

October 23rd, 2014

Agenda

Organizational Meeting – Call to Order – 6:00 PM

Adjournment –

Regular Monthly Meeting – Call to Order -

Adoption of Agenda –

Correspondence – Items Arising:

- | | |
|---|-----------|
| 1. Alberta Centre for Injury Control & Research – Proclamation | A1 |
| 2. F.I.R.S.T – Community Resource Officer Evaluation | A2 |
| 3. AB Transportation – Proposed Upgrades at Highway 13 & SH 869 | A3 |
| 4. Flagstaff County – Supper Meeting | A4 |

Circulation File of Correspondence – List Attached

Delegation – Ian Malcolm and Karen Robinson, Resident, 6:40 PM

Delegation –Stacey L. Strilchuk, Executive Director for the PCN, 7:00PM

Financial Statement – For the Month Ending September 30th, 2014 – Attached

Accounts – For Month Ending September 30th, 2014 – List Attached

Committee Reports – For Period Ending October 23rd, 2014 – Attached

CAO Report – For Period Ending October 23rd, 2014 – Attached

Matters Arising:

Minutes –Regular Meeting of Council – September 18th, 2014 - Attached

Matters Arising:

Business:

- | | |
|--|------------|
| 1) Proposed Lot Line Adjustment | B1 |
| 2) Proposed Subdivision - P. NW4-44-12 W4M | B2 |
| 3) LUB #461 – Discretionary Use Application | B3 |
| 4) Partial Plan Cancellation Bylaw – Request | B4 |
| 5) Intermunicipal Development Plan – Review | B5 |
| 6) Strategic Plan Priority #1 – Residential Subdivision – addition | B6 |
| 7) Cemetery Bylaw #513 – Amended | B7 |
| 8) Strategic Plan Priority #5 – Rebranding | B8 |
| 9) Public Consultation – Health Care | B9 |
| 10) Strategic Plan Priority #2 – Recreation | B10 |
| 11) Round Table | 11 |
| 12) | |
| 13) | |

Adjournment -

Sedgewick's Current Committee Appointments - 2014

	<i>Committee</i>	<i>Other</i>
Perry Robinson (6)	Administration Personnel Rec Sub Committee Cemetery	RESC Mayors
Fred Watkins (6)	Policy Review Transportation Rec Sub Committee	SKNGS Golf Club Housing
Greg Sparrow (6)	Personnel Rec Sub Committee Land	Fire Dept. SKNGS Rec Board
Wayne Dame (6)	Administration Policy Review Transportation Beautification	FRSWMA Hall Board
Erik Skoberg (6)	Personnel Policy Review Transportation Land	SKNGS BRAED
Cindy Rose (6)	Administration Beautification Land Cemetery	Lake PRL
Carol Williams (6)	Beautification Health Unit Cemetery	CAC Library FFCS

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.

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

Committee Appointments:

2014.10.: **MOTION:** by Clr. _____ that the members on the standing committees and appointments be approved as follows: CARRIED.

Administration	Budgeting and Finance
Perry Robinson Wayne Dame Cindy Rose	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 Erik Skoberg Greg Sparrow	Town Personnel Salary and Performance reviews
Wayne Dame Fred Watkins 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	
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	
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>

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	
Erik Skoberg	BRAED – Battle River Alliance Economic Development
Perry Robinson	FIP - Flagstaff Intermunicipal Partnership – <i>first Monday</i>
Perry Robinson	Mayors Meetings – <i>Call of chair (3 times/year)</i>
???	Parent Council – <i>monthly??</i>

Deputy Mayor:
2014.10.:

MOTION: by Clr. _____ that Clr. _____ be appointed Deputy-Mayor.

CARRIED.

Assessor:
2014.10.

MOTION: by Clr. _____that pursuant to M.G.A. Section 289 Garry Barber is appointed the assessor for the Town of Sedgewick.

CARRIED.

Auditor:
2014.10.:

MOTION: by Clr. _____ that pursuant to M.G.A. Section 280 Brian King is appointed the auditor for the Town of Sedgewick.

CARRIED.

Council Meetings:
2014.10.

MOTION: By Clr. _____ that pursuant to M.G.A. Section 193 council meeting dates remain the third Thursday of the month at 6:00 PM with Special Meetings to be held the first Thursday of the month if required.

CARRIED.

Signing Authorities:
2014.10.:

MOTION: By Clr. _____ that the signing authorities be either the Mayor or Clr_____ and the Chief Administrative Officer or the Municipal Secretary.

CARRIED.

Adjournment:
2014.10.

MOTION: by Mayor. P. Robinson for adjournment at 6:05 pm.

CARRIED.

Perry Robinson, Mayor

Amanda Davis, CAO

23-Oct-14
Mayor

23-Oct-14
CAO

October 10, 2014

Re: Seniors' Falls Prevention Month

Dear Sir or Madam,

The annual seniors' falls prevention awareness campaign, Finding Balance, is just around the corner and will launch on November 1, 2014 across Alberta. We are seeking your Council's support by recognizing November as Seniors' Falls Prevention Month. A sample proclamation is enclosed.

Developed by the Alberta Centre for Injury Control & Research in partnership with practitioners across the province, the Finding Balance campaign is designed to raise awareness about seniors' falls and educate older adults on the actions they can take to stay active and independent.

Now in its seventh year, the campaign continues to encourage seniors to take action to prevent falls by keeping active, having their medications reviewed, watching their step and speaking up about dizziness. This November Seniors' Falls Prevention Month focuses on 'Keeping Active'. In partnership with UWALK, Finding Balance is hosting a virtual trek across Alberta. Seniors across the province can join the TREK challenge by counting and recording the number of steps they take from November 1 - 30. For more information visit www.albertavirtualtrek.ca.

The campaign includes a variety of tools and strategies to raise awareness and educate about seniors' falls. These include brochures and posters, social media, videos, a website for seniors and practitioners, and media relations and events.

Here are some of the statistics which prompted the development of this campaign:

- Falls are the most common cause of serious injury for seniors;
- 1 in 3 seniors living in the community and 40-50% of those living in institutions will experience a fall each year;
- 50% of seniors who fall, do so repeatedly;
- 40% of nursing home admissions are the result of falls;
- The average length of hospital stay as a result of a fall is 3 weeks;
- Approximately \$160 million was spent in Alberta on seniors' fall-related hospital admissions in 2011, not including costs for emergency room visits, payments to physicians and physiotherapists, homecare, medication or individual costs.

If you would like further information on the campaign or examples of the promotional materials, please contact ACICR Projects Coordinator, Nan Shybunka at 403-342-2125 or nans@ualberta.ca. We hope we can count on your support for this important initiative. Please contact Nan if you are able to participate.

Sincerely,

A handwritten signature in black ink that reads "K. Belton".

Kathy Belton
Associate Director
Alberta Centre for Injury Control & Research

P R O C L A M A T I O N

WHEREAS seniors are a vital part of our families, communities and province, giving generously of their wisdom, experience and love; and

WHEREAS one in three seniors will fall each year, with 50% of seniors falling repeatedly; and

WHEREAS seniors have 9 times more falls injuries than other populations; and

WHEREAS falls among our seniors will result in over 8,700 hospital admissions and over 24,000 emergency department visits each year; and

WHEREAS falling, and the fear of falling, can lead to depression and hopelessness, loss of mobility, and loss of independence; and

WHEREAS individuals and organizations from a multitude of disciplines across Alberta are working together to increase awareness of this issue and encourage Albertans to take steps to prevent falling; and

WHEREAS the quality of life is improved for Alberta seniors who remain healthy, active and independent;

NOW THEREFORE, I (name), do hereby proclaim the month of November 2014 to be ***Seniors' Falls Prevention Month*** in (location).

SUMMARY OF THE EVALUATION OF THE

FLAGSTAFF

COMMUNITY

RESOURCE OFFICER

PROJECT

PREPARED FOR THE FIRST BOARD

13 July 2014
Joanne Stewart
Viking, Alberta

SCOPE OF THE PROJECT

The FIRST Board was looking for evaluative feedback on three questions:

- What is the job of the Community Resource Officer?
- Are the agency members and the general public aware of the program and do they value it?
- Were the recommendations of the 2009 report carried out?

INFORMATION GATHERED FROM PROJECT STAKEHOLDERS

1. Flagstaff area school students, school administrators and staff, and one Family School Liaison worker were asked questions about the quality of the relationships students and school staff has developed with the Community Resource Officer; the prevalence of bullying and how students respond to it; and safe driving practices.

In all, 82 grade six students from Killam, Forestburg, Sedgewick and Daysland schools provided written survey responses. One grade nine class from Killam and three high school (grades 10 – 12) classrooms from Forestburg, Sedgewick and Daysland schools participated in focus groups where group responses were gathered to seventeen open ended questions. Hardisty School did not participate in the evaluation because they have had very little or no contact with the Community Resource Officer.

Six school administrators and teaching staff provided written survey responses, including Amisk School (K-3) which was not visited by the evaluator due to the young age of students. As stated above, one Family School Liaison Worker also completed the same survey as school staff.

2. Municipalities and funding partners

Four municipalities responded to a questionnaire provided to them. Questions were asked about their awareness of the program and if they valued the program. They were provided with enough time to consult their respective councils for input. Several of those that did not provide input said that they did not know enough about the program to comment.

No funding partners responded. Two of the funding partners had no one with any relationship to the program available to speak with, while in the other case the individual could not be reached.

3. Community Partners/Interagency members

Five community partners responded to a questionnaire provided to them. Questions were asked about their awareness of the program, the quality of relationships built by the Community Resource Officer, and if they valued the program. Three of the five respondents forwarded their completed questionnaires to me. I was able to go through the questions with the other two individuals on the phone and in person.

4. Program Staff, cosponsoring agencies and supervisors

Eight individuals provided survey responses in this category, including the Killam/Forestburg Detachment Commander, FCS Director, Community Resource Officer and FIRST Board members. Generally, questions were asked about how they felt the program was being carried out, if objectives were being met and their satisfaction with the program.

CONCLUSIONS

1. **Currently, it is difficult to be a satisfactory Community Resource Officer**

The Memorandum of Understanding document and FIRST Program and Policy Guide provide a great deal of information about the roles and responsibilities, activities and programs of the Community Resource Officer Program. However, implementation of the program has not been agreed upon by FIRST and the Killam/Flagstaff RCMP detachment, which in turn sends an inconsistent message to the Community Resource Officer.

FIRST and the detachment are not in agreement about which Memorandum of Understanding they are to work off of and the role that FIRST takes in administering the program is not included on any of the signed documents. As a result, anyone new to the program in a management position, such as the FCS Director or Detachment Commander, may not be clear what the role of FIRST is in the project. Without an understanding of the role of FIRST and the rationale behind the program, the Community Resource Officer Staff position is subject to interpretation, which is likely to lead to disagreement leaving the Community Resource Officer staff in the middle of two factions with very different ideas about their job.

2. The community values the relationship building component of the program

The FIRST Board, school staff, community stakeholders and municipal partners overwhelmingly report that their understanding of the intent of the Community Resource Officer Program is to build relationships between children and youth so that they will make positive decisions about relationships, drugs and alcohol, and high risk behaviours. This was originally agreed upon by the RCMP detachment as well. The program as it is currently being carried out by the detachment is focused on enforcement, which is not what the community expected their money to go towards.

3. The community values the program, but not as it is currently run.

There were many comments about not getting the full potential out of this wonderful program. The Community Resource Officer delivers the DARE program in grade six classrooms throughout the Flagstaff area and has made a good connection with those students. However, the older youth have had very little contact with him and as a result receive little benefit from the program and are not aware of what resources the Officer can provide. Municipalities report not knowing very much about the activities of the Community Resource Officer either and those without schools asked how they could benefit from the program.

RECOMMENDATIONS

1. Ask if the Community Resource Officer program still contributes to the FIRST mission and role.

The FIRST Board should consider whether or not the Community Resource Officer Program still is meeting objectives that contribute to the mission and role of the FIRST society now that eight years have gone by since the program started. Perhaps there is another vehicle entirely to accomplish their mission and vision, or perhaps they wish to make adjustments to the existing Community Resource Officer program to better meet the needs of FIRST. They may also find that the program meets existing needs best in its current form.

2. Re-write the outcomes of the Community Resource Officer Program

If it is determined that the Community Resource Officer Program is still a good fit for FIRST, the program outcomes need to be revised and rewritten to reflect the current program practices.

The program outcomes as originally set out were quite ambitious and intended to be the work of the entire partnership group, not just the Community Resource Officer, though that is where the majority of the work is done. Some outcomes may need to be added or omitted, with consideration of the funding ramifications of those changes.

3. Communicate any program changes made to partners and stakeholders

Any changes to the program that come about because of these recommendations must be communicated to all partners and stakeholders, especially the schools. FIRST and the RCMP Detachment must be delivering these messages in unison. The program and staff title of “Community Resource Officer” must be agreed upon again, and should be clarified with the schools.

4. Review and renew Memorandum of Understanding documents to reflect current operating practices.

All the legal documents need to be signed and clearly laid out, especially the Memorandum of Understanding so that any new staff joining FCS or the Killam/Flagstaff RCMP Detachment will know exactly what the Community Resource Officer program is and what the role of Flagstaff County, FIRST, FCS and the RCMP Detachment are in delivering the program. A Memorandum of Understanding may be considered by the province that includes the role of FIRST in it. If not, somehow the role of all the participating parties, especially FIRST, must be clearly written and agreed upon so that all partners can move towards the effective delivery of the Community Resource Officer Program without distractions.

5. Sort out funding issues.

Specific questions about the revenue and expenses related to the program were outside of the scope of this evaluation; however one board member stated that a lack of funding is the program’s number one concern. If the Board wishes to go forward with the program they will need to communicate a strong, unified message about the program to new or current funders so that support continues for the program.

September 23, 2014

File : Hwy.13

Town of Sedgewick
PO Box 129
Sedgewick, Alberta
T0B 4C0

Dear Mayor Robinson

Re: Proposed Upgrades to Junction of Highway 13 & Highway 869

Thank you for your letter of concern regarding the intersection of Highway's 13 & 869. Alberta Transportation has revisited the EBA safety study completed in 2007 and determined the recommendations are still appropriate.

Transportation's review also included an analysis of the collisions looking for any trends that may show why they are occurring. From 2008 to 2013 there are only 7 collisions in our records. This number of incidents does not provide much data to work with but also indicates that there may not be a significant problem. One pattern indicated that drivers may not be mindful of the importance of the upcoming intersection. Due to this, our plan is primarily focused on impressing upon the motorist that an important intersection is ahead and that increased attention is needed.

The types of improvements that the department will be completing include painting stop ahead on Highway 869, add Highway cluster signs in advance of Highway 13, refresh the important intersection signs on Highway 13 and relocating the stop signs to enhance visibility.

We have also reviewed your recommendation to change the paint lines on Highway 13. Unfortunately the length of the east bound acceleration lane will not accommodate a bypass lane. Significant intersectional improvements would be required to reconfigure the intersection as proposed.

We appreciate your concerns for motorists utilizing this intersection. Alberta Transportation will continue to monitor the operation of this intersection. Please feel free to contact us if you have any additional concerns or suggestions.

