

<b>SERVICES AND/OR PROGRAMS</b>	<b>CURRENT LEVEL</b>	<b>2018 VISION</b>
<b>ADMINISTRATION</b>		
<b>BYLAWS</b>		
<b>BYLAWS</b>	<ul style="list-style-type: none"> <li>▪ RECEIVE AND ADDRESS COMPLAINTS AS PER BYLAWS</li> <li>▪ ISSUE WARNINGS</li> <li>▪ RECEIPT AND TRACK INFRACTIONS</li> </ul>	
<b>CEMETERY</b>		
<b>CEMETERY ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>▪ ISSUE RECEIPTS &amp; DEEDS FOR PLOTS</li> <li>▪ ISSUE MONUMENT PERMIT FEES</li> <li>▪ STAFF RECORD INTERMENTS, DIS-INTERMENTS &amp; PLOT TRANSFERS</li> <li>▪ MAINTAIN CEMETERY RECORDS</li> </ul>	
<b>MEMORIAL BOOK</b>	<ul style="list-style-type: none"> <li>▪ SELL, RECORD &amp; RECEIPT SALES OF MEMORIAL SPACES ON THE MEMORIAL BOOK</li> <li>▪ ORDER, VERIFY, RECEIVE AND INVOICE FOR MEMORIAL PLAQUES FOR PLACEMENT ON THE MEMORIAL BOOK</li> </ul>	
<b>COMMITTEE SUPPORT</b>		
<b>COMMUNITY HALL</b>	<ul style="list-style-type: none"> <li>▪ ACCEPT PAYMENTS AND DEPOSITS FOR COMMUNITY HALL RESERVATIONS</li> <li>▪ COMPLETE RESERVATION FORMS</li> <li>▪ INFORM JANITOR AND HALL BOARD REPS UPON HALL BOOKINGS</li> <li>▪ FINANCIAL RECORD-KEEPING</li> </ul>	<b>ALLOW FOR BOOKING OF HALL ON TOWN WEBSITE</b>
<b>RECREATION FUNDING COMMITTEE</b>	<ul style="list-style-type: none"> <li>▪ ADVERTISE BOTH RFC FUNDING PHASES.</li> <li>▪ ACCEPT, REVIEW AND SCORE ALL APPLICATIONS</li> <li>▪ CREATE RFC AGENDA PACKAGES</li> <li>▪ KEEP MEETING MINUTES</li> <li>▪ RELAY RFC RECOMMENDATIONS TO COUNCIL FOR</li> </ul>	<b>REVIEW FUNDING PURPOSE AND GUIDELINES</b>

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
	APPROVAL <ul style="list-style-type: none"> <li>▪ DISTRIBUTE APPROVAL AND REJECTION LETTERS WITH ACCOMPANYING CHEQUES</li> <li>▪ TRACK FOLLOW-UP FORMS</li> </ul>	
<b>COMMUNICATIONS</b>		
<b>NEWSLETTER</b>	AN IN-HOUSE TWO-PAGE NEWSLETTER IS CREATED MONTHLY. NEWSLETTER INCLUDES COUNCIL HIGHLIGHTS, A CALENDAR OF EVENTS, PUBLIC NOTICES AND PHONE DIRECTORY. NEWSLETTER IS DISTRIBUTED IN THE FOLLOWING WAYS: <ul style="list-style-type: none"> <li>▪ INSERTED WITH UTILITY BILLS</li> <li>▪ ELECTRONICALLY BY EMAIL UPON SIGN-UP</li> <li>▪ PICK-UP AT TOWN OFFICE</li> </ul> THE NEWSLETTER IS PREPARED BY THE 5 <sup>TH</sup> OF THE MONTH.	<b>NEWSLETTER WILL BE ADDED AND ARCHIVED ON THE TOWN WEBSITE</b> <b>NEWSLETTER SIGNUP WILL BE AVAILABLE ON THE TOWN WEBSITE</b>
<b>SOCIAL MEDIA</b>	DAILY MAINTENANCE OF A TOWN OF SEDGEWICK FACEBOOK PAGE	<b>SOCIAL MEDIA ACCOUNTS WILL EXPAND TO:</b> <ul style="list-style-type: none"> <li>▪ TWITTER</li> <li>▪ INSTAGRAM</li> <li>▪ GOOGLE+</li> </ul>
<b>WEBSITE</b>	WEBSITE IS MAINTAINED THROUGHOUT THE WEEK WITH ATTENTION PAID TO THE HOME PAGE 'NEWS' AND 'EVENTS'.	<b>NEW WEBSITE TO BE UNVEILED IN LATE 2017. WEBSITE MAP TO INCLUDE CATEGORIES OF:</b> <ul style="list-style-type: none"> <li>▪ DISCOVER</li> <li>▪ BUSINESS</li> <li>▪ GOVERNMENT</li> <li>▪ SERVICES</li> <li>▪ CONTACT</li> </ul> <b>SPECIAL 'I WANT TO...' TAB CREATED FOR 'QUICK LINK' ACCESS. INFORMATION AND PAGES TO BE FURTHER REVIEWED IN 2018.</b>
<b>CUSTOMER SERVICE</b>		
<b>HOURS OF OPERATION</b>	TOWN OFFICE IS OPEN DAILY FROM 8:30AM TO 12:00PM AND 1PM TO 4:30PM. OFFICE IS CLOSED FOR ALL STATUTORY HOLIDAYS.	

