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July 14th, 2014

Agenda

Organizational Meeting – Call to Order – 6:00 PM

Adjournment:

Special Monthly Meeting – Call to Order –

Minutes:

1. June 19th, 2014 Organizational Meeting Minutes – Attached
Matters Arising:
2. June 19th, 2014 Regular Meeting Minutes – Attached
Matters Arising:
3. July 3rd, 2014 Special Meeting Minutes – Attached
Matters Arising:

Delegation: Pat & Esther Whitehead – 6:30 PM

Business:

- | | |
|--|----|
| 1) Land Use Bylaw #461 Direct Control – Development Permit Application | 1B |
| 2) Land Use Bylaw #461 – Development Permit – Variance | 2B |
| 3) Hawkers & Peddlers Bylaw #484 – Review | 3B |
| 4) ATB Accounts – Signing Authorities | 4B |
| 5) Sedgewick Lake Park – Reservations | |
| 6) Slo Pitch Tournament – Update | |
| 7) | |
| 8) | |

Adjournment:

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

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

Call to Order: Mayor Robinson called the meeting to order at _____ pm.

Committee Appointments:

2014.07: **MOTION:** by Clr. _____ that the members on the standing committees and appointments be approved as follows: CARRIED.

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

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

Adjournment:
2014.07.:
MOTION: by Clr. _____ for adjournment at _____pm. CARRIED.

Perry Robinson, Mayor

Amanda Davis, CAO

17-Jul-14
Mayor

17-Jul-14
CAO

Mayor/Councillor	Committee	Board
Perry	Administration Town Personnel Rec Sub Committee Cemetery	RESC FIP
Fred	Policy Review Transportation & UT Rec Sub Committee	SKNGS Golf Club FRHG
Greg	Town Personnel Rec Sub Committee Land Acquisition	Fire Dept. SKNGS Rec Board
Wayne	Administration Policy Review Transportation & UT Beautification	FRSWMA Hall
Cindy	Administration Beautification Land Acquisition Cemetery	Lake PRL
Carol	Beautification Health Unit Communications Cemetery	CAC Library FFCS
Erik	Town Personnel Policy Review Transportation & UT Land Acquisition	SKNGS BRAED

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Oath of Office: Clr. F. Watkins swore in Mayor P. Robinson.

Call to Order: Mayor Robinson called the meeting to order at 6:03 pm.

Committee Appointments:

2014.06.68: **MOTION:** by Clr. F. Watkins that the members on the standing committees and appointments be approved as follows: CARRIED.

Administration	Budgeting and Finance Contracts, Agreements and Requisitions Bylaws Memberships and Subscriptions Legal Engineers Town Office - building and equipment Insurance Licenses and Permits Assessor and Assessments Auditor Grants – Local, Provincial and Federal
Perry Robinson Wayne Dame Cindy Rose	
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Ian Malcolm	Director of Emergency Management
Transportation & Utilities – Public Works	
Greg Sparrow Fred Watkins Wayne Dame	Streets and Sidewalks, sanding, gravel, oil, paving, lighting, storm sewers, and snow removal Public Works – building and equipment Water System Sanitary Sewer System
Environmental Health Services and Utilities	
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Perry Robinson Carol Williams Cindy Rose	Sedgewick Cemetery
Economic Development	
Wayne Dame	BRAED – Battle River Alliance Economic Development
Cindy Rose	FIP - Flagstaff Intermunicipal Partnership – <i>first Monday</i>

Deputy Mayor:

2014.06.69:

MOTION: by Mayor Robinson that Clr. F. Watkins be appointed Deputy-Mayor.

CARRIED.


Adjournment:

2014.06.70:

MOTION: by Clr. G. Sparrow for adjournment at 6:05 pm.


CARRIED.

Perry Robinson, Mayor



Amanda Davis, CAO


14-Jul-14
Mayor



14-Jul-14
CAO


The Regular Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday June 19th, 2014 at 6:05 pm.

Present	Perry Robinson Fred Watkins Carol Williams Cindy Rose Greg Sparrow	Mayor Councillor Councillor Councillor Councillor
Absent	Wayne Dame	Councillor
Present	Amanda Davis	Chief Administrative Officer
Call to Order	Mayor P. Robinson called the meeting to order at 6:05 pm.	
Agenda 2014.06.71	MOTION by Clr. C. Rose that the agenda be approved with the following additions: <i>Correspondence:</i> 5A. Resident Request <i>Business:</i> 18B. Special Council Meeting	
		<u>CARRIED.</u>
<i>Correspondence:</i> Resident Letter - Water	Council received a letter from A. Cameron commenting on private water wells.	
FRSWMA Minutes	The May 26 th , 2014 Flagstaff Regional Solid Waste Management Association (FRSWMA) meeting minutes were reviewed.	
FFCS LOS	Flagstaff Family & Community Services (FFCS) sought municipal support in addressing the RCMP shortages within the Killam-Forestburg Detachment.	
2014.06.72	MOTION by Clr. G. Sparrow that the Town of Sedgewick send a letter in support of FFCS's attempt to address the RCMP shortages within the Killam-Forestburg Detachment while noting that in no manner are we criticizing our local detachment as we realize staff shortages are beyond their control.	
		<u>CARRIED.</u>
FC Strategic Priorities	Council reviewed Flagstaff County's Strategic Priorities Work Plan.	
Resident Request	Council received a letter requesting that the Town inquire whether the school bells at Central High Sedgewick Public School (CHSPS) can be turned off for the summer months. Council noted that this request is not within our municipal powers however the concerns would be forwarded to the Battle River School Division.	
LOC	A list of correspondence items was reviewed by Council, as per the list attached and forming part of these minutes.	
2014.06.73	MOTION by Clr. C. Williams to accept correspondence items and file as information.	
		<u>CARRIED.</u>
Financial Statements	Council reviewed the Financial Statement for the month ending May 31 st , 2014 as attached to and forming part of these minutes.	
2014.06.74	MOTION by Clr. F. Watkins that the financial statement for the month ending May 31 st , 2014 be approved as presented.	
		<u>CARRIED.</u>
Budgetary Control	Council reviewed the Budgetary Control for the month ending May 31 st , 2014 as attached to and forming part of these minutes.	
2014.06.75	MOTION by Clr. C. Rose the Budgetary Control for the month ending May 31 st , 2014 be approved as presented.	
		<u>CARRIED.</u>