Sincerely,

Bill Heaslip
Operations Manager

DY/lw

cc Camrose Maintenance Office

Good afternoon,

On behalf of Flagstaff County Council, in an effort to communicate and collaborate we would respectfully invite you to join us for supper and an evening of discussion. Council has identified the following dates for a possible meeting. Please discuss these dates with your Council and respond to myself before October 20th, 2014 by email or by phone at (780) 384-4133.

* November 3rd or 4th at 6:00PM at the County office.

In preparation for this meeting, Flagstaff County Council has requested each municipality to provide three (3) priorities or initiatives for future collaboration or partnerships. Please send your initiatives/priorities to myself when you respond as to which date your municipality prefers and how many will be attending.

Additionally, please be advised that the Flagstaff County Office is now a scent-free work environment. In order to respect those with allergies and sensitivities, please notify members attending the meeting to refrain from wearing perfumes, colognes, after-shave and body lotions. We appreciate your cooperation in this matter.

I look forward to hearing from you,

Kayla Kippen
Administrative Clerk
ph: (780)384-4133
fax: (780) 384-3635

LETTERS:

1. **Village of Galahad:** Advising that the Village of Heisler decided as per their September 16th, 2014 Regular Council meeting not to participate in the application to the Alberta Community Partnership (ACP)grant Program to establish a partnership in the delivery of a health and safety program.
2. **Village of Heisler:** : Advising that the Village of Heisler, approved the participation in the application to the ACP grant Program to establish a partnership in the delivery of a health and safety program, at their September 22nd, 2014 regular Council meeting.
3. **Brownlee LLP:** Offering access to their Access to Information and Privacy Law Team to assist in managing the Town’s privacy and access to information.
4. **Alberta Municipal Affairs:** Confirming that the Municipality’s certified Statement of Funding and Expenditures (SFE) has been submitted, and been reviewed and meets the reporting requirements.
5. **Battle River Community Foundation:** Confirming receipt of fire Department, Sedgewick Lake Park and Community Hall grant applications.
6. **Battle River Community Foundation:** Confirming receipt of Cemetery grant application.
7. **Andrukow Group Solutions – Dekoda Inc.:** Contact List for emergency and information fact sheet on Anhydrous Ammonia
8. **Government of Alberta:** Declaration of October 16th, 2014 as Conflict Resolution Day.

NOTICES & INVITATIONS:

1. **University of Alberta:** Invitation to attend Agricultural, Life & Environmental (ALES) 100 Opening Celebration on October 22nd, 2014.
2. **Alberta Energy Regulator (AER):** Notification that the Town of Sedgewick Statement of Concerns regarding Spur Resources Application for a well and access road located at 4-44-12 W4M file has been closed as no further action occurred.

WORKSHOPS & SEMINARS:

1. **MacEwan University:** Lobby Government Effectively one-day seminar on November 12th, 2014 and April 8th, 2015.

MINUTES & FINANCIAL STATEMENTS:

1. **Parkland Regional Library Board:** Meeting minutes from the September 4th, 2014.
2. **Sedgewick Library Board:** Meeting minutes from September 25th, 2014.
3. **Parkland Regional Library Board:** Meeting minutes from September 4th, 2014.
4. **Flagstaff Regional Solid Waste Management:** Meeting minutes from September 22nd, 2014.

NEWSLETTERS AND PUBLICATIONS:

- | | |
|--|----------------|
| 1. PEG (associated Engineers | Fall 2014 |
| 2. Battle River Alliance For Economic Development | Fall 2014 |
| 3. Battle River School Division | October 2014 |
| 4. TransAlta Energy Insights | September 2014 |
| 5. Enbridge-2013 Corporate Social Responsibility Summary | 2014 |
| 6. Interlock Design | Summer 2014 |

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

Name of Delegation: Ian Malcolm and Karen Robinson

Issue to be discussed: The Consolidation of Plan 812 1206, Block 28 Lots 1,2,3,4 and 5 (follow up from their request as discussed at the August 28th, 2014 Council Meeting).

Request of Council:

“To please reconsider my request to have my property, Plan 812 1206, Block 28 Lots 1-5 consolidated onto one lot (title) and to facilitate this request in a timely manner to be completed by December 15th, 2014.”

Date of Council Meeting: October 23rd, 2014

Delegation Time: 6:40 PM

Attached:

1. Letter dated October 9th, 2014;
2. Correspondence from the Town of Sedgewick,
 - a. Letter dated August 29th, 2014 regarding Council’s original motion;
 - b. Letter dated October 1st, 2014 with comparative details

23-Oct-14
Mayor

23-Oct-14
CAO

D1.1 – Robinson Letter

October 9th, 2014

In August, I requested Council allow me to consolidate my property into one property title, being Plan 812 1206; Block 28, Lots 1-5, by means of a Partial Plan Cancellation Bylaw.

This request was rejected. My other option was to consolidated these lands by means of a Descriptive Survey.

After the assessor, Gary Barber, coming out to update the assessment on the property, a comparison was made as to the difference in property taxes in 3 scenarios; one being with only three of the lots in question consolidated, the other being all five lots consolidated, the finally, what the property taxes were in 2014. The comparison is startling and I feel leaves me no choice as to what to do. See attached comparison.

I am requesting that Council, please, reconsider my request to have lots 1-5 consolidated by means of a Partial plan Cancellation Bylaw. I am going to go ahead and get them consolidated in any case and by doing it via the descriptive survey route is going to cost about \$1,500.00 (a reduction from \$1,800.00 because of a misquote). I am asking council to please, not let me have to go this route. If I am going to go ahead with it in any case, doesn't it seem almost punitive to not okay the bylaw and force me to spend that much money?

I would like to also ask that Council, if they approve this request to please make the necessary readings to facilitate this request in time for the tax year deadline of December 31st, 2014.

Lots 1 and 5 are not for sale and we do have plans for this property that we feel would benefit the community. Furthermore, by being consolidated into one parcel of land, I feel would be better in the future as one bigger commercial/industrial/residential property, rather than five smaller ones, as the lots are actually quite small and narrow to be much use by an industry.

We sincerely thank you for your consideration in the matter.

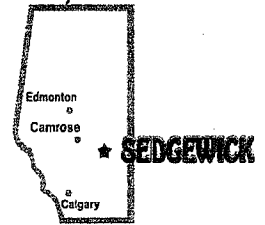
With warm regards,

Karen Robinson
Ian Malcolm



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

Oct. 23/14



August 29th, 2014

Ian Malcolm & Karen Robinson
P.O. Box 378
Sedgewick, AB T0B 4C0

Loretta-
- Legal Survey -
Newwest Geomatics
1-888-782-5358

RE: Partial Plan Cancellation Request

Dear Ian & Karen,

Len Olsen
Re Descriptive Survey

Sedgewick Town Council reviewed your request for the consolidation on Plan 812 1206; Block 28, Lots 1,2,3,4 and 5 at the August 28th, 2014 regular Council meeting.

After much discussion and consideration, Council made the following motion:

"MOTION by Clr. G. Sparrow that Council:

- 1. Reject the applicants request to consolidate Plan 812 1206; Block 28; Lots 1-5;*
- 2. That Council notify the applicant that the Town shall authorize the consolidation of Plan 812 1206; Block 28; Lots 2,3 and 4 only via Partial Plan Cancellation Bylaw;*
- 3. Should the applicant be in favour of consolidating Lots 2, 3 and 4 Wainwright Assessment Group shall complete an assessment of the property prior to 2nd and 3rd reading of an updated Partial Plan Cancellation Bylaw.*

CARRIED."

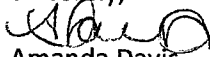
The consolidation of Lots 1 and 5 were rejected simply for future land use.

Please forward your response in writing no later than September 30th, 2014 regarding Council's offer to proceed with consolidation of Plan 812 1206; Block 28; Lots 2, 3 and 4 to ensure this matter is closed by December 31st, 2014.

Should you be in favour of this offer the Town shall arrange to have Wainwright Assessment Group formally assess your property. As a reminder the zoning on your properties shall remain Direct Control pursuant to the Town of Sedgewick's Land Use Bylaw #461.

Should you have any questions or concerns, please contact the undersigned at 780-384-3504 or via email at Sedgewick.cao@persona.ca.

Sincerely,


Amanda Davis,
CAO



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



Karen Robinson
PO Box 378
Sedgewick, AB T0B 4C0

RE: Assessment Update

Dear Ms. Robinson;

Following Wainwright Assessment Group's (WAG) reassessment of your property on September 30th, 2014 I've calculated taxation based on 2014 Mill Rates as per your request.

Please see attached:

1. OPTION 1 – Partial Plan Cancellation Bylaw;

- A. Consolidation of Plan 812 1206; Block 28, Lot 2; Plan 812 1206; Block 28, Lot 3, Plan 812 1206; Block 28, Lot 4. (100% residential levies);
- B. Plan 812 1206; Block 28; Lot 1 and Plan 812 1206; Block 28; Lot 5 remain unchanged (100 % commercial levies).

2. OPTION 2 – Descriptive Survey;

- A. Consolidation of Plan 812 1206, Block 28, Lots 1-5 (100% residential levies) WAG advised that there would be no commercial use of the property as per your conversation on September 30th, 2014.

3. 2014 Actual – Comparative details

Should you wish to proceed with the Partial Plan Cancellation Bylaw, I will require your decision in writing by October 20th, 2014. If 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.

OPTION #1 Partial Plan Cancellation	Assessed Value	Municipal Taxation (2014 Mill Rates)	Education Taxes (2014 Mill Rates)	Seniors Housing (2014 Mill Rates)	Total
Plan 812 1206; Block 28; Lots 2-4	230,320	1,738.91	582.36	56.42	\$2,377.69
Plan 812 1206; Block 28, Lot 1	16,580	700.00	57.65	4.06	\$761.71
Plan 812 1206; Block 28, Lot 5	16,580	700.00	57.65	4.06	\$761.71
Grand Totals:	263,480	3,138.91	697.66	64.54	\$3,901.11

OPTION #2 Descriptive Survey	Assessed Value	Municipal Taxation (2014 Mill Rates)	Education Taxes (2014 Mill Rates)	Seniors Housing (2014 Mill Rates)	Total
Plan 812 1206; Block 28; Lots 1-5	233,160	1,760.36	589.54	57.11	\$2,407.01
Grand Totals:	233,160	1,760.36	589.54	57.11	\$2,407.01

2014 Actual	Assessed Value	Municipal Taxation (2014 Mill Rates)	Education Taxes (2014 Mill Rates)	Seniors Housing (2014 Mill Rates)	Total
Plan 812 1206; Block 28; Lots 1	16,580	700.00	57.65	4.06	\$761.71
Plan 812 1206; Block 28, Lot 2	171,620	1,295.73	433.48	42.04	\$1,771.25
Plan 812 1206; Block 28, Lot 3	13,130	700.00	45.65	3.22	\$748.87
Plan 812 1206; Block 28, Lot 4	12,880	700.00	44.78	3.15	\$747.93
Plan 812 1206; Block 28, Lot 5	16,580	700.00	57.65	4.06	\$761.71
Grand Totals:	230,790	4,095.73	639.21	56.53	\$4,791.47

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

Name of Delegation: Stacey L. Strilchuk, Executive Director for the Primary Care Network (PCN)

Contact Name/Person(s) making presentation: Stacey L. Strilchuk

Issue to be discussed:

Strilchuk will be presenting an overview on the following:

- The Camrose PCN, who they are and what they do;
- Current programming, services and future opportunities; and
- Community engagement and awareness

Request of Council:

N/A

Date of Council Meeting: October 23rd, 2014

Delegation Time: 7:00 PM.

Attached:

1. Letter dated July 21st, 2014

23-Oct-14
Mayor

23-Oct-14
CAO

Scheduled Time Frame –15 minutes

July 21, 2014

Stacey L. Strilchuk, Executive Director
Camrose Primary Care Network
Rm 1108 Suit 4 Camrose Recreation Centre
4512 53 Street
Camrose, AB T4V 4E3

Re: Request to Present to Council

Dear Town/Village Administrator:

As you may know the Camrose Primary Care Network (PCN) is beginning to explore opportunities to collaborate with local physicians, healthcare providers and community stakeholders within your community and surround area to offer enhanced primary care services. At this time I am asking for a short period time (15 – 20 minutes) on your upcoming agenda to speak to the following:

- The Camrose PCN – who we are and what we do;
- Current programming and services and future opportunities; and
- Community engagement and awareness

I have asked Pam Fankhanel, my Administrative Coordinator to contact you for scheduling purposes. I look forward to the opportunity! Should you have any questions or require additional information I may be contacted at 780.608.4930 or stacey@camrosepcn.com.

Thank you.

Originally Signed By

Stacey L. Strilchuk, Executive Director

Cc: Colleen McKinstry, Clinical Manager
Colleen Lindholm, Communications Lead
Pam Fankhanel, Administrative Coordinator

Town of Sedgewick Monthly Statement
Month Ending September 30, 2014

As Per Books						
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG
Previous Month Balance	2,578,754.19	3,516.80	107,605.94	64,862.92	874,765.01	161,060.86
Receipts for Month	85,483.86					
Transfer to Muni Fire			10,000.00			
Outstanding Receipts						
Interest Received	2,130.13	2.89	90.09	53.31	718.98	132.38
Subtotal	2,666,368.18	3,519.69	117,696.03	64,916.23	875,483.99	161,193.24
Less Disbursements	85,184.32					
Transfer to Muni Fire	10,000.00					
AB Education	53,934.12					
Debenture Bylaw #471 (8/10)	43,239.72					
Month End Balance	\$2,474,010.02	\$3,519.69	\$117,696.03	\$64,916.23	\$875,483.99	\$161,193.24

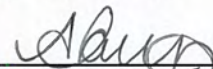
As Per Bank						
Month End Balance	2,528,419.43	3,519.69	117,696.03	64,916.23	875,483.99	161,193.24
Cash on Hand	300.00					
Cash in Transit	2,090.61					
Subtotal	2,530,810.04	3,519.69	117,696.03	64,916.23	875,483.99	161,193.24
Less Outstanding Cheques	56,800.02					
Month End Balance	\$2,474,010.02	\$3,519.69	\$117,696.03	\$64,916.23	\$875,483.99	\$161,193.24

Outstanding Cheques						
	Number	Amount	Number	Amount	Number	Amount
Payroll Cheques						
	297	3,004.26	302	1,128.06	3557	35.48
	298	1,710.41	303	147.18	3558	630.00
	299	3,198.85	3542	6,280.46	3559	1,602.98
	300	2,199.02	3544	378.00	3560	3,675.00
	301	294.30	3545	350.00	3561	104.90
General Cheques			3546	94.35	3562	871.45
	3464	135.45	3547	52.00	3563	63.29
	3522	1,721.85	3548	433.72	3564	4,987.50
	3534	275.11	3549	325.24	3565	525.34
	3535	1,403.88	3550	112.35	3566	2,072.70
	3536	645.12	3551	99.93	3567	477.15
	3537	63.76	3552	1,984.50	3568	410.86
	3538	6,731.01	3553	225.00		
	3539	351.75	3554	298.17		
	3540	700.81	3555	4,888.64		
	3541	422.99	3556	1,687.20		
Outstanding Cheque Total		\$56,800.02				

Submitted to Council this 23 day of October 2014.