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
<b>INFORMATION CENTRE</b>	RELAY TO CUSTOMERS MUNICIPAL, LOCAL AND EVENT INFORMATION AND GUIDANCE AS PER REQUEST.	
<b>PHOTOCOPYING, FAXING AND EMAILING SERVICES</b>	SERVICES PROVIDED TO THE GENERAL PUBLIC UPON REQUEST AS PER THE FEES AND CHARGES BYLAW.	
<b>FINANCE</b>		
<b>DONATIONS</b>	ACCEPT AND RECEIPT PER CRA REGULATIONS TAX DEDUCTIBLE RECEIPTS AND MAINTAIN RECORDS. ORGANIZE PURCHASE OF DONATED ITEM (E.G. MEMORIAL BENCH) AND INVOICE INDIVIDUAL FOR DONATION.	
<b>FINANCIAL REPORTING</b>	<p><b>MONTHLY</b> PREPARE, RECORD, AND PRESENT MONTHLY FINANCIAL REPORTS FOR THE FOLLOWING:</p> <ul style="list-style-type: none"> <li>▪ TOWN OF SEDGEWICK</li> <li>▪ COMMUNITY HALL</li> <li>▪ CEMETERY MEMORIAL FUND</li> <li>▪ RECREATION FUNDING COMMITTEE</li> </ul> <p><b>ANNUALLY</b> COMPLETE FINANCIAL RETURNS ANNUALLY FOR:</p> <ul style="list-style-type: none"> <li>▪ COMMUNITY HALL</li> <li>▪ CEMETERY MEMORIAL FUND</li> </ul> <p>EXTERNAL AUDIT OF TOWN FINANCIAL STATEMENTS</p>	
<b>GST</b>	PREPARE AND SUBMIT QUARTERLY GST RETURNS FOR THE TOWN.	
<b>INVOICING</b>	ISSUE INVOICES AND/OR PERFORM RECEIPTING FOR THE FOLLOWING:	
	<ul style="list-style-type: none"> <li>▪ UTILITIES</li> <li>▪ CEMETERY FEES AND SERVICES</li> </ul>	

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
	<ul style="list-style-type: none"> <li>▪ NATURAL GAS SERVICES</li> <li>▪ PUBLIC WORKS SERVICES</li> <li>▪ SANITARY SEWER SERVICES</li> <li>▪ TAX CERTIFICATES</li> <li>▪ COMPLIANCE CERTIFICATES</li> <li>▪ PERMITS AND LICENSES</li> </ul> <p>SEND OUT ARREARS NOTICES MID-MONTH FOR THE PREVIOUS MONTH ARREARS</p>	
<b>PAYROLL</b>	<p>PERFORM PAYROLL INCLUSIVE OF DEDUCTIONS AND ISSUE CHEQUES BI-MONTHLY</p> <p>RECEIVE AND TRACK TIMESHEETS</p>	
<b>LAND AND DEVELOPMENT</b>		
<b>COMPLIANCE CERTIFICATES</b>	<p>ISSUE CERTIFICATES UPON ANALYZING THE LAND USE BYLAW AND REAL PROPERTY REPORT</p>	
<b>DEVELOPMENT PERMITS</b>	<p>ACCEPT PERMIT APPLICATIONS FROM OWNER/CONTRACTOR</p> <p>REVIEW THE PERMIT PURSUANT TO THE LAND USE BYLAW.</p> <p>PROVIDE INFORMATION FOR THE APPLICATION FOR THE PROVINCIALLY REQUIRED BUILDING PERMITS AND OTHER PERMITS</p>	
<b>RECYCLING SERVICES</b>		
<b>RECYCLING CENTRE</b>	<p>ACCEPT RECYCLABLES AT TOWN OFFICE AND SEND OFF FOR RECYCLING.</p> <ul style="list-style-type: none"> <li>▪ RECHARGEABLE BATTERIES</li> <li>▪ CELL PHONES</li> <li>▪ INK CARTRIDGES</li> </ul>	