MGA Section 172	Pursuant to Section 172 of the Municipal Government Act (MGA) Clr. C. Rose declared a pecuniary interest in the next item.
Accounts	Council reviewed the issuance of General Cheques and Payroll Cheques for the month ending May 31 st , 2014 as attached to and forming part of these minutes.
2014.06.76	MOTION by Clr. G. Sparrow to approve issuance of General Cheques # 3299-3346, totaling \$110,182.63 and Payroll Cheques #0222-0237, totaling \$21,624.20 for the month ending May 31 st , 2014. <u>CARRIED.</u>
<u>Committee Reports:</u>	Council provided written reports to June 19 th , 2014 as attached to and forming parts of the minutes.
FRHG	Clr. F. Watkins reported attendance to the June 17 th , 2014 Flagstaff Regional Housing Group (FRHG) meeting.
SKNGS	The Sedgewick Killam Natural Gas System (SKNGS) Financial Statements for the year ending December 31 st , 2013 were presented.
2014.06.77	MOTION by Clr. G. Sparrow that the SKNGS Financial Statements for the year ending December 31 st , 2013 be approved as presented. <u>CARRIED.</u>
2014.06.78	MOTION by Clr. G. Sparrow that the committee reports be approved as presented. <u>CARRIED.</u>
<u>Public Works Report:</u>	A written Public Works report was provided to June 19 th , 2014 as attached to and forming part of these minutes.
2014.06.79	MOTION by Clr. C. Rose that the Public Works report be approved as presented. <u>CARRIED.</u>
<u>CAO Report:</u>	CAO Davis provided a written Administration report to June 19 th , 2014 as attached to and forming part of these minutes.
2014.06.80	MOTION by Clr. F. Watkins that the CAO report be approved as amended: Meeting dates should state, “May 28 th , 29 th and 30 th not June 28 th , 29 th and 30 th ”. <u>CARRIED.</u>
<u>Minutes:</u>	Council reviewed the minutes of the May 21 st , 2014 regular council meeting.
2014.06.81	MOTION by Mayor P. Robinson that the minutes of the May 21 st , 2014 regular council meeting be approved as presented. <u>CARRIED.</u>
Organizational	Council reviewed the minutes of the May 29 th , 2014 Organizational Council Meeting.
2014.06.82	MOTION by Clr. G. Sparrow that the minutes of the May 29 th , 2014 Organizational meeting be approved as presented. <u>CARRIED.</u>
<u>Business:</u>	
Municipal Audit Proposals	Council received three (3), three (3) year Municipal Audit Proposals. <ol style="list-style-type: none"> 1. Brian King Professional Corp. 2014, 9,000; 2015, 9,100; 2016, 9,200 2. Collins Barrow 2014, 16,500; 2015, 17,000; 2016, 17,500 3. Grant Thornton 2014,21,000; 2015, 21,500; 2016, 22,000
2014.06.83	MOTION by Clr. C. Williams that the Town of Sedgewick approve Brian King Professional Corporation’s three (3) year Municipal Audit Proposal (SEDAUD14-16) as presented. <u>CARRIED.</u>
Fire Services Agreement	Council reviewed proposed amendments to the Fire Services Agreement.
2014.06.84	MOTION by Clr. C. Rose that the Town of Sedgewick approve all member municipalities recommended changes to the Fire Services Agreement less Flagstaff County’s request to include a clause addressing the “non-payment” for false alarm calls and further recommend that a flat rate of \$300 be set for false alarms. <u>CARRIED.</u>
<hr/> 14-Jul-14 Mayor	 <hr/> 14-Jul-14 CAO

