)	-	-
(37) Environmental - Storm Sewers	(500)	(500)	(500)
(41) Environmental - Water System	12,570	8,600	22,230
(42) Environmental - Sanitary Sewers	59,810	76,750	75,365
(43) Environmental - Solid Waste/Recycling	(1,800)	4,780	2,740
(51) Social Services - FFCS	(11,680)	(11,800)	(11,800)
(56) Social Services - Cemetery	1,100	1,000	1,000
(61) Planning/Zoning	(2,200)	(2,200)	(2,200)
(63) Economic Development	(6,890)	(9,800)	(7,690)
(66) Land Development & Subdivision	(300)	(10,500)	(5,111)
(72) Recreation	(95,930)	(189,950)	(185,635)
(74) Culture	(18,730)	(18,930)	(19,080)
(91) Public Utility - Natural Gas System	57,390	69,590	71,896
Total Expenditures (= Taxes Levied)	(746,030)	(764,500)	(774,886)
Net Surplus/(Deficit)	(662)	4	(725,826)
Net Surplus/(Deficit) = Net Taxes Required	(662)	4	(725,826)

1.36%

Sedgewick's Municipal Tax Take - 4 Year Overview

2013 Tax Rates:	Assessment	Mill Rates	Min Tax Rate	Min. Tax Levy	2013 Taxation	Increase from Previous Year
Res./Farmland	64,472,320	7.7995				
Non-Res	11,773,560	9.6481				
Linear	1,419,640	9.6481				
Vacant Res.			600	12,200		0% Inceas in Min. Tax Levy
Vacant Non Res.			600	9,620		
Occupied Res.			900	51,250		
Occupied Non-Res./Linear			900	11,131		
	77,665,520			84,201	715,343	0.91%

2012 Tax Rates:	Assessment	Mill Rates	Min Tax Rate	Min. Tax Levy	2012 Taxation	Increase from Previous Year
Res./Farmland	64,107,530	7.7995				
Non-Res	11,059,650	9.6481				
Linear	1,408,390	9.6481				
Vacant Res.			600	14,325		50% Increase to Min. Tax Levy
Vacant Non Res.			600	9,934		
Occupied Res.			900	52,815		
Occupied Non-Res./Linear			900	11,532		
	76,575,570			88,606	708,906	16.46%

Sedgewick's Municipal Tax Take - 4 Year Overview

2011 Tax Rates:	Assessment	Mill Rates	Min Tax Rate	Min. Tax Levy	2011 Taxation	Increase from Previous Year
Res./Farmland	62,694,030	7.424				
Non-Res	10,085,650	8.6481				
Linear	1,370,840	8.6481				
Vacant Res.			400	9,148	603,715	0% Increase to Min. Tax Levy
Vacant Non Res.			400	5,855		
Occupied Res.			600	18,361		
Occupied Non-Res./Linear			600	5,832		
	74,150,520			39,196		13.91%

2010 Tax Rates:	Assessment	Mill Rates	Min Tax Rate	Min. Tax Levy	2010 Taxation	Increase from Previous Year
Res./Farmland	57,129,790	7.0664				
Non-Res	9,987,390	7.053				
Linear	1,396,160	7.053				
Vacant Res.			400	9,830	530,015	33.34% increase on <u>Vacant</u> Min. Tax Levy
Vacant Non Res.			400	22,735		
Occupied Res.			600	6,384		20% increase on <u>Occupied</u> Min. Tax Levy
Occupied Non-Res./Linear			600	7,621		
	68,513,340			46,570		3.38%

Below are three Municipal Tax Take Options. The attached pages correspond with these options. Please note they are colour coded to the headings of the next three pages. ***NOTE*** the figures on the corresponding pages are close estimates, upon direction of Council the numbers will be fine tuned and balanced.