Interested Earned/September \$2,995.40
 GIC - 5-yr @ BRCU \$11,487.59
 GIC - 5-yr @ ATB \$19,083.04
 Total Cash and Investments \$3,566,196.59

Perry Robinson, Mayor


 Amanda Davis, CAO

23-Oct-14
 Mayor

23-Oct-14
 CAO

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: AP - BRCU				
Computer Cheques:				
3511	9/15/14	AAMD&C	Aug. 2014 Statement	2,041.94
3512	9/15/14	Accu-Flo Meter Service Ltd.	Pocket Reader Repair	309.75
3513	9/15/14	AMSC Insurance Services Ltd.	Oct 2014 Remittance	1,810.84
3514	9/15/14	Barchard Engineering Ltd.	August Statement	798.00
3515	9/15/14	Battle River R.E.A. Ltd	August 2014 Charges	50.28
3516	9/15/14	Comer Gas	August 2014 Fuel Purchases	1,200.09
3517	9/15/14	Daysland Backhoe & Trucking	Packer Rental -#2 Canary	378.00
3518	9/15/14	Fire Safety Distribution Centr	2014-Fire Saftey Kit	637.25
3519	9/15/14	Flagstaff County	August 2014 Statement	888.05
3520	9/15/14	Gay Backen	Payout UT Credit/Sale	429.42
3521	9/15/14	Hale Electric Ltd.	Cold Storage -Disconnect Svc	306.60
3522	9/15/14	Impact Oilfield Services Ltd.	Hydro Vac Services-4933 50st	1,721.85
3523	9/15/14	Killam Home Hardware Ltd.	Shop-Weed Killer	32.54
3524	9/15/14	Sedgewick Pharmacy Ltd.	August Statement	16.66
3525	9/15/14	SKNGS - Sedgewick Killam	Aug. 2014 Billings	5,598.40
3526	9/15/14	Superior Safety Codes Inc.	Closed permits for July 2014	1,341.38
3527	9/15/14	Telus	Aug 2014 Statement	863.85
3528	9/15/14	The Community Press	August Statement	84.00
3529	9/15/14	Town Of Sedgewick	August 2014 Utility Billing	142.24
3530	9/15/14	Wallace Oilfield Services Ltd.	#2 Canary Cr. Lot Develop	4,024.08
3531	9/15/14	Watkins Holdings Ltd.	August 2014 Statement	178.73
3532	9/15/14	Voided by the print process		0.00
3533	9/15/14	Wild Rose Co-operative Ltd.	August 2014 Statement	1,404.34
3534	9/30/14	AAMD&C	Sept. Statement	275.11
3535	9/30/14	AB Firetech Ltd.	FD - Freightliner Inspection	1,403.88
3536	9/30/14	Accu-Flo Meter Service Ltd.	5102 - 50 Ave. Water Meter	645.12
3537	9/30/14	Air Liquide Canada Inc.	Shop - Oxygen refill	63.76
3538	9/30/14	AMSC	Aug. 2014 Charges	6,731.01
3539	9/30/14	Ankerton Gas Co-Op Ltd.	New Install 4810-46A St	351.75
3540	9/30/14	Bonness Oilfield Supply Ltd.	WTP - Gaskets/bolts for valves	700.81
3541	9/30/14	Brent Polege	Shop - pressure washer carrier	422.99
3542	9/30/14	Canada Revenue Agency	Sept. 2014 Remittance	6,280.46
3543	9/30/14	posted invoice twice		0.00
3544	9/30/14	Dan's Custom Contracting	Trucking #2 Canary	378.00
3545	9/30/14	Daryl Johnson	Burials/Rotorooting	350.00
3546	9/30/14	Eastlink	Oct. 2014 Statement	94.35
3547	9/30/14	Government of Alberta	Title Transfer #5 Canary	52.00
3548	9/30/14	Hale Electric Ltd.	Shop/WTP Electrical Repairs	433.72
3549	9/30/14	Hi-Way 13 Transport Ltd.	September 2014 Statement	325.24
3550	9/30/14	KaizenLAB Inc.	WTP-Water Testing	112.35
3551	9/30/14	Killam Home Hardware Ltd.	Sept. 2014 Statement	99.93
3552	9/30/14	Kinsella Plastics	1075 Gallon Water Tank	1,984.50
3553	9/30/14	Lakeland College	FD-S900A Course	225.00
3554	9/30/14	Linda Williams	Levy Adj. 4810 - 52 Street	298.17
3555	9/30/14	Local Authorities Pension Plan	September 2014 Remittance	4,888.64
3556	9/30/14	Parkland Regional Library	PRL-4th Qtr. Reg	1,687.20
3557	9/30/14	Purolator Courier Ltd.	Kaizen Freight-WTP	35.48
3558	9/30/14	Rocky Mountain Phoenix	FD-Training Suit	630.00
3559	9/30/14	Sedgewick Building Supplies	August Statement	1,602.98
3560	9/30/14	Stantec Consulting Ltd. (SCL)	Survey & Drainage Plan	3,675.00
3561	9/30/14	Syban Systems Ltd.	Sept- Oct. 2014 Internet	104.90
3562	9/30/14	Telus	Sept. 2014 Statement	871.45
3563	9/30/14	Telus (Mike)	FD-Sept 2014 Invoice	63.29
3564	9/30/14	Thurber Engineering LTD.	Subd. Geotechnical	4,987.50
3565	9/30/14	Town Of Sedgewick	Sept. 2014 Utility Billing	525.34
3566	9/30/14	Wainwright Assessment	Sept & Oct. 2014 Contract	2,072.70
3567	9/30/14	Watkins Holdings Ltd.	Sept. 2014 Statement	477.15
3568	9/30/14	Xerox Canada Ltd	Photocopier maintenance	410.86
Total for AP:				67,518.93

September 30th, 2014 Payroll

0292-0296	15/09/2014	Mid Month Payroll	5,314.05
0297-0303	30/09/2014	Month End Payroll	<u>11,682.08</u>

Total for Payroll: \$16,996.13

23-Oct-14
Mayor

23-Oct-14
CAO

Council Committee Reports to October 23rd, 2014

Mayor Robinson reported attendance to:

Mayors Meeting, Alliance – September 29th, 2014

- All Chief Elected Officers (CEO's) were in attendance with the exception of Mayor Miller (Hardisty);
- A number of items were discussed informally, sharing experiences and thoughts;
- Pursuant to Council's direction, I questioned the need for the Mayor's Meetings and voiced our concerns about the possible counter-productive outcomes of our gatherings, especially as they may conflict with the FIP protocols. I also questioned the need for them. Mayor James (Killam) supported and agreed with my questioning.
- The majority of Mayors feel that they personally find support being able to share their thoughts, experiences and concerns during these meetings, it was agreed that they would continue on that basis and for that purpose of "mutual support and therapy" that many mayors feel the need for. I agreed that, as long as these meetings remain informal, as long as they do not attempt any formal initiatives requiring permission from any respective Council, and as long as they are for the simple mutual support of the Mayors then I would support them. To keep the costs to a minimum, Mayor James wanted the meetings to only be called twice yearly but a compromise was reached at three, being approximately every four months.
- There was some talk about the CAC meetings and how much value we were getting from them, but, reminding the gathering that they had no authority to make any decisions about any committee, I pointed out that any such concerns need to be raised by a Council through FIP. It was thought that Sgt. Brachmann should be asked about the RCMP and the Committee prior to that and Mayor James volunteered. I remain concerned, however, that such a query is exactly the type of unauthorized activity coming from the Mayor's meeting that could be counter-productive to the FIP Protocols. However, perhaps this is the only way that we can illustrate the potential for trouble and will wait and see the outcome.
- I ended the meeting by offering my support to the other Mayors and assuring them that I have no problem with a few "mutually supportive" and informal meetings of same, while reiterating my concerns about unintentional or unauthorized "activism" which might result in unnecessary problems. These meetings do not have recorded Minutes, there is no administration; the rotation is the next Mayor willing to host and is called at the current meeting being held at approximately four month intervals. The next meeting will be undertaken by Mayor James, in Killam on January 19th, 2015.

Public Forum, Cemetery Committee - September 30th, 2014

- I was in attendance, along with Cr's Rose and William's, as the Cemetery Committee, and with CAO Davis, at The Town Hall Meeting discussing our newly first read Cemetery Bylaw #513.
- The meeting was sufficiently attended and supported by members of the Community as to provide for spirited discussion on our proposals. By approximately 2200 hours, we had collectively arrived at illustrations and compromises which CAO Davis will be providing for us. In closing I wish to offer our thanks to CAO Davis for her work on preparing and presenting the Bylaw and for arranging the event. I

Council Committee Reports to October 23rd, 2014

have received much positive feedback from citizens in attendance and feel that it was a most useful, as well as community building, gathering.

Disaster Services/Emergency Management Meeting – October 1st, 2014

- I was in attendance with CAO Davis, Clr's Rose, Williams and Dame, as well as DEM Malcolm and DDEM DeBock in an Emergency Management Meeting at the Legion. Also in attendance were Dieter Langer and John Lang from Alberta Emergency Management and East Central Superintendent Randy MacInnis and Detachment Commander Sgt. Lee Brachmann of the RCMP. The meeting was called at the request of Mr. Langer to answer queries I had regarding recently identified potential threats to our community through pandemic disease and domestic terrorism. We were assured that the authorities recognize and understand our concerns and that definite measures are in place to deal with either potential or a combination of both. We left the meeting feeling quite assured of this and I consider the matter to be well in hand.

Clr. G. Sparrow reported attendance to:

Sedgewick Fire Department Meeting – October 2nd, 2014

- Department responded to a garage fire in Hardisty – this was a mutual aid call, the department was released following their arrival by scene command in Hardisty;
- The department will be providing bartending services at the Community Christmas Party on November 29th, 2014;
- Visiting the Playschool on October 8th, 2014;
- The Grade 1's will be visiting the Fire Hall on October 15th and 16th, 2014.

Sedgewick Golf Course meeting – October 6th, 2014

- Bank balance, chequings, \$16,106 and savings, \$54,456;
- Annual General Meeting (AGM) was set for October 19th, 2014 at 7:00 PM;
- Asked membership to proceed with the construction of a new shop in the Fall of 2015;
- Twenty three additional fuzzing trees were discovered in the NW corner (old campsite); trees to be removed in the Spring, replacement may or may not occur;
- Took engine out of new used fairway mower, there will be a 1/3 cost share to repair with John Deere.

Clr. F. Watkins reported attendance to:

Flagstaff Regional Housing Group Meeting – September 30th, 2014

- With the new government, there is a new Ministry of Seniors (again) and a different approach to Health; these changes have not been announced however will include Lodges, Seniors, Self Contained and Community Housing. There should be an update within the next ninety (90) days;
- The board received a package of templates from the governments to assist with the development of new business;

Council Committee Reports to October 23rd, 2014

- NEW Projects;
 - Finally received the go ahead to move forward with RFP's for Architects for the Big Knife Villa Project.
 - Awaiting further discussion with the government regarding the Sedgewick project; the process has slowed following changes within the Ministry, we anticipate answers within a month or so (*note, funding was approved therefore, we will not lose the project).
 - Resident statistics; Big Knife Villa, 31 spaces (21 Lodge and 10 Self Contained), no vacancies;
 - Flagstaff Lodge, 38 spaces, 15 vacancies;
 - Menus have been revised at the Flagstaff Lodge to ensure residents are receiving tasty, nutritious meals on a daily basis;
 - Audit dates have been scheduled for this fall;
 - Recruiting for an Activity Coordinator for the Flagstaff Lodge.

Clr. C. Rose reported attendance to:

Sedgewick Lake Park Meeting – September 22nd, 2014

- Memorial bench inquiry; benches can ordered through the Town Office,
- Manager's Report:
 - Sought clarity on general maintenance on all equipment – Davis advised that Public Works will take care of the routine maintenance, changing of blades, oil etc.
 - Will assist Town staff with park shutdown on September 30th;
 - Sought permission for a group site reservation for 2015;
 - Assistant Managers worked out well for the one month trial – discussion regarding future employment for the 2015 season;
 - Yearend maintenance noted and trees marked for removal;
- The board received a request from the Lions Club to provide assistance with the set up and take down of items during the Christmas Gala; this was approved.
- Reviewed and updated all current rules and policies;
- Completed 2015 preliminary budget;
- AGM scheduled for October 20th, 2014 at 7:00 PM.

Clr. C. Williams reported attendance to:

Sedgewick Library Board Meeting – September 25th, 2014

- Accepted the nomination of a new board member Lisa Collier;
- Notification that budgets are due to the Town by December 1st, 2014;
- The Library will be renting a table at the November 15th Craft and Bake Sale, selling gently used books and 2015 memberships;
- The C.O.W bus was a success; Library received twenty-five books;
- Manager's contract review was past due; the board offered and carried an extended contract at \$19/hr;
- A new laser printer is to be purchased;

Council Committee Reports to October 23rd, 2014

- A basket will be donated to the STARS Silent Auction;
- Display racks and signage for book sections are to be purchased;
- Manager's Report;
 - July 1st Entertainer was a success with approximately one hundred attendees;
 - Genealogist, Lyn Meehan has been booked for November 1st; Manager is seeking interest in a Genealogists Club.

Citizens Advisory Committee (CAC) Meeting – October 6th, 2014

- Several members attended the 2014 AUMA Fall Convention and reported that rural Alberta is understaffed. Municipalities want to work with AUMA to improve service.
- Mayor Watt (Daysland) is looking to recruit retired officers;
- Updates from around the County:
 - Dayland
 - New Doctor starting October 26th, 2014;
 - Addressed Halloween concerns;
 - Children riding bikes without helmets
 - Strome
 - Drug dealer from Killam has moved on
 - Killam
 - Traffic concerns at the intersections of Highway 13 and 36;
 - Forestburg
 - Concerns raised from the citizenry that there is no member from the Force stationed within the community – requesting more visibility
 - Hardisty
 - TransCanada is adding a five hundred man work camp; a big chain was purchased land to construct 80-85 units for construction.
 - Concerns regarding speed and drunk driving , requesting increased visibility
 - Amisk
 - Large amounts of fuel has been stolen from CP Rail;
 - Gibsons has two radar trucks to place in town to assist with speeding 24 hours per day
 - Alliance
 - Please contact Village Office for concerns;
 - Galahad
 - Had two skateboarders on the roof of the School;
 - Flagstaff County
 - One Peace Officer has moved on however they have additional back up
 - Sedgewick
 - Concerns regarding B&E's and theft
- Constable Edgar will be in charge of the Rural Crime Watch development;

Council Committee Reports to October 23rd, 2014

- CRO has received complaints regarding spray painting;
- The detachment is working with Industries to curb speeding, traffic safety and impaired driving;
- Tractors and farm equipment is on radar; non-registered and non-licensed.