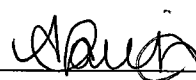
- In-Camera**
2014.06.85
Revert
2014.06.86
2014.06.87
- MOTION by Clr. G. Sparrow to go in-camera at 7:37 PM to discuss land issues with all persons excluded except Town Council and CAO Davis. CARRIED.
- MOTION by Clr. F. Watkins that Council revert to a regular meeting at 7:54 PM. CARRIED.
- MOTION by Clr. F. Watkins that the Town of Sedgewick accept J. Guerney's offer of \$1,500 for the purchase of Plan 5755S; Block B; Lot 25. CARRIED.
- Subdivision**
Proposal
2014.06.88
- Residential Subdivision Proposals were presented.
- MOTION by Clr. F. Watkins that discussion regarding the Subdivision Proposals be deferred to the next Council meeting. CARRIED.
- Municipal Lot**
Lease Policy
2014.06.89
2014.06.90
- Discussion held regarding enforcement of the Town's Municipal Lot Lease Policy and Traffic Bylaw #440 particularly in regards to storage of RV's and recreational trailers.
- MOTION by Clr. F. Watkins that discussions regarding the enforcement of Traffic Bylaw #440 be deferred to the July Council meeting. CARRIED.
- MOTION by Clr. C Williams directing administration to enforce the Municipal Lot Lease Policy.
- Clr. F. Watkins request a recorded vote:
- | <u>In Favor:</u> | <u>Opposed:</u> |
|---------------------|--------------------|
| 1. Mayor Robinson | 1. Clr. F. Watkins |
| 2. Clr. C. Rose | |
| 3. Clr. G. Sparrow | |
| 4. Clr. C. Williams | |
- CARRIED.
- Council directed Administration to address concerns regarding improper storing of RV Trailers, etc in the Scoop and further note that residents are to be made aware that Council is seeking alternative solutions with regards to storage/enforcement pursuant to Traffic Bylaw #440.
- Lease Expiry**
2014.06.91
- NW 6-12-44 W4M & NE 16-44-12 W4M lease expires on March 31st, 2014; a three year extension was requested.
- MOTION by Clr. F. Watkins that Council authorize signatures on a three (3) year extension lease at NW 6-12-44 W4M & NE 16-44-12 W4M with T. Guhle at a rate of \$3,500/year plus GST. CARRIED.
- SLP – Capital**
Project
2014.06.92
- Council received a letter from Sedgewick Lake Park Association seeking support for the installation of a spray park.
- MOTION by Clr. G. Sparrow that the Town of Sedgewick fully support the Sedgewick Lake Park Association's endeavour to build a spray park and further allocate \$28,819 to the project. CARRIED.
- Public Works –**
Building
Maintenance
2014.06.93
- Administration presented options for upgrades to the Cold Storage Building located at 4813 – 47th Avenue.
- Two (2) material and one (1) labour quotes were obtained:
1. Sedgewick Building Supplies - \$11,462.55
 2. Sedgewick Co-op - \$11,858.68
 3. Pedro & Jake Construction (Labour) = \$23,100
- MOTION by Clr. F. Watkins that Council approve the Sedgewick Building Supplies material quote and Pedro and Jake's labour quote for repairs and upgrades to the Cold Storage Shop as presented and further that the upgrades be funded from the Public Works Building R&M Reserve account (49732904) with a maximum expenditure of \$37,853.60. CARRIED.
- WTP Capital**
Upgrades
- An Engineering Tender was presented for a Standby Power Generator at the Water Treatment Plant (WTP).

14-Jul-14
Mayor


14-Jul-14
CAO


2014.06.94	MOTION by Clr. G. Sparrow that Council approve Stantec's proposal to design and tender for the WTP Standby Power Generator at a cost of \$6,000. <u>CARRIED.</u>
Public Works – Incident Report	Council received notification from D. Klein of damage caused to his vehicle from a rock after passing the public works department while they were mowing ditches. Klein sought compensation for damages.
2014.06.95	MOTION by Mayor P. Robinson that the Town of Sedgewick decline D. Klein's request for compensation and further note that in no way does the Town accept any responsibility in this matter. <u>CARRIED.</u>
Public Works Paving Request	Kal Tire submit a request that the Town of Sedgewick pave the boulevard in front of the business located at #1 Spruce Drive.
2014.06.96	MOTION by Mayor P. Robinson that this matter be deferred until quotes are obtained for the project. <u>CARRIED.</u>
Parade Schedule	A parade schedule was presented. <ol style="list-style-type: none">1. Forestburg – June 21, 2014 – decline attendance2. Sedgewick – July 1st, 2014 – Clr. G. Sparrow3. Hardisty – July 19th, 2014 – Clr. F. Watkins4. Lougheed – August 9th, 2014 – Clr. C. Williams
Recess	MOTION by Clr. C. Williams to recess the meeting at 8:34 PM. <u>CARRIED.</u>
2014.06.97	
Reconvene	MOTION by Mayor P. Robinson that the meeting reconvene at 8:40 PM. <u>CARRIED.</u>
2014.06.98	
In-Camera – Legal	MOTION by Clr. C. Rose to go in-camera at 8:41 PM to discuss legal issues with all persons excluded except Town Council and CAO Davis.
2014.06.99	
Revert	
2014.06.100	MOTION by Clr. C. Williams to revert to a regular meeting at 8:45 PM. <u>CARRIED.</u>
Strategic Plan	Strategic Plan project updates were presented.
Recreation – Job Description	MOTION by Clr. F. Watkins that the Recreation Job Description and Land Use Bylaw Zoning Request be deferred to the July Council meeting. <u>CARRIED.</u>
Land Use Bylaw – Zoning Request	
2014.06.101	
Round Table	A round table discussion was held. Clr. C. Williams expressed concerns with regards to littering. She also advised that cans/bottle recycling containers were available through the Killam Bottle Depot free of charge.
Special Council Meeting	A Special Council meeting was request to deal with the deferred business items.
2014.06.102	MOTION by Mayor P. Robinson that a Special Council Meeting be held on July 3 rd , 2014 at 6:00 PM. <u>CARRIED.</u>
Adjournment	MOTION by Mayor P. Robinson for adjournment at 9:04 PM. <u>CARRIED.</u>
2014.06.103	

Perry Robinson, Mayor



Amanda Davis, CAO

14-Jul-14
Mayor



14-Jul-14
CAO

The Special Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday July 3rd, 2014 at 6:00 pm.