Option 1:

2013 Tax Take:	715,340	
2014 Tax Take:	<u>725,827</u>	<u>1.36%</u>
<i>Difference:</i>	10,487	

Option 2:

2013 Tax Take:	715,340	
2014 Tax Take:	<u>730,144</u>	<u>2.00%</u>
<i>Difference:</i>	14,804	

Option 3:

2013 Tax Take:	715,340	
2014 Tax Take:	<u>736,800</u>	<u>3.00%</u>
<i>Difference:</i>	21,460	

Tax Rate Scenario 1 - Overall Budget Increase of 1.36%					
Scenario 1:	Tax Take:	Mill Rate:	Min Tax:	Min Tax Levy:	
Res/Farmland	565,595	7.6650			
Non/Res	146,048	9.5800			
Linear	14,726	9.5800			
Vacant Res.			600	12,671	
Vacant Non Res.			600	9,138	
Occupied Res.			900	50,518	
Occupied Non-Res./Linear			900	13,715	
Total Levies:				86,042	726,369 <u>1.36%</u>

Scenario 1 - Impact Assessment

Occupied:	Non Res. Assessment:	Mill Rate:	Municipal Levy:	
	658,780	9.5800	6,311	
	414,810	9.5800	3,974	
	262,360	9.5800	2,513	
	96,230	9.5800	922	

Occupied:	Res. Assessment:	Mill Rate:	Municipal Levy:	Min. Tax Levy:	Total Municipal Levy:
	695,740	7.6650	\$5,333		5333
	315,450	7.6650	\$2,418		2418
	252,800	7.6650	\$1,938		1938
	192,450	7.6650	\$1,475		1475
	102,320	7.6650	\$784	116	900
	34,150	7.6650	\$261	639	900

Vacant:	Assessment:	Mill Rate:	Municipal Levy:	Min. Tax Levy:	Total Municipal Levy:
Non. Res.	5,510	9.5800	53	547	600
	16,580	9.5800	159	441	600
	84,080	9.5800	805		805
Res.	9,590	7.6650	74	527	600

Tax Rate Scenario 2 - Overall Budget Increase of 2.00%

Scenario 2:	Tax Take:	Mill Rate:	Min Tax:	Min Tax Levy:
Res/Farmland	568,007	7.5460		
Non/Res	149,130	9.6481		
Linear	14,962	9.6481		
Vacant Res.			650	13,896
Vacant Non Res.			650	10,117
Occupied Res.			950	58,860
Occupied Non-Res./Linear			950	15,072
Total Levy:				97,944
				732,099
				<u>2.00%</u>

Scenario 2 - Impact Assessment

Occupied:	Non Res. Assessment:	Mill Rate:	Municipal Levy:	Min. Tax Levy:	Total Municipal Levy:
	658,780	9.6481	6,356		6,356
	414,810	9.6481	4,002		4,002
	262,360	9.6481	2,531		2,531
	96,230	9.6481	928	22	950

Occupied:	Res. Assessment:	Mill Rate:	Municipal Levy:	Min. Tax Levy:	Total Municipal Levy:
	695,740	7.5460	5,250		5,250
	315,450	7.5460	2,380		2,380
	252,800	7.5460	1,907		1,907
	192,450	7.5460	1,452		1,452
	102,320	7.5460	772	178	950
	34,150	7.5460	258	692	950

Vacant:	Assessment:	Mill Rate:	Municipal Levy:	Min. Tax Levy:	Total Municipal Levy:
Non. Res.	5,510	9.6481	53	597	650
	16,580	9.6481	160	490	650
	84,080	9.6481	811		811
Res.	9,590	7.5460	72	578	650

Tax Rate Scenario 3 - Overall Budget Increase 3.00%

Scenario 3:	Tax Take:	Mill Rate:	Min Tax:	Min Tax Levy:
Res/Farmland	571,691	7.4500		
Non/Res	151,031	9.5900		
Linear	15,039	9.5900		
Vacant Res.			700	15,118
Vacant Non Res.			700	11,257
Occupied Res.			1,000	67,623
Occupied Non-Res./Linear			1,000	16,747
Total Levy:				110,744
				737,761
				<u>3.00%</u>