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
<b>TAX AND ASSESSMENT</b>		
<b>ASSESSMENT</b>	ASSESSMENT DUTIES ARE CONTRACTED OUT TO A THIRD PARTY <ul style="list-style-type: none"> <li>▪ DOWNLOAD ANNUAL ASSESSMENT AND RECORD ON EACH TAX ROLL</li> <li>▪ RECORD LINEAR AND DEFINED INDUSTRIAL PROPERTIES' ASSESSMENT PER PROVINCIAL ASSESSOR INFORMATION.</li> </ul>	
<b>TAXES</b>	<ul style="list-style-type: none"> <li>▪ TAX NOTICES SENT OUT IN MAY</li> <li>▪ REVIEW, RECORD AND PERFORM TAX RECOVERY AS PER THE MGA PRIOR TO MARCH 31<sup>ST</sup></li> <li>▪ ACCESS NOTIFICATION FROM THE LAND TITLES OFFICE FOR TITLE CHANGES AND INPUT ON TAX ROLLS</li> <li>▪ ISSUE TAX CERTIFICATES UPON REQUEST FROM BANKS, LAWYERS AND PROPERTY OWNERS</li> </ul>	
<b>UTILITIES</b>		
<b>ALBERTA DRINKING WATER REPORTING</b>	RECORD AND SUBMIT MONTHLY THE TOWN OF SEDGEWICK DRINKING WATER REPORTS	
<b>BILLING</b>	APPROXIMATELY 540 UTILITY BILLS ARE SENT OUT BY THE 6TH OF THE MONTH. PAYMENT IS DUE BY THE 16TH. SIGN-UP FOR ELECTRONIC BILLING IS AVAILABLE BUT NOT WIDELY USED.	<b>FURTHER EXPAND E-BILLING. ALLOW FOR SIGN-UP ON TOWN WEBSITE.</b>
<b>UTILITY SYSTEM MAINTENANCE</b>	RECORD WATER AND NATURAL GAS METER CHANGES, OWNER/OCCUPANT ACCOUNT CHANGES, AND FEE CHANGES ON MONTHLY, DAILY & AS REQUIRED BASIS	
<b>ECONOMIC DEVELOPMENT</b>		
<b>COMMUNITY BBQ</b>		<b>COMMUNITY BBQ WILL BE LENT OUT TO LOCAL USER GROUPS FOR USE IN FUNDRAISERS OR OTHER EVENTS.</b>

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
		BBQ WILL BE DELIVERED AND PICKED UP BY TOWN STAFF COMMUNITY BBQ POLICY WILL BE DEVELOPED
GO EAST OF EDMONTON	ADVERTISE IN THE ANNUAL GO EAST OF EDMONTON TRAVEL GUIDE	SUBMIT EVENTS TO APPEAR ON THE GO EAST OF EDMONTON WEBSITE EVENTS PAGE
<b>PROTECTIVE SERVICES</b>		
9-1-1		
CALL ANSWER AND DISPATCH SERVICES	AGREEMENT WITH CONTRACTOR (STRATHCONA COUNTY) TO PROVIDE 9-1-1 CALL ANSWER AND DISPATCH SERVICES TO THE TOWN OF SEDGEWICK SERVICE AREA.	
BYLAW ENFORCEMENT		
BYLAW OFFICER CONTRACT	A BYLAW OFFICER IS CONTRACTED FOR 1 HOUR A WEEK OFFICER ADDRESSES COMPLAINTS AND ISSUES VIOLATION TICKETS	
DISASTER SERVICES		
EMERGENCY MANAGEMENT	AN EMERGENCY MANAGEMENT COMMITTEE WAS ESTABLISHED THROUGH BYLAW 485 TO ADVISE COUNCIL ON THE DEVELOPMENT OF EMERGENCY PLANS AND PROGRAMS.	
FIRE SERVICES		
OPERATIONS	RESPOND TO FIRE CALLS AND PROVIDE FIRE SERVICES 24 HOURS/DAY WITHIN THE TOWN OF SEDGEWICK SERVICE AREA. AGREEMENT WITH FLAGSTAFF COUNTY TO RESPOND TO FIRE CALLS AND PROVIDE FIRE SERVICES 24 HOURS/DAY WITHIN AGREED UPON SERVICE AREA. AGREEMENT WITH FLAGSTAFF COUNTY FOR USE OF A REGIONAL FIRE CHIEF WHO MAY ATTEND ANY FIRE CALL WITHIN THE SERVICE AREA AND ASSUME INCIDENT COMMAND AT ANY FIRE CALL. COMPRISED OF VOLUNTEER MEMBERS RESULTING IN UNCERTAINTY OF MEMBERSHIP AND/OR TRAINING AT ANY GIVEN	