Present	Perry Robinson Fred Watkins Carol Williams Cindy Rose Greg Sparrow Wayne Dame	Mayor Councillor Councillor Councillor Councillor Councillor
Present	Amanda Davis	Chief Administrative Officer
Call to Order	Mayor P. Robinson called the meeting to order at 6:05PM.	
Agenda		
2014.07.104	MOTION by Clr. W. Dame that the agenda be approved as amended: Additions: 8B. Stop Order; Plan 3825P; Block 7; Lots 5P-9 <u>CARRIED.</u>	
Residential Subdivision	Two Engineering tenders were received for the Town of Sedgewick's 32 lot residential subdivision. 1. Morrison Hershfield - \$150,500 2. Stantec - \$150,000	
2014.07.105	MOTION by Clr. W. Dame that Council approve Stantec's proposal to provide engineering services for the Towns Residential Subdivision in the amount of \$150,000 contingent that a service/capacity report be completed for the Lift Station and Water Treatment Plant. <u>CARRIED.</u>	
In-Camera 2014.07.106 Revert 2014.07.107	MOTION by Clr. C. Rose to go in-camera at 6:25 PM to discuss personnel issues with all persons excluded except Town Council and CAO Davis. <u>CARRIED.</u> MOTION by Clr. C. Williams to revert to a regular meeting at 6:40PM. <u>CARRIED.</u>	
Rec – Job Desc.	A revised Recreation Facility & Program Manager Job Description was presented for Council review.	
2014.07.108	MOTION by Clr. F. Watkins that the Recreation Facility & Program Manager Job Description be approved as amended. <u>CARRIED.</u>	
Salary Chart	A revised Salary Chart for Full Time Municipal Employees was presented for Council review.	
2014.07.109	MOTION by Clr. G. Sparrow that the Salary Chart for Full Time Municipal Employees be approved as amended. <u>CARRIED.</u>	
Traffic Control Bylaw #440	Discussion held regarding the enforcement of Traffic Control Bylaw #440.	
Council Meeting Dates 2014.07.110	Discussion held regarding July and Augusts' regularly scheduled Council meetings. MOTION by Mayor P. Robinson that the July 17 th and August 21 st , 2014 regular council meetings be cancelled and rescheduled for August 28 th , 2014 at 6:00 PM. <u>CARRIED.</u>	
Mayors' Meeting 2014.07.111	A open discussion was held in reference to Mayor's Meetings. MOTION by Clr. F. Watkins directing administration to send a formal letter to member municipalities expressing the Town's concerns regarding the use of Mayors' Meetings. <u>CARRIED.</u>	
Adjournment 2014.07.112	MOTION by Clr. W. Dame for adjournment at 7:22 PM. <u>CARRIED.</u>	

Perry Robinson, Mayor



Amanda Davis, CAO

14-Jul-14
Mayor



14-Jul-14
CAO

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

Name of Delegation: Pat & Esther Whitehead, Applicant

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

Issue to be discussed:

Development Permit Application 2014-08 – Direct Control Zoning

Background:

Administration request that Pat & Esther Whitehead attend the meeting as delegates to clarify their Development Permit Application. This is an opportunity for Council to seek clarity on any points of the application that may be vague and to ensure all parties understand the requested use of the property.

Request of Council:

That Development Permit 2014-08 be approved as presented.

Date of Council Meeting: July 14th, 2014

Delegation Time: 6:30 pm

Attached:

Business Item 1B.

14-Jul-14

Mayor

14-Jul-14

CAO

Scheduled Time Frame –15 minutes

Request for Decision (RFD)

Topic: Land Use Bylaw #461 – Direct Control Development Permit Application
Initiated by: LUB #461/Stop Order
Prepared by: Amanda Davis
Attachments: 1. Development Permit Application & Site Plan 2014-08
2. Stop Order
3. Letter Dated – July 11, 2014

Recommendations:

A recommendation will be brought forth from the Land Committee as we are meeting at 6:30 am Monday morning to discuss the proposal.

Background:

A Stop Order was issued against Plan 3825P; Block 7; Lots 5P-9 on June 27th, 2014 due to unauthorized use of land that was zoned Direct Control.

To remedy the Stop Order, the owners were required to submit a Development Permit Application as well as a Site Plan to Council for approval by September 30th, 2014.

Council gave third reading to Bylaw #505 on November 28th, 2013. This bylaw rezoned Plan 3825P; Block 7; Lots 5P-9 from Residential (R1) to Direct Control (DC) pursuant to the request of the applicant.

The purpose of Direct Control Districts is to provide for developments that, due to their unique characteristics, innovative ideas or because of unusual site constraints, require specific regulations unavailable in other land use districts. This district is not intended to be used in substitution of any other land use district in this Bylaw that could be used to achieve the same result.

Current:

There are many issues/concerns with the attached permit:

1. The applicants are requesting two separate uses for the land:
 1. RV Park;
 2. RV Storage

Administration contacted the applicants for clarity on their definition of an “RV Park & RV Storage Site”.

The applicants classify all recreational trailers as RV’s:

- Holiday trailers;
- Boat trailers;
- Sled trailers, etc.

How many of the 19 sites are intended for “living” being that there are only 6 RV hook ups?

- Their intent is to allow living in all of the 19 sites being that some persons may have generators

Enforcement Concerns:

<p>This development permit is the only item we have for enforcement on the said location;</p> <ol style="list-style-type: none">a. If the permit is not extremely detailed we have no way to enforce the use of the permit;b. Will the parties be using the site permanently and if so do they intend on placing

boardwalk/walk ways, porches, decks etc.

How does this development affect the surrounding home owners;

- c. Noise Control;
- d. Unsightly Premises;
- e. Setback from lot lines

Condition Options:

- 1. Fencing and Screening;
- 2. Limiting the use of occupants on the site (densities)
- 3. Setbacks;

Confirmed by Sue Armstrong, Municipal Affairs:

There is no appeal process in a Direct Control District. If council rejects the development permit application, the applicant cannot go to the Subdivision and Development Appeal Board.