Scenario 3 - Impact Assessment

Occupied:	Non Res. Assessment:	Mill Rate:	Municipal Levy:	Min. Tax Levy:	Total Municipal Levy:
	658,780	9.5900	6,318		6,318
	414,810	9.5900	3,978		3,978
	262,360	9.5900	2,516		2,516
	96,230	9.5900	923	77	1,000

Occupied:	Res. Assessment:	Mill Rate:	Municipal Levy:	Min. Tax Levy:	Total Municipal Levy:
	695,740	7.4500	5,183		5,183
	315,450	7.4500	2,350		2,350
	252,800	7.4500	1,883		1,883
	192,450	7.4500	1,434		1,434
	102,320	7.4500	762	238	1,000
	34,150	7.4500	254	746	1,000

Vacant:	Assessment:	Mill Rate:	Municipal Levy:	Min. Tax Levy:	Total Municipal Levy:
Non. Res.	5,510	9.5900	53	647	700
	16,580	9.5900	159	541	700
	84,080	9.5900	806		806
Res.	9,590	7.4500	71	629	700

Flagstaff Region - 2013 Mill Rate Comparison

	Res. Mill Rate	Comm. Mill Rate	Min. Tax Res. Occupied	Min. Tax Res. Vacant	Min. Tax Comm. Occupied	Min. Tax Comm. Vacant	Muni. Revenue Raised:
Hardisty	9.285	14.021	700		700		858,000
Sedgewick	7.7995	9.6481	900	600	900	600	715,340
Killam	9.94325	16.1801	500	350	500	350	1,032,384
Daysland	9.107	17.87	750	780	1000	1000	646,660
Forestburg	9.2979	23.8353	500				903,775
Lougheed	12.74	31.2	850	850	850	850	
Galahad	10.3	32.511	650	300	650	650	101,093
Strome	12.75	18.965	950		950		206,066
Alliance	16.31	16.31	180	180	350	350	

Request for Decision (RFD)

Topic: Recreation – Shared Position
Initiated by: Administration
Prepared by: Amanda Davis
Attachments: Recreation Facility and Program Manager Job Description

Recommendations:

1. That Council provide direction on their intent to propose a shared Recreation Facility and Program Manager with Flagstaff County.
-

Background:

At the March 19th, 2014 regular Council Meeting Council approved the Recreation Facility and Program Manager Job Description and Salary Chart as presented.

The following “Topic of Discussion” was missed and requires Council’s attention:

Topic for discussion:

In 2013 J. Fedyk and I met to discuss recreation in Sedgewick. Administration broached the topic of a shared recreation position with Flagstaff County. Between the two parties we are drafting a proposed collaborative job description. Council may consider formally pitching the idea to Flagstaff County.

As the Sedgewick Recreation Centre was deemed a Primary Facility there may be potential buy-in and support through a shared Program/Facility Manager.

Current:

Administration did not advertize for position of Recreation Facility and Program Manager following the March meeting as we received an emailed consensus of Council that the idea of a shared position be addressed in advance.

Considerations (recommendation to be addressed by the sub-committee):

If Council were in favor of presenting a collaborative position with Flagstaff County;

- Who would be the employer;
- What sort of time share would be acceptable;
- Is Sedgewick willing to negotiate on the requirements of the position etc.

Town of Sedgewick – Recreation Facility and Program Manager

CLASSIFICATION:	Administrative	SUPERVISOR:	CAO
DEPARTMENT:	Recreation	WORK HOURS:	Flexible 40 hrs/week
STATUS:	Permanent Full Time		

Summary of Position:

Under the direction of the Town Chief Administrative Officer (CAO) the Recreation Facility and Program Manager controls, manages, coordinates and evaluates the operation of the Sedgewick Recreation Centre while also planning, scheduling and delivering programming and events.