Flagstaff Family and Community Services (FFCS) Board Meeting - October 8th, 2014

- Discussion regarding the Community Resource Officer (CRO) position. Funding is available to cover this position until October 2015. The board is looking into alternate funding solutions;
 - Flagstaff County will cover CRO Program costs until March 2016
 - FIRST will be investigating over the next year how to enhance the CRO Program
- Constable Lewanzuk returned to CRO duties on September 22nd, 2014;
- Some board members would like the CRO to provide more mentorship to students, less enforcement more prevention.
- Gail Watt Scholarship: Change in criteria, no age limit however applicant must have attended three years of High School within Flagstaff County. The \$1,500 scholarship is split between three schools.
- There will be noticeable changes within the budget due to loss of contacts.

Flagstaff Community Foundation Meeting – October 8th, 2014;

- Reviewed financial statements;
- 2015 budget will be addressed at the November 19th meeting

Clr. W. Dame reported attendance to:

Flagstaff Regional Solid Waste Management Association (FRSWMA) Board Meeting – September 23rd, 2014

- Operations update and financial reports presented by Manager M. Hampshire as follows:
 - Landfill
 - Ag film is the latest nemesis in the industry. It wastes space, does not compact well, wraps around equipment and there is no market at this time. FRSWMA is currently bailing and storing the product and working with a vendor who is developing a new market to export in China. A fee structure is being developed for producers.
 - Michels – 1st month \$15,643
 - Transfer Sites
 - “Fall Clean-up” planned for Daysland, Strome and Sedgewick
 - Bin Service
 - Eighty small bins and six large are affected by UHE paint recall. Repairs will be done over the next twenty months;
 - All bins purchased in 2014 are in service;

Council Committee Reports to October 23rd, 2014

- All yellow bins on place and commingling program is working well. Residents are reminded this program does not include plastic bags, film or Styrofoam.
 - Recycle Programs
 - The stockpile of 375 bales of cardboard will be shipped to processor in Oregon before winter;
 - 290 tonnes of RCA has been sold to date and about 180 tonnes used on the landfill site insured of purchasing gravel;
 - Household hazardous material is accumulating as “Clean Harbors” have difficulties keeping up with the volume.
 - There is a provincial backlog handling E-Waste
 - Financial & Personnel
 - A 816B loader and new ½ ton truck has been purchased from the general operating funds;
 - Achieved a 94% rating on external safety audit which will impact WCB premiums and C.O.R.
- New Business:
 - The purchase of unbudgeted bins for \$30,610 from the general operating account was approved. This was necessary due to unexpected demand on small bins as a result of new rural customers and Michels business. The demand has resulted in a waiting list for new bins. Another complication factor is the pain recall by UHE of 65 bins that were purchased in 2012/13. Bins were painted with an undercoat that did not adhere to the metal. Flagstaff Waste will be receiving a 12% refund off the original price to offset the associated issues. Eighteen bins are at UHE for warranty work.
 - Results of the staff salary survey were provided. Flagstaff Waste is 13.8% below industry averages. A proposed adjustment of 1% to the entire salary grid and 3% adjustment to outside workers and equipment operators was accepted as updated information as a contingency amount of \$25,000 for this purpose was in the 2014 budget.

Community Hall Board Meeting – September 23rd, 2014

- Review of financial statements - \$20,866 as of August 31, 2014;
- The Community Initiative Program (CIP) grant was received in the amount of \$10,000 in May for the following projects:
 - Removal of tongue and groove cedar on the upper exterior portion of the Hall. Joe Kneivel Contracting will complete this project in the Spring of 2015;
 - Installation of a projector and screen – purchased and installed by Higster Computers;
 - Purchase of table dolly - dolly was been ordered

Council Committee Reports to October 23rd, 2014

- A \$500 grant was received from the Battle River Community Foundation to repair paving on the north side of the Hall – the board has been unsuccessful in securing a contractor.
- July 1st pancake breakfast fundraiser raised \$1,176;
- Director Fritz Howethe resigned; the board is recruiting;
- Next meeting, November 18th, 2014.

Clr. E. Skoberg – no report submit.

Administration Report – Period Ending October 23rd, 2014

CAO Davis reported attended the following meetings since September 18th, 2014 Council meeting:

September 25th – Engineering Project Update - Meeting with Liang Liu, Stantec Engineering – completed an overview on all active projects.

September 26th – Lake Board Management Meeting – In attendance with President S. Higginson, Town Rep. C. Rose and Managers B. & L. Nordstrom. The group discussed the Park Managers 2015 park assistant proposal following the boards counter to the management contract. At this time, the committee will take the Managers concerns back to the Lake Board for further comment. The Managers are requesting the appointment of a second couple to provide ten (10) twenty four (24) shifts per month.

September 30th – Walking Trail Project – request a meeting with S. Armstrong, CAO and D. Szott at Flagstaff County to present our walking trail project. As a result of the meeting, I sought permission for an easement on the County land for the walking trail as well as permission to stock pile trees for burning.

- County Administration gave permission for the required easements and agreed that we could prepare agreements over the winter;
- Permission was granted to stock pile and burn our trees on their land;
- They do not have the manpower to provide tree removal at this time.

October 1st – Disaster Services Meeting – see Mayor Robinson's report.

October 2nd – Intermunicipal Development Plan (IDP) Review, Flagstaff County

October 9th – CAO Group Meeting (notes attached)

October 10th – Land Committee Meeting – In attendance with Clr.'s Sparrow, Skoberg and Rose. Reviewed and discussed layout, phases and details of the subdivision. Please reference business item _____.

October 15th – 17th – Applied Land Use Planning Course, Edmonton – Completed the Land Use and Subdivision Design Course offered by the U of A. This is an elective course that supports completion of the ALUP Certificate Program.

(12) Administration

- Tax arrears – *reminder* notices sent to remaining eight (8) properties on September 17th, 2014 advising that payment of all outstanding tax arrears is required by March 31, 2015 to ensure properties are not set for public auction.
- Staff Shortages – Former Administrative Assistant, M. Deveau resigned, final day of employment was October 2nd. We are recruiting for a full time Administrative Assistant.
- Kevin Miller was hired on September 29th to provide administrative support. This is temporary while Miller transitions to a new CAO position. At this time, Miller is assisting with our internal recreation analysis. We are discussing the potential for full time employment with the Town.

23-Oct-14
Mayor

23-Oct-14
CAO

Administration Report – Period Ending October 23rd, 2014

- Office Upgrades – The file room was converted into an office to accommodate for the Recreation Facility and Program Manager position. Administration is completing an extensive review of all records as per our Records Retention Bylaw #458. Shred it shall destroy any unnecessary/dated documents.

(32) Public Works

- At the request of the Public Works Department letters were sent the property owners of #45 and 47 MacKenzie Drive regarding property access over the catch basins. Both property owners have been accessing the side and rear of their properties with RV's, trailers etc. To do this they have been driving over the sidewalk and catch basins. This has caused damage to the catch basins; public works completed repairs however there are still areas that appear to be washing our near the perimeter of the basins.
- Preparing budgetary items for 2015
- Two water breaks occurred on Main Street; one on October 16 and one on October 17 in different locations. Public Works has repaired both lines, there will be temporary disruptions on Main Street while the cut outs settle.

(72) Recreation

Attachments:

1. Action Item List - no action required

Council Action Items

18-Sep-14

	For	Item	Action Taken	Date Completed
1	Michelle	A2. Prepare letter of support to Victim Services (cc. Clr. Williams)	Emailed/original mailed.	22-Sep-14
2	Amanda	Contact Sgt. Brachmann re: CP rail twinning	Email Sgt. Brachmann requesting an update.	19-Sep-14
3	Amanda	Contact CHSPS re: council appointment to board; investigate policies.	Rice - we could appoint a member is we chose, this must be forwarded to	19-Sep-14
4	Amanda	Letter to 5002 - 46 Street re: water valve issues/repaires		
5	Amanda	Set up GIS reserve account; transfer EEH-0334 payment upon receipt.		
6	Amanda	Contact Rory Poyser re: GIS Programming 780-913-2477; rpyser@dreinc.ca		
7	Amanda	Complete AEA Authorization Forms for CW, PR, JH, AD, RD, IM, JA	Complete - awaiting signature	1-Oct-14
8	Amanda	Confirm attendance to Nov. 7 AEA Training - K. Cannady times.	Email sent to confirm date and time; request AEA forms.	18-Sep-14
9	Amanda	Amend Aug. 28 meeting minutes	complete "assumed"	18-Sep-14
10	Amanda	Further conversation with FC re: IDP Review	Meeting set with R. Hoyland for Oct. 2 to complete an IDP Review.	19-Sep-14
11	Amanda	IDP Review on October agenda.	Complete	23-Oct-14
12	Amanda	Letter to 4602 - 50 Street re: development rejection.	and mailed/emailed. Cc'd to Council	19-Sep-14
13	Michelle	B4. Draft letter of support for FIP Project, Safety Program. (cc. Mayor Robinson)	Letter complete and emailed.	19-Sep-14

14	Amanda	Notify Fortis re: electrical franchise fee (unchanged)	Updates sent via fax - remained unchanged.	18-Sep-14
15	Amanda	Send meetings updates to council re: Org. and Special Meeting dates	Complete	18-Sep-14
16	Michelle	Submit RSVP to FIP Coordinator re: Fall Forum		
17	Amanda	Prepare response for Mayor's meeting reiterating Sedgewick's concerns.	Initial concerns emailed to L. Towers. Updates required for Mayor Robinson in advance.	19-Sep-14
18	Amanda	Submit updates to Stantec re: walking trail - attendance at public meeting. (highlight trail)	Response sent via email.	19-Sep-14
19	Amanda	Arrange a beautification committee meeting re: walking trail review.		
	Amanda	Easement requests to F. County and Ag Society re: walking trail.	Completed initial meeting - to complete throughout the winter.	30-Sep-14
20	Amanda	Line up contractors for back alley upgrades / arrange with business owners.	Arranged for Sept. 29	19-Sep-14
21	Amanda	Contact Bill Paterson re: tree spade.		
23	Amanda	Meet with all business owners along 47 East alley re: alley construction.	Public Notice Prepared and delivered.	19-Sep-14
24	Amanda	Email Stantec re: subdivision designs.	request ASAP for special meeting.	19-Sep-14

The Regular Meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday September 18th, 2014 at 6:00 pm.

Present	Perry Robinson Fred Watkins Carol Williams Cindy Rose Wayne Dame Erik Skoberg	Mayor Councillor Councillor Councillor Councillor Councillor
Absent	Greg Sparrow	Councillor
Present	Amanda Davis Michelle Deveau	Chief Administrative Officer Recording Secretary
Call to Order	Mayor Robinson called the meeting to order at 6:04 PM.	
Agenda 2014.09.156	MOTION by Clr. E. Skoberg that the agenda be approved with the following additions and deletions: <u>Deletion:</u> Delegation, Stacey L. Strilchuk <u>Business</u> 8) Mayors Meeting 9) Walking Trail Schematics 10) Staff BBQ 11) Round Table	
		<u>CARRIED.</u>
<u>Correspondence:</u> CUPW	CUPW sought a resolution in support of their endeavor to reduce postal cuts.	
Victim Services	Flagstaff Victim Services sought a letter in support of their application to the Victims of Crime Fund for the operations of victim services within our region.	
2014.09.157	MOTION by Clr. C. Williams that the Town of Sedgewick provide a letter in support of Victim Services application to the Victim of Crime Fund.	
		<u>CARRIED.</u>
FCMRRC	The September 8 th , 2014 Flagstaff Community Medical Recruitment and Retention Committee (FCMRRC) meeting minutes were reviewed.	
LOC	A list of correspondence items was reviewed by Council, as per the list attached and forming part of these minutes.	
2014.09.158	MOTION by Clr. F. Watkins to accept correspondence items and file as information.	
		<u>CARRIED.</u>
<u>Financials:</u>	Council reviewed the financial statement for the month ending August 31 st , 2014, as attached to and forming part of these minutes.	
2014.09.159	MOTION by Clr. C. Rose to approve the financial statement for the month ending August 31, 2014 as presented.	
		<u>CARRIED.</u>
MGA Section 172	Pursuant to Section 172 of the Municipal Government Act (MGA) Clr.'s E. Skoberg and C. Rose declared a pecuniary interest in the next item.	
Accounts	Council reviewed the issuance of General Cheques #3454 to #3510 totaling \$69,443.80 and Payroll Cheques #0274 to #0291 totaling \$22,028.35 for the month ending August 31 st , 2014 as attached to and forming part of these minutes.	
2014.09.160	MOTION by Mayor P. Robinson to approve issuance of General Cheques # 3454- 3510, totaling \$69,443.80 and Payroll Cheques #0274- 0291, totaling \$22,028.35 for the month ending August 31 st , 2014.	
		<u>CARRIED.</u>

<u>Committee Reports:</u>	Council provided written reports to September 18 th , 2014 as attached to and forming parts of the minutes.
Citizens Advisory Committee (CAC)	Discussion held pertaining to Clr. C. Williams CAC report regarding railroad expansion. Council directed Administration to seek clarification on any proposed expansion near Sedgewick.
School Council Meetings	Clr. C. Williams request Council's permission to attend the Central High Sedgewick Public School's (CHSPS) September 22 nd , 2014 School Council meeting.
2014.09.161	MOTION by Clr. E. Skoberg authorizing Clr. C. Williams attendance at the September 22 nd , 2014 School Council meeting and further directing Administration to obtain information regarding the appointment of a Town Representative to the CHSPS board. <u>CARRIED.</u>
2014.09.162	MOTION by Clr. W. Dame that the Committee Reports be approved as presented. <u>CARRIED.</u>
<u>Public Works Report:</u>	A written Public Works report was provided to September 18 th , 2014 as attached to and forming part of these minutes.
Curb Stop - Concerns	Discussion held regarding matters relating to the curb stop on Plan 812 0395; Block 01; Lot 04.
2014.09.163	MOTION by Clr. F. Watkins directing Administration to send an informative letter to the property owner of Plan 812 0395; Block 01; Lot 4 as per council discussion. <u>CARRIED UNANIMOUSLY.</u>
2014.09.164	MOTION by Mayor P. Robinson that the Public Works report be approved as presented. <u>CARRIED.</u>
<u>CAO Report:</u>	CAO Davis provided a written Administration report to September 18 th , 2014 as attached to and forming part of these minutes.
Crossing Agreement EEH 0334	Discussion held regarding compensation for additional workspace pursuant to Enbridge's Crossing Agreement EEH 0334. Administration sought permission to transfer funds to a reserve account for a GIS System.
2014.09.165	MOTION by Clr. C. Rose authorizing the transfer of \$5,896.80 pursuant to Crossing Agreement EEH 0334 to a reserve fund for a GIS program. <u>CARRIED.</u>
AEA – Disaster Services	Council discussed the appointment of Alberta Emergency Alert (AEA) users.
2014.09.166	MOTION by Clr. E. Skoberg authorizing additional appointments of AEA users for the Town of Sedgewick: <ol style="list-style-type: none">1. Perry Robinson, Mayor2. Carol Williams, Councillor,3. Ian Malcolm, Director of Emergency Management (DEM)4. Richard Debock, Deputy DEM5. Joe Hebert, Fire Chief6. John Armitage, Deputy Fire Chief <u>CARRIED.</u>
2014.09.167	MOTION by Clr. F. Watkins that the CAO report be approved as presented. <u>CARRIED.</u>
<u>Minutes:</u>	Council reviewed the minutes of the August 28 th , 2014 regular council meeting.
2014.09.168	MOTION by Mayor P. Robinson that the minutes of the August 28 th , 2014 regular council meeting be approved with the following amendments: Page 3 should state, Deputy Mayor F. Watkins 'assumed' chair <i>not</i> 'resumed'. <u>CARRIED.</u>