Town of Sedgewick's LUB #461:

24.5 A decision on a development application within a Direct Control District may be appealed only if the Development Officer and/or Municipal Planning Commission (Council) did not follow the directions of Council. If the Board finds that the Development Officer and/or the Municipal Planning Commission did not follow Council's directions, it may, in accordance with Council's directions, substitute its decision for that of the Development Officer and/or Municipal Planning Commission.

22.8 If an application for a development permit has been refused, by the Development Officer, Municipal Planning Commission or by a decision of the Subdivision and Development Appeal Board, another application for a permit may not be submitted on the same property, for the same or similar use of the land, by the same or any other applicant, for six (6) months after the date of the previous refusal or appeal decision.

Options for setbacks:

Commercial Central District (C1) – Nil, except where abutting a residential street 2.0 metres (6.6 feet). As per the building code, side yards of less than 2.0 metres (6.6 feet) requires non-combustible construction.

Rear yard setback: 3.0 meters (9.8 feet) to provide for loading and solid waste disposal.



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



Application # 2014-08

Date Jul 10, 2014

APPLICATION FOR DEVELOPMENT PERMIT**

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

Applicant(s): _____ Mailing Address: Box 206 Sedgewick AB T0B 4C0

Ph# _____ Fx# _____ Email: _____

Civic Address of property to be developed: Plan 3825P BIK 7, lots 5P-9

Legal Description: Lot(s) 5P-9 Block 7 Plan 382PP or _____

Registered Owner: _____ Mailing Address: Box 206 Sedgewick AB T0B 4C0

Existing Use: RV park / RV Storage Land Use District: Direct Control

Type of Building/Development: RV park & RV storage

Size: N/A Percentage of lot occupied: _____

Foundation: N/A Basement: N/A Heating: N/A

Roofing: N/A Ext. Finish: N/A Contractor: N/A

Setback from front lot line: 20' Setback from N/S/E/W side lot line: 15'

Setback from N/S/E/W side lot line: 10' setback from rear lot line: 20' Building Height: N/A

Estimated Start Date: N/A Estimated Completion Date: N/A

Estimated cost of project or contract price: \$ N/A

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

NOTES: At this time, the use will remain as it has been. We have no building plans at this time.

** Attach site plan to the application form.

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

Elected Official

Appointed Official

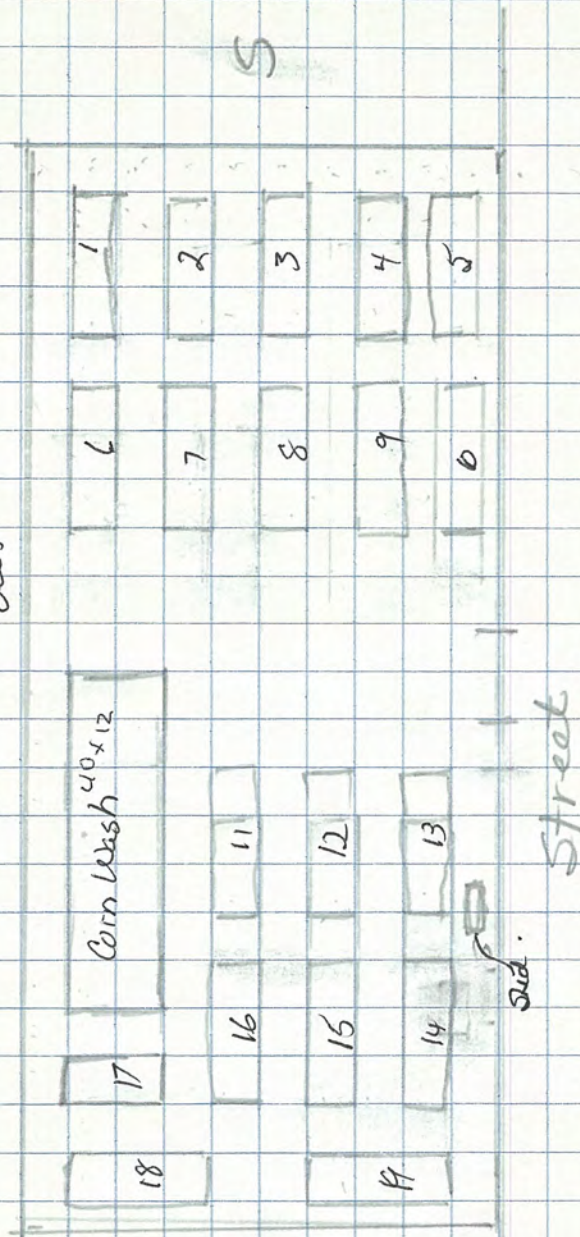
[Signature]
Signature of Applicant

[Signature]
Signature of Applicant

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

E
Alley

225'



N

100'

Street

W



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Sent Via: Registered Mail

June 27th, 2014

Sedgewick, AB T0B 4C0

RE: STOP ORDER – Plan 3825P; Block 7; Lots 5P-9

Dear Mr. Whitehead;

This letter is to notify you that pursuant to Section 645 (2) of the Municipal Government Act (MGA) R.S.A 2000 a STOP ORDER has been issued against this property effective immediately.

The Town of Sedgewick received your request for the rezoning of Plan 3825P, Block 7, Lots 5P-9 on September 13th, 2013. This request was addressed by Council at the November 4th, 2013 Special Council meeting; 1st reading of Bylaw #505 was had whereby amending the zoning of this property for R1 (Residential) to DC (Direct Control). Following the Public Hearing process, Council proceeded with 2nd and 3rd reading of Bylaw #505 (attached).