Qualifications:

1. Post-secondary diploma or degree in recreation or leisure studies, therapeutic; recreation, kinesiology or other related field from a community college or university;
2. Knowledge of community resources and service development;
3. Excellent oral and written communication skills;
4. Excellent communication, leadership and team building skills;
5. Effective leadership, interpersonal and organizational skills;
6. Proven time management; ability to prioritize, coordinate and manage multiple activities and meet deadlines;
7. Proficiency in Microsoft Office (Word, Excel, Outlook);
8. Possess experience in facility management and recreation programming or coaching
9. Ability to demonstrate tact and diplomacy with the public
10. Knowledge of a variety of sports and their rules and the ability to effectively instruct and/or direct a range of participants from children to seniors
11. Ability to work with and lead both paid and volunteer staff and non-profit organizations
12. Ability to work flexible work schedules with willingness to work evenings, weekends and holidays on a regular basis
13. Proven time management skills; an ability to manage a number of projects at the same time and the ability to work with minimum supervision
14. Possess an understanding of risk management and safety standards
15. Valid class 5 drivers license
16. Police security check & Drivers Abstract

Duties and Responsibilities:

The Facility and Program Manager shall be responsible for a variety of facility management and programming/administrative duties.

The Manager shall be responsible to work closely with that Town Chief Administrative Officer (CAO), User Groups, Flagstaff County and surrounding communities. It is imperative that the Manager support/implement the guidelines of the Regional Recreation Program identified by Flagstaff County as well as the implementation and support of programs for year-round facility operation, schedule and facility bookings and facility maintenance/management.

The Manager shall be responsible to the Town Council through the CAO. As well the Manager is required to liaise with all community recreation and culture committees and the general public to provide effective management of the Sedgewick Recreational Facilities.

The focal point of this position is to work regionally and facilitate a collaborative shift in regional recreation while supporting and enhancing current operations.

Supervision Received/Exercised:

- Policy direction shall be provided by Town Council and the Sedgewick Recreation Board
- Administrative direction shall be provided by the CAO
- Supervisory duties entail direct supervision of the Recreation staff, Arena Coordinator, Janitor, Kitchen and Library staff as well as assist them in advertising, recruiting, hiring, training and annual evaluation staff.
- Direct scheduling of staff and the maintenance of the facility by ensuring that hours worked by staff are properly recorded and are in accordance with approved labor standards and the budget

General Administration:

- Develop, implement and enforce policies and procedures for the Recreation Board and Council approval;
- To manage the daily operation as well as the long range planning of Recreation and Cultural Departments;
- Review and analyze existing departmental services and make necessary improvements by establishing long and short term goals;
- Prepare reports and studies related to departmental programming, capital improvements, facility maintenance and other assigned activities;
- Prepare the annual long term operation and capital budget with advice and assistance from the CAO and the Finance Officer;
- Actively seek out grant funding for all recreation-based projects as directed by Recreation Board, Sedgewick Town Council and the CAO for recreational, parks events and special projects;
- Control departmental spending within the budget allocation including approval of purchases and invoices for payment;
- Liaise with the Town Office and the Financial Officer in regards to financial records and accounting procedures;

- Ensure regular and timely deposits of cash receipts;
- Develop, implement and enforce a Health and Safety Program for all recreation services;
- Conduct and complete all scheduling of events within the facility;
- Provide monthly financial statements to the CAO who reports to Town Council
- Submit/report/compliance of all grants in conjunction with the Financial Officer
- Submit payroll hours to the Financial Officer/ bi-monthly
- Develop a marketing plan for the Regional Recreation Centre to sell programs and the facility to increase usage
- Assist with collaborative regional recreation meetings
- Keep social media posts up to date
- Actively engage in the development of a Recreation Agency with the expertise of CAO and Flagstaff County
- Perform any other duties as requested by the CAO

Public Relations:

- Promote a high degree of awareness of available opportunities in the Town of Sedgewick by coordinating, developing and distributing various marketing materials related to Town programs, services and facilities;
- Liaise with the community committees and the general public to provide effective management of the Sedgewick Recreation Centre facility;
- Search our community needs for new programs and assist in organizing new programs and follow up to ensure their success and participation; programming shall be in conjunction with the Flagstaff County's Recreation studies;
- Show interest in programs and activities by attending meetings, games and activities as much as is reasonable as an ambassador for the Town and promote good public relations;
- Organize and develop volunteer programs, assist in planning and organizing community events
- Ensure staff are trained/qualified in the provision of courteous customer services;
- Assist Operational Coordinators in the resolution of disputes;

Board Participation:

- To act as the principal advisor and administrative assistant to the Recreation Board;
- Prepare Board agendas and background documentation and assist in a policy advisory role;
- Confirm all decisions of the Recreation Board which affects individuals, clubs, organization etc. in writing;

Facilities:

- Establish facility booking procedures
- Develop maintenance standards for the facility and create and promote annual, monthly and daily maintenance programs;
- Ensure that the maintenance standards are adhered to by staff and contractors;
- Support activities done by outside agencies (Ag Society, Minor Hockey etc.) in the area of capital development, upgrading and maintenance in conjunction with the CAO;
- Assist with general janitorial duties within the facility

Request for Decision (RFD)

Topic: Offer to Purchase – In Camera/Closed Session
Initiated by: Offer to Purchase
Prepared by: Amanda Davis
Attachments: 1. Offer to Purchase – Dated March 26th, 2014
2. Town Map

Recommendations:

1. That the Town of Sedgewick decline the current offer as the lot is not in a developable state;
and
 2. That the Town of Sedgewick take the necessary steps to prepare #2 Canary Crescent for development and renegotiate with the parties.
-

Background:

Pursuant to the attached letter an offer to purchase #2 Canary Crescent for residential development is on the table.

Sedgewick, Alberta; T0B 4C0
March 26, 2014

Sedgewick Town Council
P.O. Box 129,
Sedgewick, Alberta; T0B 4C0

RE: #2 Canary Crescent, vacant lot for sale

Dear Town Council:

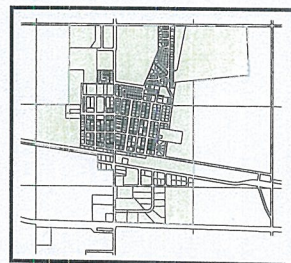
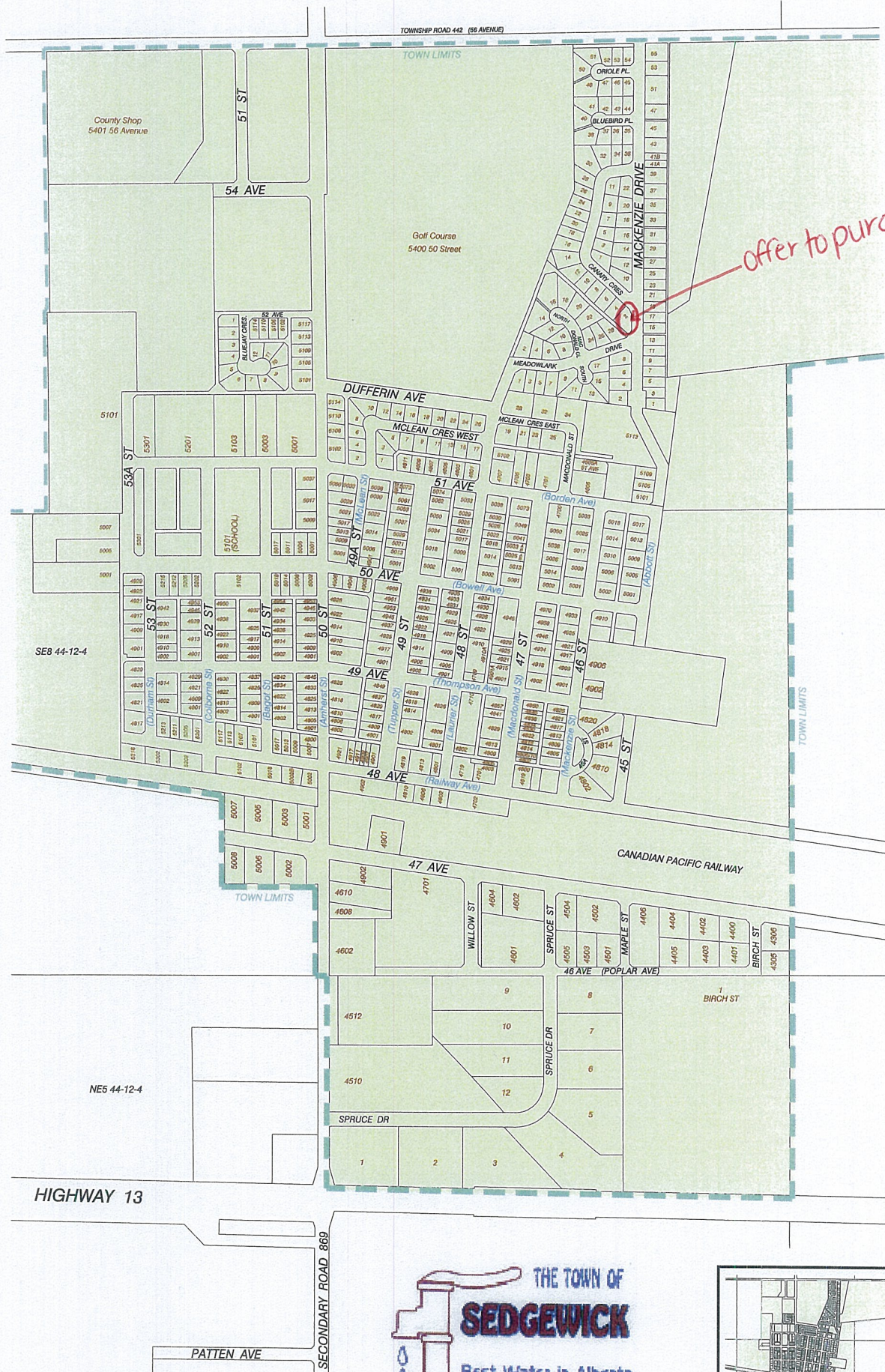
This letter is written to express our interest in purchasing #2 Canary Crescent, Sedgewick, Alberta.

We have been residing in Sedgewick for 14 years now and are considering the construction of a new home within the town of Sedgewick. As residents of the community for this long, we have enjoyed living in Sedgewick, and have all intentions of remaining in the community. The overall health of any rural community is a result of continued growth and development of the community, to ensure long term tax base is built and maintained. We have noticed an increased awareness of the new town council to be innovative and creative, in quest to maintain, build and diversify the tax base and viability of the Town of Sedgewick.

We realize that #2 Canary Crescent is a lot that presents significant challenges to any person that would chose to construct upon it, due to the extremely low grade of the lot in its present condition. We know that there will be large amount of clay fill required to raise the grade of the lot to provide adequate water run off abatement. Our initial belief is that the cost to purchase, haul and grade #2 Canary Crescent will be in the neighborhood of \$5000.00. Due to this cost that is required for adequate overland flood abatement, we would be prepared to offer the Town of Sedgewick full asking price of #2 Canary Crescent, less the cost of the clay fill required. Asking price of approximately \$10,900; less the estimated cost of clay fill of \$5000; resulting in an actual price of approximately \$5900.00.

We look forward to hearing back from the Town Council at your earliest opportunity. Many thanks, and keep up the good work that you are doing for the Town of Sedgewick.