Business:

IDP	A formal review of the Intermunicipal Development Plan (IDP) is required in 2015 pursuant to Section 3.5.
2014.09.169	MOTION by Clr. F. Watkins that this matter be deferred until the October 23 rd , 2014 Council meeting. <u>CARRIED.</u>
MGA Section 172	Pursuant to Section 172 of the Municipal Government Act (MGA) Clr. C. Williams declared a pecuniary interest in the next item.
In-Camera 2014.09.170	MOTION by Clr. P. Robinson to go in-camera at 7:05 PM. with all persons excluded except Town Council and CAO Davis to discuss land issues. <u>CARRIED.</u>
Revert 2014.09.171	MOTION by Mayor P. Robinson to revert to the regular meeting at 7:25 PM. <u>CARRIED.</u>
2014.09.172	MOTION by Clr. C. Rose that the Town of Sedgewick reject the tentative plan for residential development on SW9-44-12 W4M (4602 – 50 th Street) as presented as residential development does not suite the proposed location. <u>CARRIED.</u>
Residential Sub D.	Administration provided an update on the Residential Sub Division.
FIP	Pursuant to the Flagstaff Intermunicipal Partnership's (FIP) Regional Work Plan the CAO Group sought a letter in support from member municipalities for a Alberta Collaboration Program (ACP) grant for the development of an Employee Health and Safety Program.
2014.09.173	MOTION by Clr. W. Dame that the Town of Sedgewick support an application to the ACP for the development of an Employee Health and Safety Program. <u>CARRIED.</u>
Electrical Franchise Fee 2014.09.174	Council reviewed Electrical Franchise Fees for 2015. MOTION by Clr. F. Watkins that the electrical distribution fee remains unchanged for 2015 (6%). <u>CARRIED.</u>
Meeting Dates	Organizational and Special Budget Meeting dates were discussed.
2014.09.175	MOTION by Mayor P. Robinson that following meeting dates be set: <ol style="list-style-type: none"> 1. Organizational – October 23rd, 2014 at 6:00 PM 2. Special Budget – November 6th, 2014 at 6:00 PM 3. Special Budget – December 4th, 2014 at 6:00 PM <u>CARRIED.</u>
FIP	The annual FIP Forum is scheduled for December 1 st , 2014 in Forestburg; RSVP is required.
Mayor's Meeting	A Mayors Meeting is scheduled for September 29 th , 2014. Discussion held regarding the purpose and endorsement of such meetings.
2014.09.176	MOTION by Mayor P. Robinson that the Town of Sedgewick support attendance at the September 29 th , 2014 Council meeting in an attempt to address the following concerns: <ol style="list-style-type: none"> 1. What is the real purpose of the Mayor's meetings; 2. Who is responsible to administer the meetings; 3. Which municipal councils have endorsed Mayors meetings; 4. Who is responsible for the rotation of the meetings? <u>CARRIED.</u>
Walking Trail	Draft walking trail schematics were presented.
2014.09.177	MOTION by Clr. W. Dame that Council approve the walking trail schematics pending trail highlights on the "Future Trail Alignment and Planting" photo. <u>CARRIED.</u>
2014.09.178	MOTION by Clr. E. Skoberg directing Administration to arrange a Town Hall meeting to present and discuss the new Walking Trail Expansion project and further request Stantec's attendance at the meeting to present a fly-thru demo if available. <u>CARRIED.</u>
Staff Party	Clr. C. Williams presented updates on the staff party.

Round Table

A round table discussion was held.

Adjournment
2014.09.179

MOTION by Mayor P. Robinson for adjournment at 8:37 p.m.

CARRIED.

Perry Robinson, Mayor

Amanda Davis, CAO

23-Oct-14
Mayor

23-Oct-14
CAO

Request for Decision (RFD)

Topic:	Proposed Lot Line Adjustment
Initiated by:	Applicant/Agent
Prepared by:	West Central Planning Agency (WCPA)
Attachments:	WCPA File TS/14/02

Recommendation:

That pursuant to WCPA recommendation the Town of Sedgewick approve the Lot Line Adjustment for Lots 1, 2 and 3, Block 14; Plan 3825P (TS/14/02) as presented.

Background:

WCPA is the Town of Sedgewick's contract planning firm.

An application was received regarding a Proposed Lot Line Adjustment for Plan 3825P; Block 14; Lots 1,2 and 3. The reason for the application is to correct the encroachment of a garage on a neighboring property.

WCPA recommends approval of this adjustment pursuant to their investigation. Please see attached.

WEST CENTRAL PLANNING AGENCY

#101, 5111 – 50 AVENUE WETASKIWIN, ALBERTA T9A 0S5

TELEPHONE (780) 352-2215 – FAX (780) 352-2211

ADMIN@WESTCENTRALPLANNING.CA

October 14, 2014

WCPA File Number: TS/14/02

Amanda Davis
PO Box 129
Sedgewick, AB
T0B 4C0

Proposed Lot Line Adjustment: Lots 1, 2 and 3, Block 14, Plan 3825 P

Dear Amanda,

This is an application for a lot line adjustment between lots 2 and 3, Block 14, Plan 3825P within the Town of Sedgewick. Currently there are 3 lots and the owners would like to adjust the lot line between lots 2 and 3. Lot 3 will become bigger as the existing lot line will be moved 3.68m North. This area is zoned Single Family Residential. This lot line adjustment has been proposed because the owner of Lot 3 has a part of their garage that is currently on Lot 2. Both the applicants and Mr. Whitehead are in agreement of this lot line adjustment

WCPA conducted a site visit on October 10th, 2014. Lot 1 and Lot 2 have houses on them. Between lot 2 and 3, there are some trees. Lot 3 is currently for sale and has a curb cut out on the frontage.

No reserves are due as this is a lot line adjustment. No other comments or concerns have been received from other agencies or utilities or adjacent landowners. The proposed subdivision complies with the MDP and Land Use Bylaw. Therefore West Central Planning Agency recommends **approval subject to the list of conditions on the draft approval.**

Regards.

Anna Lim
Land Use Planning Intern, WCPA

Proposed Subdivision in the
Town of Sedgewick

Lots 1, 2 & 3 Block 14 Plan 3825 P



Existing lot line between Lots 2 & 3 to
be moved 3.68m± north

Registered Owner(s): J. & K. Freadrich (Lot 1 & 2) T. Whitehead (Lot 3)

— denotes titled area

File: TS/14/02

Drawn: September 12, 2014

Revised:

WEST CENTRAL PLANNING AGENCY

Suite 101, 5111 – 50th Avenue Wetaskiwin, AB T9A 0S5
Phone 780-352-2215 Fax 780-352-2211 Email admin@westcentralplanning.ca Web Site: www.WestCentralPlanning.ca

WEST CENTRAL PLANNING AGENCY

#101, 5111 – 50 AVENUE WETASKIWIN, ALBERTA T9A 0S5
TELEPHONE (780) 352-2215 – FAX (780) 352-2211
ADMIN@WESTCENTRALPLANNING.CA

October 14, 2014

WCPA File Number: TS/14/02

Jeff and Katie Freadrich
5038 – 48 Street
Sedgewick, AB
T0B 4C0

Agent: Timothy Whitehead
General Delivery
Sedgewick, AB
T0B 4C0

Proposed Lot Line Adjustment: Lots 1, 2 and 3, Block 14, Plan 3825 P

The Town of Sedgewick has determined that your application for lot line adjustment is consistent with Section 654 of the Municipal Government Act, and the application has therefore been **approved**.

In order to complete the subdivision and obtain separate titles, **you must do the following:**

1. You are to engage an Alberta Land Surveyor to prepare a plan of survey for registration at Land Titles Office subject to the attached West Central Planning Agency (WCPA) subdivision drawing dated September 12, 2014.
2. The applicant is to enter into and fully comply with a development agreement to be entered into with the Town of Sedgewick pursuant to Section 655 of the Municipal Government Act and pursuant to this approval. This agreement includes but is not limited to:
 - a. The applicant is to contact the electricity, telephone, and gas providers to discuss their need for easements. You should contact the utilities before finalizing the survey, because they may require easements to be registered simultaneously with the plan of subdivision.
3. The applicant is to submit a Real Property Report showing the setbacks of the building from the proposed lot line to ensure they meet the Land Use Bylaw requirements.
4. Any outstanding taxes on the property are to be paid
5. No reserves are due as this is a lot line adjustment.

When all conditions have been met on behalf of the Town of Sedgewick, WCPA will endorse the surveyor's plan for registration at Land Titles.

The approval is valid for one year from the date of this letter. You must meet all the conditions listed above, and have your surveyor submit the plan to us, within the year. If you do

not submit the plan within the year you may request a one year extension, and this will normally be granted provided that the circumstances have not changed. After two years, the approval cannot be extended further.

Should you wish to appeal any of these conditions, you must file notice with the Town of Sedgewick's Subdivision and Development Appeal Board within 14 days (not business days) of the date of this letter.

Regards,

Anna Lim
Land Use Planning Intern, WCP

Request for Decision (RFD)

Topic: Proposed Subdivision P. NW4-44-12 W4M
Initiated by: Applicant 1410521 Alberta Limited
Prepared by: West Central Planning Agency (WCPA)
Attachments: WCPA File TS/14/01

Recommendation:

That pursuant to WCPA recommendation the Town of Sedgewick approve the proposed Subdivision of Part of NW 4-44-12 W4M as presented.

Background:

WCPA is the Town of Sedgewick's contract planning firm.

An application was received regarding a partial subdivision of part NW4-44-12 W4M. The reason for the application is prepare one title that encompasses the home site.

WCPA recommends approval of this subdivision pursuant to their investigation. Please see attached.

WEST CENTRAL PLANNING AGENCY

#101, 5111 – 50 AVENUE WETASKIWIN, ALBERTA T9A 0S5

TELEPHONE (780) 352-2215 – FAX (780) 352-2211

ADMIN@WESTCENTRALPLANNING.CA

20 October 2014

WCPA File Number: TS/14/01

Municipal Administrator,
Town of Sedgewick
4818-47 Street
Box 129
Sedgewick, AB
T0B 4C0

Re: Proposed Subdivision by 1410521 Alberta Ltd within NW-4-44-12-W4M

Attention: Amanda Davis

Subdivision background:

On September 2nd, 2014 1410521 Alberta Ltd filed a subdivision application with West Central Planning Agency to create 1 new lot, 2.75 hectares (6.8 acres) in size. The intent of the application is to create one new residential lot from the remainder of the land.

WCPA general comments:

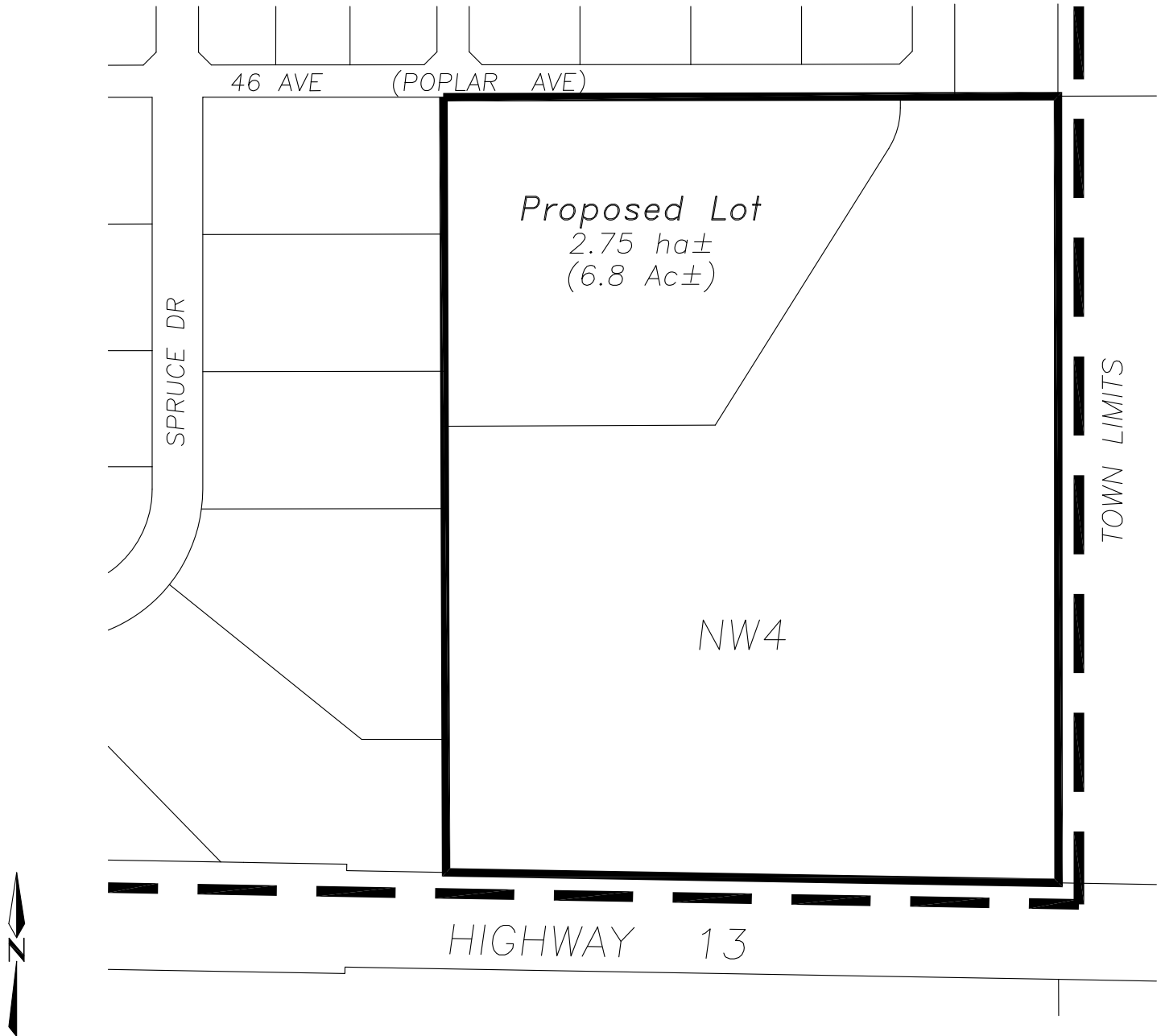
On October 10th WCPA conducted a site visit to the subject area. Our site visit revealed the following. The area is treed with a few open spaces. It should also be noted that 46 Ave (Poplar Ave) is not built and therefore the only physical access to the property is off of Birch Street.