As discussed previously, Direct Control means:

74.1 To provide for developments that, due to their unique characteristics, innovative ideas or because of unusual site constraints, require specific regulations unavailable in other land use districts. This district is not intended to be used in substitution for any other land use district in this Bylaw that could be used to achieve the same result.

74.2 Uses:

Land uses and buildings will be subject to the approval of Council.

74.3 Regulations:

(a) All site requirements shall be at the discretion of Council, based upon a review of the merits of the development proposal and the relevant land use planning considerations.

To remedy this order you must submit a Development Permit Application and Site Plan to Council and you must have development permit approval by September 30th, 2014 or the Town may enforce legal action. Any further use and/or development of the land is not permitted until authorization has been granted by Council.

Please note, the use of this site is not "grandfathered" as the land was rezoned pursuant to your request. The use of the lands as an RV and Storage Site has not been approved by Council.

Should you wish to appeal this order pursuant to Section 685 of the MGA you must file your appeal with the Town of Sedgewick addressing the Subdivision and Development Appeal Board (SDAB); the filing fee is \$300 which is non-refundable. Your appeal will be forwarded to the SDAB Secretary without delay.

The Town of Sedgewick encourages economic development and growth however there is a process in place to ensure proper use and or development of lands. Should you have any questions or concerns I can be reached at 780-384-3504 or via email at Sedgewick.cao@persona.ca.

Sincerely, -



Amanda Davis,
CAO

Enclos.

1. Rezoning Request
2. Bylaw #505
3. Development Permit

September 11, 2013

RECEIVED
SEP 13 2013

Town of Sedgewick
Box 129
Sedgewick Alta T0B 4C0

Dear Council;

Re: Proposal to have Plan 3825P; Block 07; Lots 05P-09 changed from R1 to C1

Purpose:

Year round facility:

Install mobile motel units (approximate size 12'x60' or 24'x60') skirted and on skids

Upgrade Coin Wash

Summer RV parking

In light of the shortage of rental accommodations in Sedgewick, I believe this will be a great asset to the community in the upcoming years.



Town of Sedgewick
Bylaw #505

Province of Alberta

A Bylaw of the Town of Sedgewick in the Province of Alberta for the purpose of amending Land Use Bylaw #461.

WHEREAS it is desirable to amend the Land Use Bylaw 461, as amended;


And Whereas Council has held a public hearing as required by Section 692 of the *Municipal Government Act, R.S.A. 2000, cM-26*, as amended.

Now therefore, the Council of the Town of Sedgewick, duly assembled, enacts the following;

1. The Land Use Bylaw of the Town of Sedgewick #461 is hereby amended as follows:
 - a. Schedule "A" Land District Map is hereby amended by changing the classification of Plan 3825P; Block 7; Lot 5P-9 from (R1) Residential to (DC) Direct Control District.

That this bylaw shall come into force and take effect upon receiving third reading.


Read a First time this 14 Day of November, A.D. 2013



Clem St. Pierre, Mayor


Amanda Davis, CAO

Read a Second time this 28 Day of Nov, A.D. 2013

Read a Third time this 28 Day of Nov, A.D. 2013


Clem St. Pierre, Mayor


Amanda Davis, CAO



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Application # _____

Date _____

APPLICATION FOR DEVELOPMENT PERMIT**

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

Applicant(s): _____ Mailing Address: _____

Ph# _____ C# _____ Fx# _____ Email: _____

Civic Address of property to be developed: _____

Legal Description: Lot(s) _____ Block _____ Plan _____ or _____

Registered Owner: _____ Mailing Address: _____

Existing Use: _____ Land Use District: _____

Type of Building/Development: _____

Size: _____ Percentage of lot occupied: _____

Foundation: _____ Basement: _____ Heating: _____

Roofing: _____ Ext. Finish: _____ Contractor: _____

Setback from front lot line: _____ Setback from N/S/E/W side lot line: _____

Setback from N/S/E/W side lot line: _____ Setback from rear lot line: _____ Building Height: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Estimated cost of project or contract price: \$ _____

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

NOTES: _____

**Attach site plan to the application form.

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

Elected Official

Signature of Applicant

Appointed Official

Signature of Applicant

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

July 11th, 2014

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

RE: Development Permit Application – Plan 3825P; Block 7; Lots 5P-9

Dear Mr. & Mrs. Whitehead;

Following the submission of your development permit application for an RV Park & RV Storage site the Town requires more details on the site plan. Details are required to ensure the Applicant and the Town are fully aware of the proposed development.

Your site plan shows that you are proposing nineteen (19) RV's on this site; there needs to be specific details on the site plan that include the following:

1. Dimensions of each RV Stall;
2. Set backs from all property lines;
3. Which sites are to be for storage and which sites are for living;
4. Is there an intent for any affixed accessory building on long term sites (decks, covered decks etc).

With regards to "personal storage" this property is not a residential lot; it is classified commercial meaning "outdoor storage".

Therefore, being that you are requesting the site be used for two different uses, two separate applications are required.

1. RV Park
2. RV Storage (please be specific on what you interpret RV storage to be. If this is boat trailers and such that needs to be identified in writing).

This information is required to ensure Council has a clear understanding of your application; please prepare a detailed site plan addressing items 1-4.

Should you have any questions I can be reached at sedgewick.cao@persona.ca or 780-384-3504.