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
	PERIOD OF TIME.	
<b>EMERGENCY MEDICAL SERVICES</b>	PROVIDE ASSISTANCE OR FIRST RESPONSE TO EMERGENCY MEDICAL EVENTS WITH ADVANCED FIRST AID AND AED (AUTOMATIC EXTERNAL DEFIBRILLATION).	
<b>FIREFIGHTING - STRUCTURAL</b>	<p><b>EXTERIOR</b> WHEN UNSAFE TO ENTER A STRUCTURE DUE TO INSUFFICIENT MAN POWER, TRAINING, EQUIPMENT, WATER SUPPLY, OR COMPROMISED STRUCTURAL INTEGRITY, FIRE IS FOUGHT SOLELY FROM THE EXTERIOR. THIS IS COMPRISED OF WATER APPLICATION FROM THE EXTERIOR OF THE STRUCTURE TO ENSURE FIRE FIGHTER SAFETY WHILE PROVIDING FIRE EXTINGUISHMENT AND EXPOSURE CONTROL.</p> <p><b>INTERIOR</b> PROVIDED THERE IS SUFFICIENT MAN POWER, TRAINING, EQUIPMENT, AND WATER SUPPLY ON SCENE TO SAFELY CARRY OUT DUTIES, FIRE CAN BE FOUGHT FROM THE INTERIOR. THIS INCLUDES VENTILATION, SEARCH AND RESCUE, FIRE ATTACK, AND SALVAGE AND OVERHAUL.</p>	
<b>FIREFIGHTING - WILDLAND</b>	CONSISTS OF FIRE SUPPRESSION USING WATER, FOAM, BACK BURNING AND OTHER EQUIPMENT AS REQUIRED.	
<b>RESCUE SERVICES – MOTOR VEHICLE COLLISIONS</b>	VEHICLE EXTRICATION INCLUDING SAFE REMOVAL OF TRAPPED OR PINNED OCCUPANTS OF MOTOR VEHICLE COLLISIONS USING HAND, AIR, ELECTRIC, OR HYDRAULIC OPERATED EXTRICATION TOOLS.	
<b>TRAFFIC ENFORCEMENT</b>		
<b>PEACE OFFICER CONTRACT</b>	AGREEMENT WITH FLAGSTAFF COUNTY FOR PEACE OFFICERS TO PATROL THE TOWN AT THEIR DISCRETION. FLAGSTAFF COUNTY RECEIVES ANY FINE REVENUE GENERATED.	

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
<b>PUBLIC WORKS</b>		
<b>SUMMER ROAD MAINTENANCE</b>		
<b>ALLEY MAINTENANCE</b>	GRADED WITH THE BOX SCRAPER APPROXIMATELY ONCE A MONTH FOR THE SUMMER MONTHS WHEN THE ALLEYS ARE SOFT. LARGE HOLES ARE FILLED AS NEEDED.	
<b>ASPHALT REPAIR</b>	WITHIN ONE YEAR OF REMOVING ASPHALT IT WILL BE REPLACED WITH PACKED COLD MIX	
<b>CRACK FILLING</b>	ALL ROADS ARE DONE ANNUALLY	
<b>LINE PAINTING</b>	CROSSWALKS AND MAIN STREET MARKINGS WILL BE PAINTED EVERY TWO YEARS	
<b>POT HOLES</b>	POTHOLES WILL BE FILLED ONCE THE GROUND WARMS EACH SPRING	
<b>SWEEPING</b>	THREE PASSES PER YEAR - SPRING, JUNE, AND FALL	
<b>CURBS AND SIDEWALKS</b>	REPLACE DAMAGED SECTIONS AND SECTIONS REMOVED FOR WATER REPAIRS SPRAY WEEDS	
<b>WINTER ROAD MAINTENANCE</b>		
<b>SNOW REMOVAL ROADS</b>	<p>MOST ROADS WILL BE GRADED INTO A WINDROW AND PICKED UP WITH THE SNOW BLOWER AND HAULED TO DUMP SITES AROUND TOWN</p> <p>SNOW WILL BE REMOVED WHEN IT REACHES 3 INCHES OF ACCUMULATION</p> <p><b>PRIORITY:</b></p> <p>FIRST</p> <ul style="list-style-type: none"> <li>▪ MAIN STREET DOWNTOWN</li> <li>▪ 48<sup>TH</sup> AVENUE (FROM 47<sup>TH</sup> TO 50<sup>TH</sup> STREET)</li> </ul>	<b>EVENTUAL REPLACEMENT OF SNOW BLOWER</b>



SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
	<ul style="list-style-type: none"> <li>▪ 50<sup>TH</sup> STREET (FROM 48<sup>TH</sup> TO 51<sup>ST</sup> AVE.)</li> </ul> SECOND <ul style="list-style-type: none"> <li>▪ 50<sup>TH</sup> AVENUE (FROM 50<sup>TH</sup> STREET TO 53A STREET)</li> </ul> THIRD <ul style="list-style-type: none"> <li>▪ 49<sup>TH</sup> AVENUE (FROM 47<sup>TH</sup> TO 50<sup>TH</sup> STREET)</li> <li>▪ 53A STREET (FROM 50<sup>TH</sup> TO 51<sup>ST</sup> STREET)</li> <li>▪ 51<sup>ST</sup> AVENUE (FROM 50<sup>TH</sup> TO 53A STREET)</li> </ul> FOURTH <ul style="list-style-type: none"> <li>▪ ALL REMAINING STREETS AT THE DISCRETION OF PUBLIC WORKS FOREMAN</li> </ul>	
<b>SNOW REMOVAL ALLEYS</b>	ALLEYS WILL BE CLEARED AFTER ALL ROADS ARE DONE IF THERE IS SIGNIFICANT ACCUMULATION	
<b>SNOW REMOVAL SIDEWALKS</b>	CLEAR THE FOLLOWING SIDEWALKS AFTER EACH SNOW FALL : SIDEWALKS FROM THE SOUTH END OF MAIN STREET (47 <sup>TH</sup> ST.) TO 4921-47 <sup>TH</sup> ST. <ul style="list-style-type: none"> <li>▪ SIDEWALK ON 48<sup>TH</sup> AVE. FROM 50<sup>TH</sup> ST. TO 47<sup>TH</sup> ST.</li> <li>▪ SIDEWALK ON 49<sup>TH</sup> AVE. FROM 50<sup>TH</sup> ST. TO 48<sup>TH</sup> ST.</li> <li>▪ ALL OTHER SIDEWALKS ADJACENT TO TOWN-OWNED PROPERTY</li> </ul>	
<b>WINTER ROAD MAINTENANCE</b>	INTERSECTIONS AND HILLS SANDED AFTER MINOR SNOW EVENTS	
<b>WATER</b>		
<b>WATER PLANT</b>	WATER PLANT WILL BE PHYSICALLY MONITORED A MINIMUM OF TWICE A DAY 365 DAYS A YEAR BY A CERTIFIED OPERATOR	
<b>WATER PLANT MAINTENANCE</b>	POTASSIUM MIXER DISASSEMBLED AND CLEANED TWICE A YEAR POTASSIUM DAY TANKS CLEANED QUARTERLY UV SYSTEM CLEANED ANNUALLY GREENSAND FILTERS OPENED AND INSPECTED ANNUALLY	