Sincerely,



Request for Decision (RFD)

Topic: Cemetery Bylaw #509 - *Draft*
Initiated by: Ratepayer
Prepared by: Amanda Davis
Attachments: 1. Written request to Council
2. Letter from Fee & Sons – Dated March 27, 2014
3. Cemetery Bylaw #509 - *Draft*

Recommendation Option 1:

1. That Council provide comments on grave cover additions;
 2. That Council have 1st reading of Bylaw #509;
-

Or

Recommendation Option 2:

1. That Council authorize a variance for the installation of the flat granite monument, Plot K11, New Site;
-

Or

Recommendation Option 3:

1. That Council reject amendments to Cemetery Bylaw #495.
-

Background:

Cemetery Bylaw #495 Section (5): Monuments states:

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 (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 21.59 centimeters (8.5 inches) by 31.75 centimeters (12.5 inches; sizes do not include the foundation base; accessories are not permitted on the cremain plaques.

- 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) bronzed cremains flush mount plaques placed down the center of the grave.

Current:

The following discrepancies have been identified:

5.5 (c) states: Monuments shall be constructed of granite, marble or bronze;

And

5.5 (e) states: “....each additional **bronzed** plaque shall not exceed...”

Since approval of the Bylaw in 2012 plaque sizes and recommended materials have also changed.

Following discussion with Fee and Sons Funeral Services improvements to the bylaw have been identified:

Proposed Amendments:

5.5 (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).

5.5 (e) In the case of multiple burials (cremains) in a single plot a maximum of five (5) additional markers may be placed down the center of the grave. The maximum size of each additional plaque shall not exceed **25.4 centimeters (10 inches) by 50.8 centimeters (20 inches); sizes do not include the foundation base; accessories are not permitted on the cremain plaques/markers. Variances may be permitted for the exclusion of the foundation base on markers that are sandblasted at the discretion of the Cemetery Supervisor. All markers must remain consistent with existing markers.**

(Schedule A; Monument/Marker Proof has been added)

(The change in dimensions allows persons the option to have marble, granite or bronze marking plaques. The minimum size of the marble/granite plaque is 10”x20”) Monument permits are required prior to the purchase and installation of any monument or marker.

5.5 (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) ~~bronzed~~ cremain flush mount plaques placed down the center of the grave.

5.5 (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.

Considerations:

Fee and Sons noted that marble/granite grave covers are becoming popular. It is esthetically pleasing and more cost effective for the purchasers.

Over the past few years the Town has been removing cement grave covers in the "Old Cemetery" as they have been deteriorating, sinking and cause difficulties for maintenance.

Pursuant to our bylaw, cement grave liners are now required for any and all casket burials. The grave liner should reduce sunken graves. Grave covers that are made of marble/granite aren't expected to deteriorate.

Is this something Council is interesting in permitting? As we begin to prepare for the development of a new Cemetery Section, now is time to review options to improve the cemetery.

Below is a sample grave cover. The cover could be removed for additional burials etc. This one in particular is intended for cremain burials only. If Council was in favor of this type of monument, regulations should be set forth so that concrete bases are 4" lower to ensure marking/monuments are flush with the grade of the land.



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

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

Name of Delegation: _____

Contact Name/Person making presentation: _____

Issue to be discussed: Town of Sedgewick By law 495 - Cemetery
By law Section 5: Monuments.

Delegate wishes to have bylaw changed to allow
the use of flat granite markers to compliment the first marker
in a multiple burial site (cremains) in a single plot rather than
having to use bronzed plaques a Delegate and family feel that the
similar composition marker would be more complimentary than changing
to bronze. However, the use of granite or marble would have to be slightly
larger (10" x 20",) than the (8.5" x 12.5")
(excluding border) that is presently allowed. The additional size is necessary to
allow the etching in marker)

Request of Council: Change section 5.5 e to allow ... a
maximum of five (5) additional markers The maximum size
of each additional shall 20 inches x 10 inches ()
Sizes ... // Change section 5.5 f to ... (5) flush mount
markers placed down ...