Sincerely,

Amanda Davis,
CAO

Request for Decision (RFD)

Topic: Land Use Bylaw #461 – Variance
Initiated by: LUB #461
Prepared by: Amanda Davis
Attachments: 1. Development Permit 2014-07 & Site Plan
2. Land Use Bylaw #461
a. Section 36
b. Section 65

Recommendations:

1. That Council approve Development Permit Application 2014-07 whereby issuing an 7.7' variance on the south lot line for the development of a deck with a maximum height of 2'.

OR

2. That Council reject Development Permit Application 2014-07 due to front yard setback regulations.

Background:

A development permit was not pulled for the construction of a deck at 5001 – 49th Street.

Administration contacted the owners to cease development until a development permit was obtained on July 9th, 2014.

A Development Permit Application was received on July 10th, 2014.

Current:

This property is located at the corner of 49th Street and 50th Avenue meaning compliance must be met under Section 36 of the Town's Land Use Bylaw #461.

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

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

Section 65.3: R1 Residential General District – Site Regulations:

Front Yard Setback:

Dwelling: 6.0 meters (19.7')

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

The applicant is requesting a variance be permitted with a 12' setback vs 19.7' from the property line.

Section 20: Variance Authority

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

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

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

Considerations:

- The house was built in 1953; the front door is only 20' from the property line (requirements and setbacks change with new bylaws). Without a variance the owners are unable to enter their house.
- The deck is proposed at height of 2' – the owner advised that they only intended to install hand rails – the deck would not be partially enclosed.
- In addition to the trees and shrubbery this development does not seem to impede visibility at this corner.



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Website: www.sedgewick.ca



Application # 2014-07

Date July 10/14

APPLICATION FOR DEVELOPMENT PERMIT**

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

Applicant(s): _____ Mailing Address: Po Box 832
Ph# _____ C# _____ Fx# _____ Email: deveaum@hotmail.com
Civic Address of property to be developed: 5001 49th St
Legal Description: Lot(s) 11-13 Block 12 Plan 3825P or _____

Registered Owner: _____ Mailing Address: Po Box 832

Existing Use: SFD Land Use District: R1

Type of Building/Development: Deck + Fence

Size: 8x24 22x14 Percentage of lot occupied: 20.96%

Foundation: N/A Basement: N/A Heating: N/A

Roofing: N/A Ext. Finish: N/A Contractor: _____

Setback from front lot line: 12ft Setback from N/S/E/W side lot line: 14.4

Setback from N/S/E/W side lot line: 21ft Setback from rear lot line: 70'1" Building Height: N/A

Estimated Start Date: July 10/14 Estimated Completion Date: July 10/15

Estimated cost of project or contract price: \$ 6832.00

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

NOTES: Constructing fence (chainlink fence.)

**Attach site plan to the application form.

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

Elected Official

Michelle Deveau
Signature of Applicant

Appointed Official

Signature of Applicant

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

Lot PLAN

30' 0" 17' 4" 14' 0" 12' 0" 15' 0"

NOT TO SCALE

Property Line

120'

12'

STEPS

8' S. Deck

24'

36'

22'

14'

E.

14' 4"

34'

House

W.

55'

N.

F
E
N
C
E

36'

6'

21'

14'

15'

Property Line

40' 6"

12' 3"

22' 3"

G
A
R
A
G
E

2' 8"

Property Line 75'

ALLEY

12' 3"

N

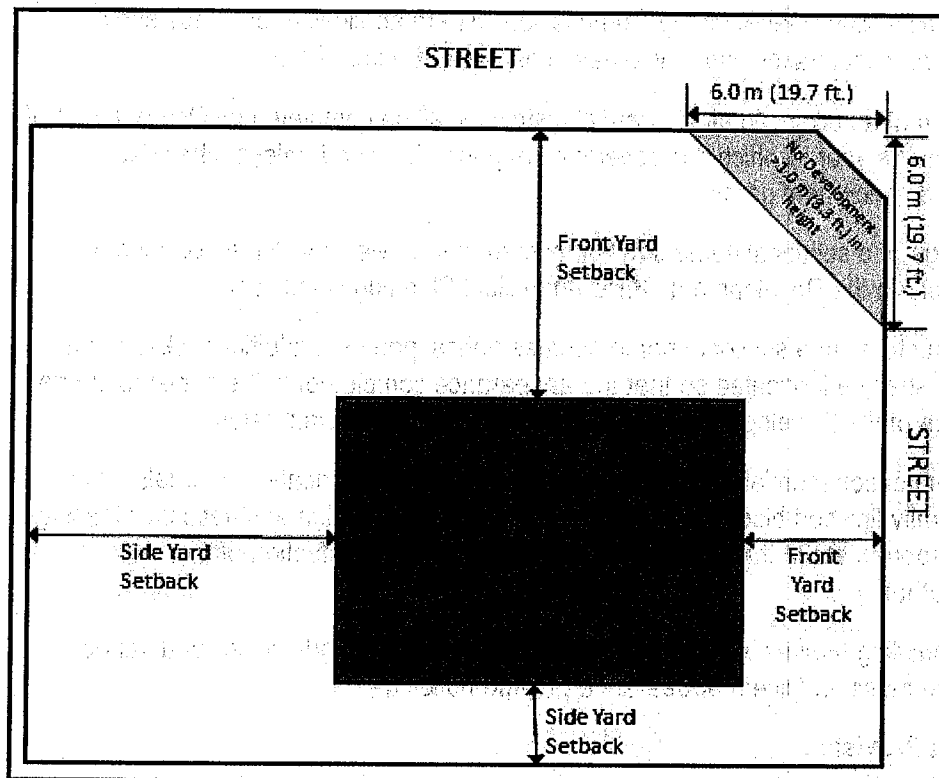
Section 35: Building Design, Character and Appearance