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
<b>WELL MAINTENANCE</b>	WELLS PIGGED TWICE A YEAR (CLEANING LINES) WELL DRAW DOWN TESTED MONTHLY WELL 7 CLEANED AND CHLORINATED YEARLY WELLS 5 AND 6 CLEANED AND CHLORINATED EVERY TWO YEARS SNOW REMOVED FOR WELL ACCESS AS NECESSARY GRASS TRIMMED ON WELL MOUNDS AS NECESSARY	
<b>WATER VALVES</b>	ALL WATER MAIN VALVES ACTUATED (EXERCISED) YEARLY	
<b>HYDRANTS</b>	FLUSHED TWICE A YEAR TO CLEAN LINES AND VERIFY OPERATION	<b>TEN HYDRANTS WILL BE REPLACED TO TAKE OUT-DATED HYDRANTS OUT OF SERVICE</b>
<b>WATER SERVICE LINE AND CURB STOP REPAIRS</b>	LEAKS REPAIRED WITHIN THE WEEK MALFUNCTIONING NON LEAKING CURB STOPS REPLACED AS REQUESTED (LIST MAINTAINED)	
<b>SEWER</b>		
<b>SEWER MAINTENANCE FLUSHING</b>	LOW PRESSURE FLUSHING DONE WEEKLY IN LOW FLOW AREAS HIGH PRESSURE FLUSHING DONE ON YEARLY ROTATION OF ONE THIRD OF TOWN	<b>CLEAR STORM SEWER LINES ON MACKENZIE DRIVE</b>
<b>LAGOONS</b>	WEEKLY INSPECTION WINTER SNOW REMOVAL FOR ACCESS SUMMER MOWING FOR ACCESS SLUDGE AND CATTAIL REMOVAL EVERY TEN YEARS (2016)	<b>GATE (VALVE) REPAIR FENCE CONSTRUCTION (CATTLE ENTRY)</b>
<b>LIFT STATION</b>	DAILY CHECKS 365 DAYS/YEAR YEARLY GENERATOR MAINTENANCE ENZYMES ADDED TO WET WELL WEEKLY CLEANING OF STRAINER BASKET	<b>VALVE REPLACEMENT PUMP REPAIR</b>
<b>STORM SEWER</b>	SUMMER: CATCH BASINS CLEANED AFTER MAJOR RAINFALL CULVERTS AND OUTFALLS INSPECTED FOR BLOCKAGE SPRING: THAW FROZEN CULVERTS TO PREVENT ROAD FLOODING	<b>LOCATE AND UNCOVER MANHOLES NORTH OF GOLF COURSE CLEAN CATCH BASIN SUMPS PLACE ROCKS AROUND CULVERTS ON SPRUCE DRIVE AND 47 AVE TO PREVENT DIRT ENTERING CULVERTS</b>

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
	THAW FROZEN STORM DRAINS WITHIN TOWN	
<b>LAWN MAINTENANCE</b>	PUBLIC PROPERTY WILL BE MOWED WEEKLY IN SPRING AND AS REQUIRED AFTERWARDS	
<b>CEMETERY</b>		
<b>CEMETERY MAINTENANCE</b>	<p><b>SUMMER:</b> LAWNS MOWED AND WEED-EATED APPROXIMATELY EVERY TWO WEEKS OR AS REQUIRED SUNKEN GRAVES FILLED AS NEEDED BROKEN GRAVE COVERS REMOVED AT REQUEST</p> <p><b>WINTER:</b> LANES SNOWPLOWED TO MAINTAIN ACCESS</p>	<b>NEW GRAVE PLOTS SURVEYED</b>
<b>CEMETERY BURIALS</b>	<p><b>CREMATION GRAVES:</b> HAND DUG AND CLOSED BY END OF DAY</p> <p><b>CASKET GRAVES:</b> DUG BY BACKHOE THE DAY PRIOR TO BURIAL, CLOSED BEFORE END OF DAY</p> <p><b>WINTER:</b> WINTER BURIALS REQUIRE EXTRA DAY TO THAW GROUND</p> <p>CLEAR ORNAMENTATION FROM GRAVES AFTER 30 DAYS.</p>	
<b>MEMORIAL WALL</b>	ATTACH PLAQUES TO WALL GRIND DOWN PLAQUES IN ORDER TO FIT	