The referral process yielded no concern from an adjacent land owners. In addition, WCPA did not receive any further comments from external agencies, utility companies or adjacent landowners. The proposed subdivision complies with the MDP and Land Use Bylaw. West Central Planning Agency recommends approval subject to the conditions placed in draft approval letter.

Regards,

Kemi D. Apanisile, BURPI
Municipal Planner, WCPA

Proposed Subdivision in the
Town of Sedgewick
Portion of NW4-44-12 W4



Proposed lot contains existing house and yard site

Registered Owner(s): 1410521 Alberta Ltd.

— denotes titled area

File: TS/14/01

Drawn: September 2, 2014

Revised:

WEST CENTRAL PLANNING AGENCY

Suite 101, 5111 – 50th Avenue Wetaskiwin, AB T9A 0S5
Phone 780-352-2215 Fax 780-352-2211 Email admin@westcentralplanning.ca Web Site: www.WestCentralPlanning.ca

Proposed Subdivision in the
Town of Sedgewick
Portion of NW4-44-12 W4



Proposed lot contains existing house and yard site

Registered Owner(s): 1410521 Alberta Ltd.

File: TS/14/01

Drawn: September 2, 2014

Revised:

WEST CENTRAL PLANNING AGENCY

Suite 101, 5111 - 50th Avenue Wetaskiwin, AB T9A 0S5
Phone 780-352-2215 Fax 780-352-2211 Email admin@westcentralplanning.ca Web Site: www.WestCentralPlanning.ca

WEST CENTRAL PLANNING AGENCY

#101, 5111 – 50 AVENUE WETASKIWIN, ALBERTA T9A 0S5

TELEPHONE (780) 352-2215 – FAX (780) 352-2211

ADMIN@WESTCENTRALPLANNING.CA

October 15, 2014

WCPA File Number: TS/14/01

1410521 Alberta Ltd
Box 570
1 Spruce Drive
Sedgewick, AB
T0B 4C0

Proposed Subdivision of part of NW 4-44-12-W4M

The Town of Sedgewick has determined that your application for subdivision is consistent with section 654 of the Municipal Government Act, and the application has therefore been approved.

In order to complete the subdivision and obtain separate titles, you must do the following:

1. Engage an Alberta Land Surveyor to prepare a plan of subdivision for registration at Land Titles Office as shown on WCPA drawing dated September 2, 2014 and submit it to this office for final approval.
2. If required the applicant is enter into a development agreement with the municipality, pursuant to Section 655 of the Alberta municipal Government Act to ensure the lot hooked up to municipal water and sewer.
3. That all access, approaches and culverts to be the responsibility of the developer and built to the satisfaction of the Town.
4. The applicant is to make arrangements with the local utility companies to determine if any easements are required.
5. Pay any outstanding taxes on the property to the Town of Sedgewick.
6. Pay an endorsement fee of \$200 to WCPA when the plan is submitted for final approval.
7. Municipal reserves are not owing as it was fully paid out under plan #992.2523 (TS/98/02).

When all these conditions have been met, we will endorse the surveyor's plan for registration at Land Titles Office.

The approval is valid for one year from the date of this letter. You must meet all the conditions listed above, and have your surveyor submit the plan to us within the year. If you do not submit the plan

within the year you may request a one year extension, and this will normally be granted provided that the circumstances have not changed. After two years, the approval cannot be extended further. **Application of Subdivision Approval Extension fee(s) is non-refundable after the decision from the Subdivision Authority Approval.**

Should you wish to appeal this refusal, you must file notice of appeal with the Secretary of the Municipal Government Board within 14 days of this letter (not business days). The Board's address:

Municipal Government Board
Alberta Municipal Affairs
15th Floor, Commerce Place
10155 102 Street
Edmonton, AB T5J 4L4

Phone: 780-427-4864

Fax: 780-427-0986

E-mail: mgbmail@gov.ab.ca

Regards,

Kemi D. Apanisile, BURPI
Municipal Planner, WCPA

Request for Decision (RFD)

Topic: Land Use Bylaw (LUB)#461 – Discretionary Use Application
Initiated by: Applicant/LUB #461
Prepared by: Amanda Davis
Attachments: 1. Map
2. LUB #461 – R2 Zoning
3. Development Permit Application
4. Secondary Suite Standards

Recommendation:

That Council approve Development Permit Application 2014-16 for the construction of a basement suite.

Background:

Administration received an application for the development of a Basement Suite for Plan 5755S; Block B; Lots 3-4.

Pursuant to Section 66 of the Town of Sedgewick LUB#461 this property is zoned R2 Residential Multi Family District.

Section 66.2 states that a Basement Suite – Dwelling, Single Detached is deemed to be *Discretionary*.

Any application that is deemed Discretionary must be referred to Council for review.

Section 18.3 states:

In making a decision on a Development Permit application for a Discretionary Use, the Municipal Planning Commission:

18.3.1 May approve the application if it meets the requirements of this Bylaw, with or without conditions, based on the merits of the application including any approved statutory plan or approved policy affecting the site; or

18.3.2 May refuse the application even though it meets the requirements of this Bylaw; or,

18.3.3 Shall refuse the application if the proposed development does not conform to this Bylaw.

Section 18.4 states:

In reviewing a development permit application for a Discretionary Use, the Municipal Planning Commission shall consider:

18.4.1 The circumstances and merits of the application, including but not limited to:

- a) The impact on properties in the vicinity of such nuisance factors as smoke, airborne emissions, odors and noise;
- b) The design, character and appearance of the proposed development and in the particular whether it is compatible with the surrounding properties; and,
- c) The servicing requirements for the proposed development.
- d) The purpose and intent of any statutory plan adopted by the Town; and,
- e) The purpose and intent of any non-statutory plan pertinent policy adopted by the Town.

Section 21: Notice of a Proposed Development

*21.2 On receipt of a complete application for a development permit listed as a Discretionary Use or a development permit that requires a variance, the Development Officer **may** send a written notice to adjacent property owners indicating the location and nature of the proposed development, and ask for comment.*

Current:

R2 Districts are intended for higher density developments (meaning higher occupancy). It is important that a municipality ensure we plan and accommodate for affordable housing options. A basement suite is one method to provide affordable housing.

The Alberta Building Code has strict regulations for Secondary Suites (basement suites), overview attached. An applicant must provide an approved Development Permit to Superior Safety Codes prior to any basement suite developments.

Plan 5755S; Block B; Lots 3-4 are located on 50th Street, Sedgewick.

Surrounding properties:

1. Nights Alive,
2. Health Unit,
3. Rental Properties,
4. Apartments
5. One basement suite,
6. Single Family Dwellings

After review of the surrounding properties and anticipating long range planning, there are no foreseeable issues with the current application. Council may approve with application without conditions.

Council may direct Administration to send written notice to surrounding property owners for comment. By sending letters the municipality would ensure transparency and openness.



Address Map



Section 66: R2 Residential Multi Family District

66.1 Purpose:

This district is generally intended to provide land for the development of higher density housing within Sedgewick.

66.2 Uses:

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

66.3 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	50%.
Minimum Floor Area	Not less than 75 m ² (810 ft ²) for a one bedroom unit, and an additional 11 m ² (119 ft ²) per unit for each bedroom in the unit included thereafter.
Minimum Parcel Area	Dwelling, Duplex, Triplex, Fourplex and Rowhouse (Per Unit): - 240 m ² (2,592 ft ²) per unit. Dwelling, Apartment (Per Unit): - Shall be the greater of 555 m ² (5,995 ft ²); or 80 m ² (864 ft ²)/one bedroom unit; 95 m ² (1,026 ft ²)/two bedroom unit; and 115 m ² (1,242 ft ²)/three bedroom unit.
Maximum Building Height	<u>Dwelling, Duplex, Triplex, Fourplex and Rowhouse:</u> - 10.0 metres (32.8 feet) from grade to roof peak. <u>Dwelling, Apartment:</u> At the discretion of the Development Authority. <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	<u>Dwelling</u> - 6.0 metres (19.7 feet). <u>Garage and Accessory Building</u> - 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	<u>Dwelling</u> - 6.0 metres (19.7 feet). <u>Garage and Accessory Building</u> - 0.6 metres (2.0 feet), except where vehicle doors face a lane 3.0 metres (9.8 feet). <u>Garage Roof Overhang</u> - 0.3 metres (1.0 feet).
Side Yard Setback	<u>Dwellings</u> - 1.5 metres (4.9 feet). <u>Garage and Accessory Building</u> - 1.5 metres (4.9 feet), except where vehicle doors face a lane 3.0 metres (9.8 feet). <u>Garage Roof Overhang</u> - 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.

Attention - AMADA FAX - 1 780-384-3545.



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



Application # 2014-16

Date Oct 7th 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: 4909 50th ST

Ph# C# 403-963-4840 Email: _____

Civic Address of property to be developed: 4909 50th ST

Legal Description: Lot(s) 3-4 Block B Plan 5755S

Registered Owner: _____ Mailing Address: 4909 50th ST

Existing Use: Home SFD Land Use District: R2

Type of Building/Development: House - Residential Basement suite

Size: _____ Percentage of lot occupied: _____

Foundation: WOOD Basement: WOOD Heating: GAS

Roofing: SHINGLES Ext. Finish: Siding Contractor: self

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: 2015 Estimated Completion Date: 2015

Estimated cost of project or contract price: \$ 10,000

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

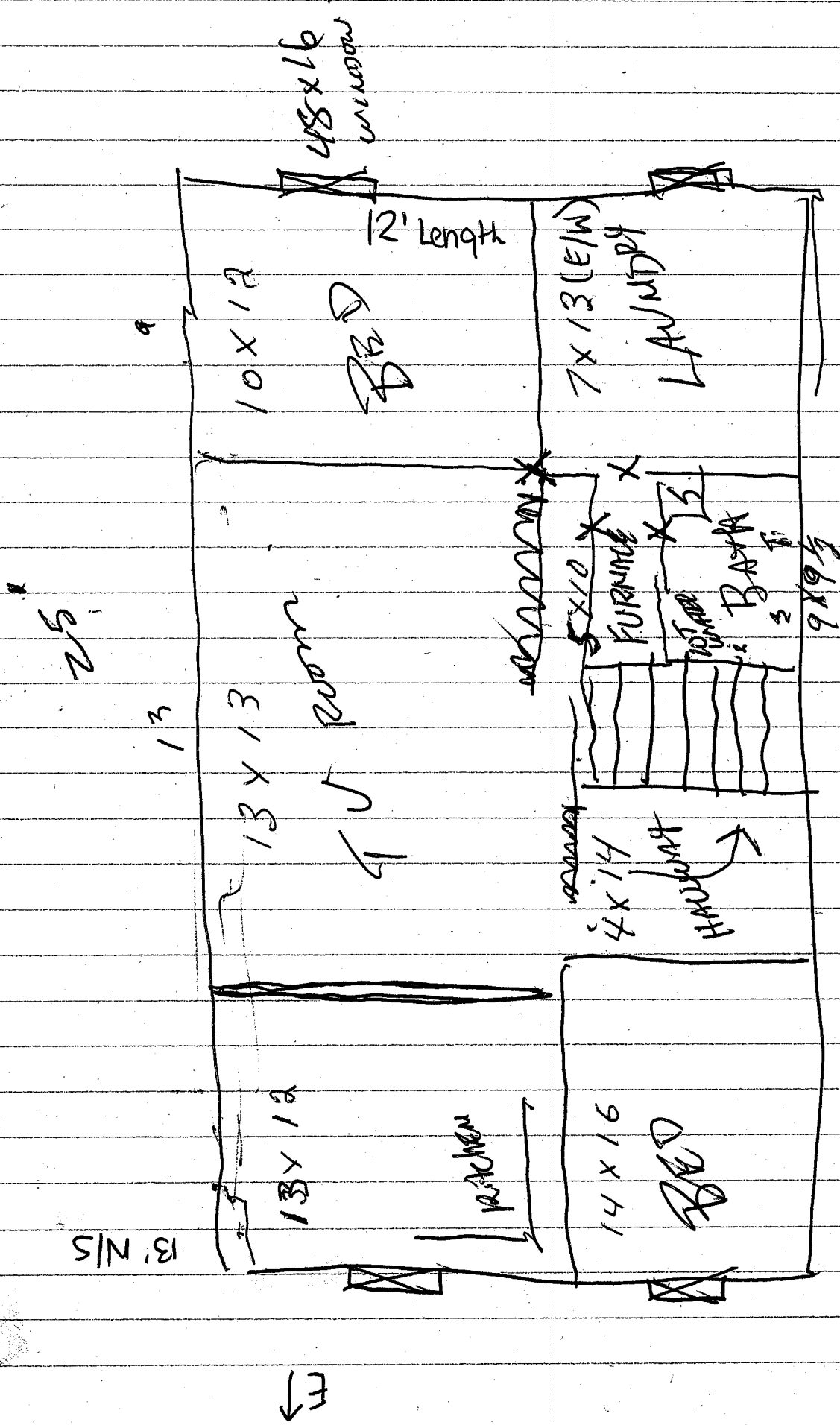
Elected Official _____

[Signature]
Signature of Applicant

Appointed Official _____

[Signature]
Signature of Applicant

Recreation Complex - Flagstaff Lodge - Senior's Club - Central High School - East Central Health Services - Royal Canadian Legion 555 - Flagstaff County Office
Doctor - Dentist - Community Hall - Weekly Newspaper - Public Library - Museum - Motel - Bed & Breakfast - Sedgewick Lake Park Grounds - Golf Course
Walking Trail - Rocko Grounds & Track - Football Field - Tourist Information Booth - Oil & Gas Industry - Bird & Big Game Hunting



W.C. of house

Planning

The costs to develop a secondary suite will vary depending on the conditions of the home, the size and extent of the development and type of changes required to comply with minimum code requirements. Secondary suites are permitted only in specific single family homes in accordance with municipal zoning bylaws.

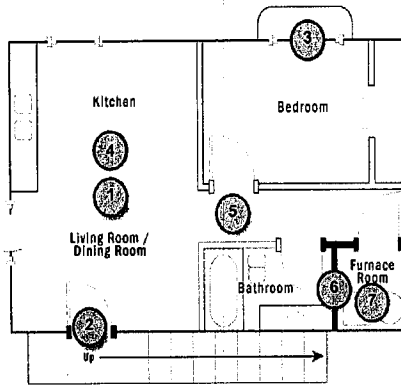
Before homeowners decide to proceed with renovating their homes to incorporate a new or upgraded secondary suite, they should approach their local municipal administration office. They should discuss their plan with a Development Officer or Building Safety Codes Officer and obtain the necessary information regarding permit requirements (e.g. building, gas and electrical work), zoning and other construction considerations.

For complete details, consult the Alberta Building Code and the Alberta Fire Code.

Basic Requirements

The following is an outline of the applicable building code requirements that need to be considered when developing a new or upgraded secondary suite. The Alberta Fire Code contains similar requirements that apply to the upgrading of existing suites by December 31, 2008.

If you need information on specific upgrades for an existing suite, please contact your local municipality. Municipalities decide whether to develop bylaws allowing secondary suites as well as which areas are zoned to permit secondary suite development.