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

Section 36: Corner Lot Provision

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

Figure 36.1: Restrictions on Corner/Double Fronting Lots



Section 37: Dwelling Units on a Parcel

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

Section 38: Easements

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

Section 65: R1 Residential General District

65.1 Purpose:

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

65.2 Uses:

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

65.3 Site Regulations:

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

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

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

Request for Decision (RFD)

Topic: Hawkers & Peddlers Bylaw #484
Initiated by: Administration/Resident Concern
Prepared by: Amanda Davis
Attachments: 1. Hawkers & Peddlers Bylaw #484

Recommendations:

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

Background:

Administration is requesting that Council review Hawkers & Peddlers Bylaw #484.

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

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

Current:

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

Section 3 of the bylaw states:

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

Points of clarity:

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

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

Hawkers & Peddlers Bylaw#484

Town of Sedgewick

Bylaw 484

Hawkers and Peddlers License Bylaw

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

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

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

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

Section 1

Definitions:

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

Hawkers & Peddlers Bylaw#484

Section 2

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

Section 3

Conditions and Regulations

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

Section 4

Penalties

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

2. Where a person is convicted of operating a business for which a license fee is payable, without payment of such fee having been made, the court shall, in addition to the fine imposed pursuant to subsection (1) hereof, direct the payment of the applicable license fee to the municipality.

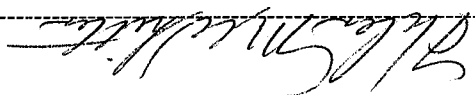
3. Where any of the provisions of this Bylaw have been deemed to be contravened and an offense ticket has been issued for that contravention, the accused may avoid appearing in court to answer to the said charge by submitting to the Municipality a voluntary payment as outlined in Schedule 'C', attached to and forming part of this bylaw.

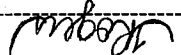
This Bylaw shall come into force and effect on the date of its final reading.

FIRST READING carried this 18th day of August, 2011 A.D.

SECOND READING carried this 18th day of August, 2011 A.D.

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


MAYOR HELEN M. WHITTEN


THELMA ROGERS, CAO

DATE: _____

Other Government License Information: _____

License Duration: From: _____ To: _____

Signature of Applicant

APPLICATION NO.

FEE:

RECEIPT NO.: _____

LICENSE NO.:

Schedule ‘B’

License Fees:

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

Annual Licenses shall cover the calendar year – January 1st to December 31st

Schedule ‘C’

Penalties:

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

Request for Decision (RFD)

Topic: ATB Accounts – Signing Authority
Initiated by: ATB
Prepared by: Amanda Davis
Attachments: n/a

Recommendations:

That the signing authorities on ATB accounts 00101677624 and 11824047700 be either Clr's W. Dame or Clr. C. Rose and the Chief Administrative Officer or the Municipal Secretary.

Background:

The ATB is requesting an updated motion showing signing authorities on all accounts. We have two accounts through the ATB:

1. Sedgewick Cemetery Memorial Association – 00101677624
2. TOS GIC Investment - 11824047700

Open Discussion

Topic: Sedgewick Lake Park – Reservation Concerns
Initiated by: Clr. F. Watkins
Prepared by: Amanda Davis
Attachments: n/a

Background:

The Town of Sedgewick approves the appointment of volunteers on various boards within the municipality.

Sedgewick Lake Park is a volunteer board of 6-9 members who are responsible for the operations and management of the Lake and Campground.

In 2011 a new group camping site (13) was installed for long term permanent workers. The capital project was designed for a variety of reasons:

1. To keep long-term workers in a private location whereby refraining from the disruption of recreational users with noise from their trucks etc.
2. To ensure long term users would like have to move every two weeks for site maintenance;
3. To ensure additional upgraded sites were available for guest and visitors;
4. To maintain a family environment;
5. To build tourism and promote the Town

At the June 23rd, 2014 Lake Board Meeting a verbal Managers report was presented to the board, the managers made mention of long-term sites throughout the campground; the board reiterated the policy that all long term stay be located in the new group site only.

On June 24th, 2014 the following email was sent from the Park Managers to the Board President:

“further to our meeting last night....

A couple of days ago, we were approached by an individual looking to book space for a pipeline crew in August and September. We have potentially blocked 16 sites as follows:

- 12 of them are the group site as of August 17. It was available and we have had no requests by others for the group site past August 17.

- In addition, we have set aside 20-23 for this crew as of August 4, these 4 sites usually remain empty, and if they are used, it's mainly on a long weekend.

The resulting revenue from this booking is potentially \$18,900.

July 14th, 2014 Special Council Meeting

By mid August, we are past our peak season, so we didn't think this would be a problem. Does the board want us to cancel this reservation? We would like a clear directive ASAP, as we need to notify our client ASAP.

Regards,
Laurie and Barry”

President S. Higginson sent the following response on June 25th, 2014:

“Barry

The board feels that the direction when establishing the permanent site was to keep the rest of the area open for recreational users and not fill it with crews. The 4 sites 20-23 could be utilized but we would need to keep the group site available for bookings
Shawn”

Administration was brought up to speed on this on June 27th after speaking with the Park Managers.

Word got around that the Lake Board rejected additional long term workers and some concerns have been expressed at the Town Office.

On July 10th, 2014 President S. Higginson and I met with the Park Managers to discuss the cancelled reservations.

Current:

Clr. Watkins has request that Council discuss this policy and the cancelled reservations.