Date of Council Meeting: _____

Delegation Time: _____

If there is additional information please attach: Yes _____ No _____

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

* In person delegation not required *



FEE AND SONS
FUNERAL SERVICE

100 years
History, Heritage, Tradition
Phone: 780-385-3642
www.feeandsonsfuneralhome.com

Helping Communities and Their Families

March 27, 2014

To: Amanda CAO @ Town of Sedgewick,

has asked that I sent you a letter regarding my opinion on "additional grave monuments on a single burial grave plot".

He is requesting to have two additional granite flat markers with a monument at the head of the burial plot, instead of two additional bronze plaques as per the cemetery by-law.

In my opinion, having granite will be nicer in appearance, maintenance and they will be "truly flush" with the ground; unlike the bronze plaques. Bronze plaques or markers do have a tendency to oxidize and two won't ever oxidize the same. The bronze plaques are not truly flush as they are bolted through concrete and sit approximately 3/8 – 1/2" atop the concrete. This leaves the bronze vulnerable to mover blades, snow removal equipment, etc.

If you have any questions please do not hesitate to call us at 780-385-3642.

Yours Truly,

Les Fee

Fee & Sons Funeral Service

**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 internment 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 ~~21.59 centimeters (8.5 inches) by 31.75 centimeters (12.5 inches); sizes do not include the foundation base; accessories are not permitted on the~~

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~~cremain plaques.~~ **25.4 centimeters (10 inches) by 50.8 centimeters (20 inches); sizes do not include the foundation base; accessories are not permitted on the cremain plaques/markers. Variances may be permitted for the exclusion of the foundation base on markers that are sandblasted at the discretion of the Cemetery Supervisor. All markers must remain existing markers.**

- f. Each plot may have, upon receiving written approval from the Town, one foundation with one Monument with a maximum of six (6) names or an original Monument with a maximum of five (5) ~~bronzed~~ 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.

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- r. When the installation of a monument and or foundation is in non-compliance with the Cemetery Bylaw, a notice identifying the non-compliance will be issued by the Town. If the problem is not rectified in a reasonable amount of time, the Cemetery Supervisor has the authority to remove the monument in question pursuant to Cemetery Bylaw Part 2.6.

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.

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

Section 9: Offences & Penalties

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

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Cemetery Bylaw**

e. Any other information as may be required by the Town.

- 10.4 Where a Violation Tag is issued pursuant to this Bylaw, the person to whom the Violation Tag is issued may in lieu of prosecution of the offense, pay the Town the penalty specified in the Violation Tag.

Section 11: Violation Tickets

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

Section 12: Severability

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

Section 13: Attachements

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

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 _____ DAY OF _____ 2014.

READ A SECOND TIME THIS _____ DAY OF _____ 2014.

UNANIMOUS CONSENT FOR THIRD READING THIS _____ DAY OF _____, 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): <input type="checkbox"/> Headstone <input type="checkbox"/> Plaque	Accessories: <input type="checkbox"/> Flush Mount Vase <input type="checkbox"/> Flush Mount Picture <input type="checkbox"/> Other: _____		Material: <input type="checkbox"/> Bronze <input type="checkbox"/> Granite <input type="checkbox"/> Marble	Type of Service:										
				<input type="checkbox"/> New Installation (Specify: Single/ Double)										
				<input type="checkbox"/> Permanent Removal										
				<input type="checkbox"/> Removal for Alteration/Repair _____										
				<input type="checkbox"/> On Site Alteration /Repair										
Monument/Marker Proof: _____														
Additional Information:														
<p>Length shall mean the measurement of the monument as it would face the plot measured from left to right.</p> <p>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.</p> <p>Height shall be flush to the ground surrounding the monument including the 4” foundation.</p> <table><tr><td>All measurements: (to be made in inches)</td><td>Length</td><td>Width</td></tr><tr><td>Monument Size:</td><td></td><td></td></tr><tr><td>Foundation Size:</td><td></td><td></td></tr></table>						All measurements: (to be made in inches)	Length	Width	Monument Size:			Foundation Size:		
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 though 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:														