1. The minimum ceiling height for living spaces in a secondary suite is 1.95 m.

This requirement is in line with current acceptable practice for unfinished basements. This height makes it feasible for most existing homes to be adapted for secondary suites. For existing secondary suites, the minimum ceiling height may be less than 1.95 m, subject to evaluation by a safety codes officer.

2. A secondary suite must have a direct exit to the outdoors.

This requirement is an essential safety feature to provide a primary means of evacuating occupants of the secondary suite in the event of fire or other emergency. It is acceptable to have an exit from a basement suite with stairs leading from the basement to a main floor vestibule with a doorway directly to the outside. However, the walls and ceiling for such exits must be provided with protection from the effects of fire to allow occupants adequate time to evacuate.

A direct exit from a basement suite may also be provided by cutting through the foundation for a door to the outside and steps leading to ground level.

3. Each bedroom in a secondary suite must have at least one window for emergency escape during a fire.

Windows in bedrooms are intended to provide occupants with an alternate exit during a fire emergency. A secondary suite may contain a number of bedrooms, and each bedroom must have at least one window with an unobstructed opening size of not less than 0.35 m² and no dimension less than 380 mm. In existing secondary suites, bedroom windows that do not meet this requirement will have to be modified. Tenants must also be able to access the window and any protective enclosure (such as security bars) from the inside, without the use of keys or tools to get to the outside.

4. Provide fire protected walls and ceiling between a secondary suite and the main dwelling unit and around common exits by the use of ½-inch drywall.

This requirement is intended to provide fire protection between suites to allow occupants of either unit time to evacuate before fire spreads between units. When the exit from a basement suite goes through a main floor vestibule to the outdoors, adequate fire protection to the exit walls and ceiling is necessary for occupants to evacuate safely.

5. Homes containing a secondary suite must have interconnected smoke alarms installed to cover both dwellings.

Interconnected smoke alarms provide early warning to occupants when a fire starts in the other suite. Smoke alarms located in both the main dwelling and a secondary suite must be hard-wired into an electrical circuit and interconnected so they will all operate in unison.

6. Gas-fired furnaces and water heaters need to be enclosed in a room with fire protected walls and ceiling by the use of ½-inch drywall.

Allowing the location of the above appliances in an open living area is a dangerous practice because of possible fire (equipment malfunction) and health (carbon monoxide poisoning from the escape of flue-gas) hazards associated with such equipment. A furnace room needs to be provided with ½-inch drywall applied to both sides of the walls and the ceiling to prevent fire spread to the living areas.

7. New secondary suites shall be served by an independent heating and ventilation system.

For pre-existing secondary suites, the use of a single heating and ventilation system to serve both the main dwelling and the secondary suite is acceptable under the Alberta Fire Code. In new construction, independent heating and ventilation systems are required. Previous fire studies have demonstrated smoke migration between a secondary suite and the main dwelling can occur quickly when a common ductwork system serves both areas. Undesirable air contaminants (e.g. cigarette smoke or cooking fumes) are also transmitted more quickly if free air exchange between the suites is permitted through common ductwork.

Homeowners are encouraged to investigate heating options with local heating services companies to minimize costs.

Alberta's Safety System

Alberta Municipal Affairs and Housing works in partnership with the Safety Codes Council, municipalities, corporations, agencies, and other organizations to deliver effective community-focused public safety programs and services to Albertans.

Questions or more information:

Alberta Municipal Affairs and Housing

Safety Services Branch
16th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4

Phone toll-free: 1-866-421-6929
Fax: 780-427-8686
E-mail: safety.services@gov.ab.ca
www.municipalaffairs.alberta.ca/cp_index.cfm

Safety Codes Council

Suite 800, 10707 - 100 Avenue
Edmonton, Alberta T5J 3M1

Toll-free within Alberta:
Phone: 1-888-413-0099
Fax: 1-888-424-5134
www.safetycodes.ab.ca

Please place your agency or municipality contact information in the space below.

These brochures may be updated periodically. They have no legal status and cannot be used as an official interpretation of the various bylaws, codes and regulations currently in effect.

December 2007
ISBN: 978-0-7785-7091-2

Safety Tips

Secondary suite standards

A secondary suite is a self-contained living unit with its own kitchen, bathroom and a separate exit created in a single-family home. Secondary suites can be an important affordable housing option, provided the suites are constructed safely.

Specific construction standards for secondary suites provide landlords with clear guidelines for safe construction of such units, and tenants and their families will have greater confidence in the safety of their homes.

Province-wide standards for the construction of secondary suites are now included in the Alberta Building Code. The standards set out specifications for ceiling heights, windows, fire protection, interconnected smoke alarms, dedicated heating and ventilation systems, and separate exits. For pre-existing secondary suites (construction completed prior to December 31, 2006), the Alberta Fire Code contains similar requirements for the upgrading of such units to an acceptable level of safety.

For new construction, the requirements under the Alberta Building Code came into effect December 31, 2006. For pre-existing secondary suites, all the necessary upgrades are to be incorporated by December 31, 2008.

Alberta



Request for Decision (RFD)

Topic: Partial Plan Cancellation Bylaw #512
Initiated by: MGA Section 658
Prepared by: Amanda Davis
Attachments: 1. Letter of Request
2. Corresponding Letter from the Town dated April 1st, 2014
3. Site Map x 3
4. Comparatives
5. Partial Plan Cancellation Bylaw #512 – *Draft*

Recommendations:

OPTION 1 – That Council reject the applicants request for a Partial Plan Cancellation of Plan 812 1206; Block 28; Lots 1-5.

OR

OPTION 2 –That Council give first reading to Partial Plan Cancellation Bylaw #512.

Background:

At the August 28th, 2014 regular Council meeting, Council received a request from the K. Robinson for the consolidation of her five properties. Plan 812 1206, Block 28, Lots 1,2,3,4 and 5.

Council rejected Robinson's request however offered to accommodate the consolidation of three (3) of the (5) lots.

2014.08.144 MOTION by Clr. G. Sparrow that Council:

1. Reject the consolidation of Plan 812 1206; Block 28; Lots 1-5;
2. That Council notify the applicant that the Town shall authorize the consolidation of Plan 812 1206; Block 28; Lots 2, 3 and 4 only utilizing a Partial Plan Cancellation Bylaw;
3. Should the applicant be in favor of consolidating Lots 2, 3 and 4 Wainwright Assessment Group shall complete an assessment of the property prior to 2nd and 3rd reading of a Partial Plan Cancellation Bylaw. CARRIED.

Following Council's MOTION Wainwright Assessment Group (WAG) completed a reassessment of the properties. This was concluded to provide the applicant with actual assessment values for taxation purposes.

As stated previously, the applicant has three options for the consolidation of their properties. If a plan of subdivision was registered with Alberta Land Titles before July 1st, 1950 a property owner may join lots without the permission of Council; any registered subdivision succeeding such time must be approved and registered via:

1. Legal Survey
2. Descriptive Survey
3. Or a Plan Cancellation Bylaw

Current:

The application's endeavor to consolidate Lots 1-5 is to save on taxation. Council deemed it appropriate to consolidate Lots 2,3 and 4 via Plan Cancellation Bylaw as this was the "home" location. The remaining two lots could be viable commercial properties.

At this time the property owners are requesting that council reconsider their request for a Partial Plan Cancellation following the reassessment as there is a very visible savings in taxation.

Using 2014 taxation rates taxation would be as follows:

1. Partial Plan Cancellation Lots 2-4, Lots 1 and 5 remain unchanged (municipal) \$3,138.91
2. Descriptive Survey, full consolidation of Lots 1-5 (municipal) \$1,760.36
3. Actual (municipal) \$4,095.73

Considerations:

1. Council rejected the applicants request at the August 28th Council meeting. Although the consolidation of Lots 1-5 poses a significant decrease in taxes for the property owner is council able to justify and reposition their original decision with the additional information?
2. Does Council determine it appropriate to provide taxation savings for multiple property holders?
3. Has Council considered the impacts of this decision both positive and negative? What are the Town's long term growth plans? Does council want to support the large in-town acreage in the commercial setting?

RECEIVED

JUL 30 2014

July 30, 2014

Dear Town Council,

I wish to apply to have my properties consolidated , being lands

4501-46 Avenue

4502-46 Avenue

4503-46 Avenue

4504-46 Avenue

4505-46 Avenue

These lands are all adjacent to each other and form my home .

I am asking that these lands be consolidated as I am under the understanding from chief administrator Amanda that I can save a good deal of money on property taxes.

I currently am paying \$4791.47 for property taxes for this property; up almost 65% from 2010. Most of this property is not even serviced nor has an actual access road. I feel this is an unfair tax amount to be paying for such land and services. Every year the town raises the "minimum" tax on these lands and I really don't think they realize the impact it has had on all of us; as is evident with many land owners putting their land up for sale. And we are all afraid at where it will end; you just keep sticking it to us, the few people that happen to own more than one lot in town.

It is interesting that you "say" you upped the taxes on these properties to encourage people to develop them, but it has worked in the opposite direction; most of the people who own some of these "vacant properties" are small business owners who cannot afford to develop these properties. Furthermore,

isn't it going to take a lot of cash input from the town of Sedgewick to provide the basic services/develop roads to these lots?

In any case, I'm pretty tired of the fight every year over the minimum tax increase and the obscene amount I pay in taxes. I am sure hoping that you won't find some "loop hole" that will not allow me to realize a significant saving on my property tax.

With regards,

Karen Robinson and Ian Malcolm

Attached is a copy of my property taxes, for your reference.

P.S. Dear Council,
I don't want to imply that
Arranda encouraged me
in anyway over this matter.
She answered my questions
and from these answers I
understood I could save on
my taxes. CN.



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



April 1st, 2014

Karen Robinson
P.O. Box 378
Sedgewick, AB T0B 4C0

RE: Lot Consolidation Inquiry

Dear Ms. Robinson;

As per our conversation, I've been in contact with the Alberta Land Titles Survey department regarding the consolidation of your lots:

Plan 812 1206; Block 28; Lot 02
Plan 812 1206; Block 28; Lot 03
Plan 812 1206; Block 28; Lot 04

If you are interested in consolidating the above noted properties you have two options:

1. Register a Plan of Consolidation
2. Submit an application to Sedgewick Town Council requesting a Plan Cancellation Bylaw

What is a Plan of Consolidation?

- Property Owners would be responsible to register a Plan of Survey or a Descriptive Plan of Consolidation with Alberta Land Titles (for fees associated with this service you, the property owner would be responsible to contact an Alberta Land Surveyor, a list of surveyors is attached)

What is a Plan Cancellation Bylaw?

- A Plan Cancellation Bylaw is a Bylaw that is approved by Town Council. The bylaw amends the legal descriptions; no survey is required.
- Fees that may be incurred with a Plan Cancellation Bylaw:
 - Plan Cancellation Bylaw (AB Land Titles) \$35.00
 - Certified Copy of Title (AB Land Titles) \$10.00
 - Land Use Bylaw Rezoning (Questionable) \$250 per application plus all advertisement fees
 - Administration Fee 15% plus all applicable Goods and Service Taxes.

Assuming the structures on your land are exactly what has been assessed and recorded in the Town of Sedgewick's system, 2015 taxation would be estimated as follows (keep in mind we are using 2013 mill rates, mill rates are subject to change annually pursuant to the municipal budget):

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

If consolidated the assessed value would be:

Combined Assessment:	174,740
Municipal Tax (res):	\$1,362

***NOTE* Municipal tax is based on a residential assessment. It is our understanding that a business is operated on your premises therefore you can anticipate a split commercial/residential assessment on the percentage of land/buildings used commercially if consolidated.**

If there were no changes to your property status; taxation would be as follows (keep in mind we are utilizing 2013 mill rates and mill rates are subject to change annually):

Lot 02: Assessed Value	171,620
Municipal Tax:	\$1,338

Lot 03: Assessed Value	13,130
Municipal Tax (subject to Min. Tax Commercial)	\$600

Lot 04: Assessed Value	12,880
Municipal Tax (subject to Min. Tax Commercial)	\$600

Total municipal tax on Lots 02,03 and 04 = \$2,538

For additional inquires pertaining to the assessment of your property, please contact Wainwright Assessment Group at 780-842-5002.

(**Note the difference in combined assessment as compared to consolidated assessment.)

As a reminder, any changes to your property will not come into effect until 2015 if completed in 2014 pursuant to Section 289 (2) of the Municipal Government Act (MGA) R.S.A 2000 states:

(2) Each assessment must reflect

- (a) the characteristics and physical condition of the property on December 31 of the year prior to the year in which a tax is imposed under Part 10 in respect to the property, and
- (b) the valuation and other standards set out in the regulations for that property

Following your request for a breakdown of your property assessment it has been identified that your property may not be assessed accordingly. Plan 812 1206; Block 28; Lot 2 is assessed 100% residential however we have information to believe that a percentage of your property is used commercially. If this is the case an adjustment may be required. Please provide confirmation as to residential/commercial use of Plan 812 1206; Block 28; Lot 2 so that this matter can be addressed by Council.

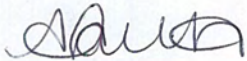
Any further action must be initiated by yourself the property owner. If you chose to request a Plan Cancellation Bylaw a written letter must be addressed to Sedgewick Town Council and delivered to the CAO seven (7) days prior to any Council meeting; the ultimate decision remains with Council.

Upcoming Council meeting dates:

- April 17th, 2014 at 7:00 pm
- May 21st, 2014 at 7:00 pm
- June 19th, 2014 at 7:00 pm

If you have any further questions or concerns please contact the undersigned at 780-384-3504 or via email at sedgewick.cao@persona.ca. For additional information regarding Land Title transactions please reference www.servicealberta.ca/LandTitles.