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION																		
<b>BUILDINGS AND EQUIPMENT</b>																				
<b>BUILDING MAINTENANCE</b>	SERVICE FURNACES IN ALL TOWN FACILITIES MAINTAIN ROOFS ON TOWN BUILDINGS ASSIST WITH MAINTENANCE AT THE REC CENTRE AND LAKE PARK ON REQUEST																			
<b>EQUIPMENT MAINTENANCE</b>	SCHEDULED MAINTENANCE OF ALL EQUIPMENT <table border="1" data-bbox="489 475 1169 805"> <tr> <td>1991 CHEV 3500</td> <td>2016 DODGE 1500</td> <td>1998 GMC 3500</td> </tr> <tr> <td>2002 FREIGHTLINER WATER TRUCK</td> <td>1983 CAT GRADER</td> <td>2004 JOHN DEERE BACKHOE</td> </tr> <tr> <td>1989 MOBIL STREET SWEEPER</td> <td>2001 JOHN DEERE 4400 TRACTOR</td> <td>2007 KUBOTA ZD331 MOWER</td> </tr> <tr> <td>1987 CHEV GRAVEL TRUCK</td> <td>1991 CHEV 3500 BUCKET TRUCK</td> <td>1946 SNOW-GO SNOW BLOWER</td> </tr> <tr> <td>2006 INTERNATIONAL GRAVEL TRUCK</td> <td>1994 CHEV 1500</td> <td>2016 JOHN DEERE Z970R MOWER</td> </tr> <tr> <td>2010 JOHN DEERE Z225 MOWER</td> <td></td> <td></td> </tr> </table>	1991 CHEV 3500	2016 DODGE 1500	1998 GMC 3500	2002 FREIGHTLINER WATER TRUCK	1983 CAT GRADER	2004 JOHN DEERE BACKHOE	1989 MOBIL STREET SWEEPER	2001 JOHN DEERE 4400 TRACTOR	2007 KUBOTA ZD331 MOWER	1987 CHEV GRAVEL TRUCK	1991 CHEV 3500 BUCKET TRUCK	1946 SNOW-GO SNOW BLOWER	2006 INTERNATIONAL GRAVEL TRUCK	1994 CHEV 1500	2016 JOHN DEERE Z970R MOWER	2010 JOHN DEERE Z225 MOWER			
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<b>EQUIPMENT RENTAL</b>	BUCKET TRUCK RENTAL SERVICE PROVIDED TO FLAGSTAFF URBAN MUNICIPALITIES HEAVY EQUIPMENT RENTAL TO PUBLIC ON EMERGENCY BASIS ONLY AND TO INCLUDE OPERATOR OTHER EQUIPMENT RENTALS TO RESIDENTS AS PER FEES AND CHARGES BYLAW																			
<b>SOLID WASTE MANAGEMENT</b>																				
<b>GARBAGE PICK UP</b>	GARBAGE CURB-SIDE PICKUP ONCE A WEEK BY CONTRACTOR RECYCLING CURB-SIDE PICKUP ONCE A WEEK BY CONTRACTOR EMPTY ALL TOWN GARBAGE RECEPTACLES WEEKLY																			
<b>BRANCH REMOVAL</b>	WEEKLY BACK ALLEY PICKUP OF SMALL BUNDLES OF BRANCHES FROM APRIL TO OCTOBER TRUCK DROP-OFF SERVICE AVAILABLE FOR RESIDENTS WITH LARGE LOADS WHICH ARE TAKEN TO BURN PIT FOR DISPOSAL.																			

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
<b>RECREATION</b>		
<b>PARKS, TRAILS AND BEAUTIFICATION</b>		
<b>MAIN STREET PARK</b>	CUT GRASS WEEKLY WEED GARDENS MONTHLY PRUNING TREES MAINTAIN SPRINKLER SYSTEM	
<b>LIONS PARK</b>	MAINTAIN GRASS, WEED EATING OTHER MAINTENANCE PERFORMED BY THE LIONS CLUB	
<b>WALKING TRAIL</b>	ASPHALT REPAIRS WEED REMOVAL FENCE MAINTENANCE FILL DOG BAG DISPENSERS APPROXIMATELY 4 TIMES/YEAR	<b>ADD GARBAGE RECEPTACLES AT ENTRANCES</b>
<b>FLOWERS AND DECORATIONS</b>	PUT UP FLOWER BASKETS ON MAIN STREET AND 48 <sup>TH</sup> AVE. MAINTENANCE OF BASKETS THROUGHOUT YEAR. PUT UP CHRISTMAS DECORATIONS IN NOVEMBER REMOVE CHRISTMAS DECORATIONS IN FEBRUARY	<b>CHANGE WELCOME SIGN BANNERS FOR JULY 1<sup>ST</sup> AND CHRISTMAS</b>
<b>GOLF COURSE</b>		
<b>OPERATIONS</b>	RESPONSIBILITY OF ALL OPERATIONS OF THE SEDGEWICK GOLF COURSE HAS BEEN TRANSFERRED TO THE SEDGEWICK GOLF CLUB (SOCIETY). THESE INCLUDE: <ul style="list-style-type: none"> <li>▪ TEE TIME RESERVATIONS</li> <li>▪ PRO SHOP SALES</li> <li>▪ FOOD AND LIQUOR SERVICES</li> <li>▪ TURF/TREE MAINTENANCE</li> </ul>	
<b>SEDGEWICK LAKE PARK</b>		
<b>OPERATIONS</b>	RESPONSIBILITY OF ALL OPERATIONS OF THE SEDGEWICK LAKE PARK HAS BEEN TRANSFERRED TO THE SEDGEWICK LAKE PARK BOARD (SOCIETY). THESE INCLUDE: <ul style="list-style-type: none"> <li>▪ COLLECTION OF FEES</li> <li>▪ TAKE RESERVATIONS AND LOT ALLOCATION</li> </ul>	<b>SPRAY PARK OPERATIONS AND MAINTENANCE</b>

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
	<ul style="list-style-type: none"> <li>▪ GENERAL CUSTOMER SERVICE</li> <li>▪ GRASS CUTTING</li> <li>▪ GENERAL MAINTENANCE AND CLEANING OF GROUNDS, BUILDINGS AND WASHROOMS</li> </ul>	
<b>SPORTS FIELDS</b>		
<b>TURF MAINTENANCE</b>	BALL DIAMONDS MOWED AS REQUIRED	REQUEST SCHEDULE FROM MINOR BALL
<b>RINKS AND BOWLING ALLEY</b>		
<b>OPERATIONS</b>	RESPONSIBILITY OF ALL OPERATIONS OF THE ICE RINK, CURLING RINK, BOWLING ALLEY, CONCESSION AND ANCILLARY ROOMS HAS BEEN TRANSFERRED TO THE RECREATION BOARD (ESTABLISHED BY BYLAW). THESE INCLUDE: <ul style="list-style-type: none"> <li>▪ OPENING AND CLOSING OF FACILITY</li> <li>▪ SCHEDULING</li> <li>▪ FOOD AND LIQUOR SERVICES</li> <li>▪ ICE INSTALLATION, MAINTENANCE AND REMOVAL</li> <li>▪ MAINTENANCE</li> </ul>	
<b>WINTER ACTIVITIES</b>		
<b>SNOW REMOVAL</b>	<p><b>WALKING TRAIL:</b> LIGHT SNOWFALL WILL BE REMOVED WITH ROTARY BROOM HEAVY ACCUMULATIONS WILL BE PLOWED OFF BY CONTRACTORS</p> <p><b>RECREATION CENTRE:</b> SNOW WILL BE BLADED AWAY FROM THE BUILDING AFTER MAIN STREET AND THE SCHOOL STREET ARE DONE</p> <p><b>MAIN STREET PARK:</b> SHOVEL SNOW OFF WALKWAYS AND STAIRS</p>	<b>SMALL TRACTOR MOUNTED SNOW BLOWER</b>

SERVICES AND/OR PROGRAMS	CURRENT LEVEL	2018 VISION
<b>SNOW FENCING</b>	SNOW FENCE INSTALLED AT FOLLOWING LOCATIONS: <ul style="list-style-type: none"> <li>▪ BLUE JAY FIELD</li> <li>▪ SOUTHWEST CORNER OF GOLF COURSE</li> <li>▪ ON BOULEVARD BY KINDERGARTEN</li> </ul>	
<b>WINTERIZATION</b>	IN SEPTEMBER, BLOW WATER OUT OF THE FOLLOWING LINES: <ul style="list-style-type: none"> <li>▪ MAIN STREET PARK SPRINKLERS</li> <li>▪ SEDGEWICK LAKE PARK WATER LINES AND SEWER VALVE IN PASTURE</li> <li>▪ RECREATION GROUNDS</li> </ul>	<b>ADD SPRAY PARK</b>
<b>SAFETY</b>		
<b>SAFETY</b>	TOOLBOX MEETINGS ARE HELD AND FORMS COMPLETED PRIOR TO JOBS IDENTIFYING/MITIGATING HAZARDS INCIDENT REPORTS ARE COMPLETED AND FILED TRAINING IS PROVIDED TO STAFF AND COMPETENCY ACHIEVED PRIOR TO OPERATING EQUIPMENT	<b>DEVELOPMENT OF SAFETY MANUAL BY CONTRACTOR THROUGH FIP</b> <b>EXPECTED OUTCOMES</b> <ul style="list-style-type: none"> <li>▪ <b>WORKSITE INSPECTIONS</b></li> <li>▪ <b>INCIDENT INVESTIGATIONS</b></li> <li>▪ <b>HAZARD/FIELD RISK LEVEL ASSESSMENTS</b></li> <li>▪ <b>ADDITIONAL SAFETY TRAINING</b></li> <li>▪ <b>PROCEDURE MANUAL</b></li> </ul>