Sincerely,



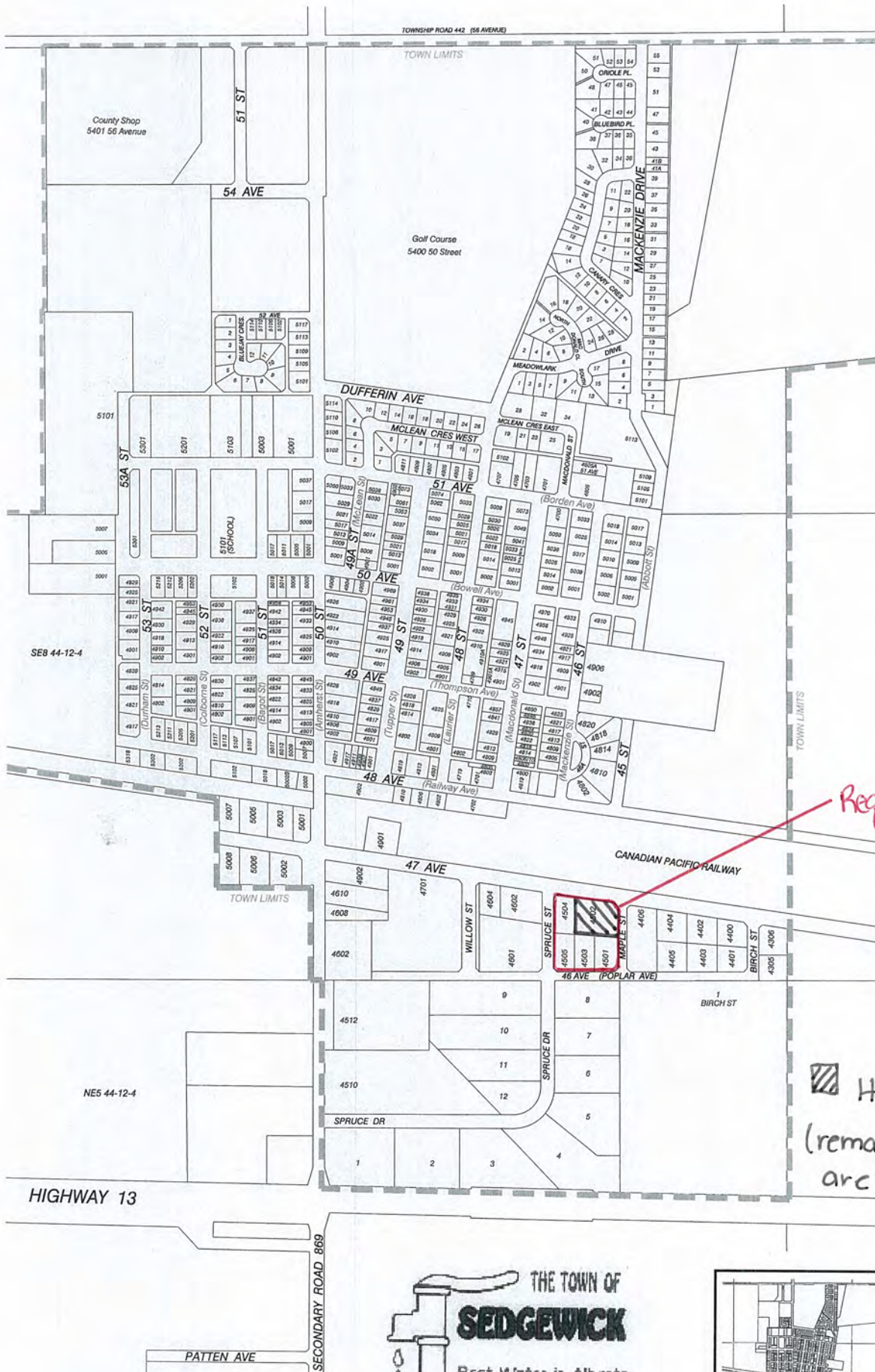
Amanda Davis,
CAO

Enclos.

SURVEYORS

This is a list of surveyors who frequently work in this area.

Olson Surveys Ltd. #11, 5033 – 52 Street Lacombe, AB T4L 2A6 Ph: 403-782-5358 Ph: 1-888-782-5358 Fx: 782-3508	Hagen Surveys 8929 – 20 Street Edmonton, AB T6P 1K8 Ph: 780-464-5506 Fx: 464-4450	High Country Surveys Box 1930 Rocky Mountain House, AB T4T 1B4 Ph: 403-845-5974 Fx: 845-2974
Baseline Geomatics Box 6929, 5141 – 54 Street Drayton Valley, AB T7A 1S3 Ph: 780-542-5252 Fx: 542-5044	Gillmore Surveys (Arctic) Ltd. 7322 – 101 Avenue Edmonton, AB T6A 0J2 Ph: 780-465-0096 Fx: 468-7072	Midwest Surveys Inc. 9468 – 51 Avenue Edmonton AB T6E 5A6 Ph: 780-433-6411 Fx: 439-2614
Jim Lysons, A.L.S. R.R. #3 Ponoka, AB T4J 1R3 Ph: 403-783-6756 Fx: 783-4793	Maltais Associates Surveyors Ltd. 17011 – 105 Avenue Edmonton, AB T5S 1M5 Ph: 780-483-2015 Fx: 484-1360	Explore Surveys Inc. 11612-36A Avenue Edmonton AB T6J 0G2 Ph: 866-936-1805 Fax: 989-0178 mike@exploresurveys.com
Bemoco Land Surveying 100, 6040 – 47 Avenue Red Deer, AB T4N 1C2 Ph: 403-342-2611 Fx: 342-2910	Bob Michie R.R. #2 Kingman, AB T0B 2M0 Ph: 780-662-3565	Diversified Geomatics Group Inc. Unit 6, Edgar Ind. Drive Red Deer AB T4P 3R2 Ph: 403-346-8867 Fax: 346-8169
Beta Surveys Ltd. 4605B – 63 Street Red Deer, AB T4N 7A6 Ph: 403-342-6203 Fx: 342-5334	Focus Intec Suite 1000, 9925 – 109 St. Edmonton, AB T5K 2J8 Ph: 780-466-6555 Fx: 780-421-1397	Geodetic Surveys & Eng. Ltd. 9538 – 87 Street Edmonton AB T6C 3J1 Ph: 780-465-3388 Fax: 780-465-5400
Snell & Oslund Surveys #2, 5128 – 52 Street Red Deer, AB T4N 6Y4 Ph: 403-342-1255 Fx: 343-7025	Harland & Higgins 10722 – 181 Street Edmonton, AB T5S 1K8 Ph: 780-486-1119 Fx: 780-483-0240	Axis Geomatics Ltd. #102, 5108-50 Avenue Wetaskiwin AB T9A 0S6 Ph: 780-352-3389 Fx: 352-3386 Ziegler@xplornet.com



Requested consolidator
4502 - Home site

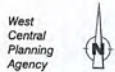
* Current zoning *

Direct Control

Home site
(remaining four parcels
are vacant)

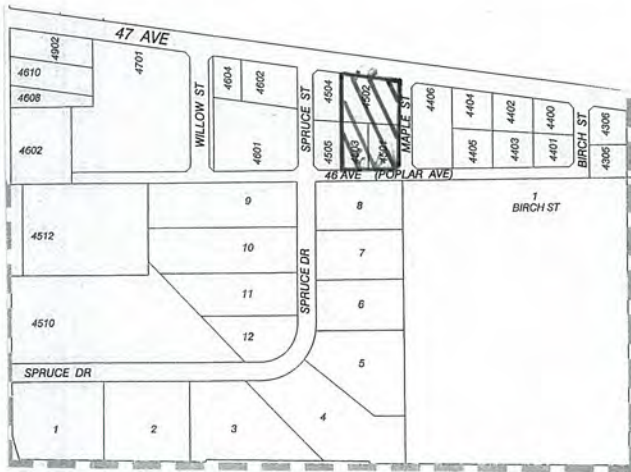


Address Map

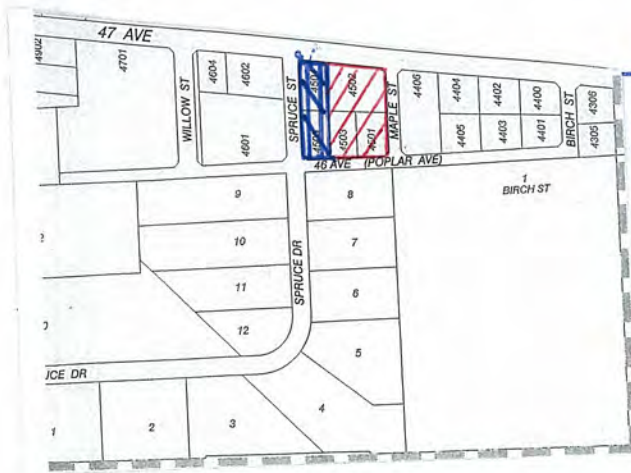




Option #1 → full consolidation

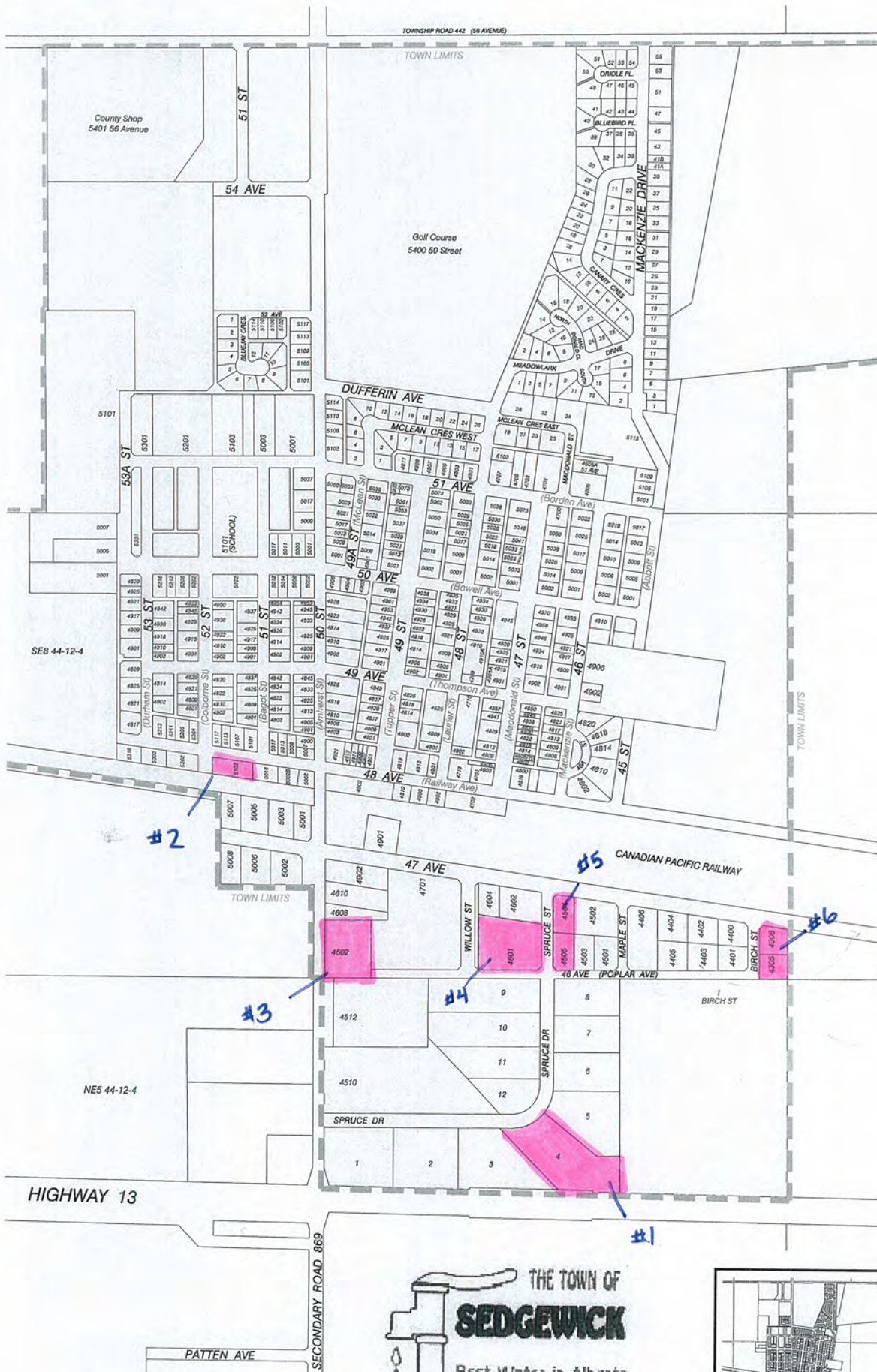


Option #2 → Partial Consolidation,
Permission to consolidate "home" site
(lots 2, 3 and 4 only)



Option #3 → Two separate Partial
Plan Consolidations;
#1 Commercial lands (Lots #1+5)
#2 Home Site (Lots 2, 3 and 4)

Option #4 → Reject application.



Address Map



REVISED: January, 2014



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



Karen Robinson
PO Box 378
Sedgewick, AB T0B 4C0

RE: Assessment Update

Dear Ms. Robinson;

Following Wainwright Assessment Group's (WAG) reassessment of your property on September 30th, 2014 I've calculated taxation based on 2014 Mill Rates as per your request.

Please see attached:

1. OPTION 1 – Partial Plan Cancellation Bylaw;

- A. Consolidation of Plan 812 1206; Block 28, Lot 2; Plan 812 1206; Block 28, Lot 3, Plan 812 1206; Block 28, Lot 4. (100% residential levies);
- B. Plan 812 1206; Block 28; Lot 1 and Plan 812 1206; Block 28; Lot 5 remain unchanged (100 % commercial levies).

2. OPTION 2 – Descriptive Survey;

- A. Consolidation of Plan 812 1206, Block 28, Lots 1-5 (100% residential levies) WAG advised that there would be no commercial use of the property as per your conversation on September 30th, 2014.

3. 2014 Actual – Comparative details

Should you wish to proceed with the Partial Plan Cancellation Bylaw, I will require your decision in writing by October 20th, 2014. If 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.

OPTION #1 Partial Plan Cancellation	Assessed Value	Municipal Taxation (2014 Mill Rates)	Education Taxes (2014 Mill Rates)	Seniors Housing (2014 Mill Rates)	Total
Plan 812 1206; Block 28; Lots 2-4	230,320	1,738.91	582.36	56.42	\$2,377.69
Plan 812 1206; Block 28, Lot 1	16,580	700.00	57.65	4.06	\$761.71
Plan 812 1206; Block 28, Lot 5	16,580	700.00	57.65	4.06	\$761.71
Grand Totals:	263,480	3,138.91	697.66	64.54	\$3,901.11

OPTION #2 Descriptive Survey	Assessed Value	Municipal Taxation (2014 Mill Rates)	Education Taxes (2014 Mill Rates)	Seniors Housing (2014 Mill Rates)	Total
Plan 812 1206; Block 28; Lots 1-5	233,160	1,760.36	589.54	57.11	\$2,407.01
Grand Totals:	233,160	1,760.36	589.54	57.11	\$2,407.01

2014 Actual	Assessed Value	Municipal Taxation (2014 Mill Rates)	Education Taxes (2014 Mill Rates)	Seniors Housing (2014 Mill Rates)	Total
Plan 812 1206; Block 28; Lots 1	16,580	700.00	57.65	4.06	\$761.71
Plan 812 1206; Block 28, Lot 2	171,620	1,295.73	433.48	42.04	\$1,771.25
Plan 812 1206; Block 28, Lot 3	13,130	700.00	45.65	3.22	\$748.87
Plan 812 1206; Block 28, Lot 4	12,880	700.00	44.78	3.15	\$747.93
Plan 812 1206; Block 28, Lot 5	16,580	700.00	57.65	4.06	\$761.71
Grand Totals:	230,790	4,095.73	639.21	56.53	\$4,791.47

BYLAW NO. 512
Town of Sedgewick

Being a Bylaw of the Town of Sedgewick, in the Province of Alberta, to Cancel a portion of A Registered Plan of Subdivision.

WHEREAS Section 658 of the Municipal Government Act empowers a municipality to cancel a plan of subdivision in whole or in part;

AND WHEREAS the owners of the parcels of land in the portion of the plan to be cancelled have consented to the proposed cancellation;

AND WHEREAS every person shown on the certificates of title of the land in the plan of subdivision as having an estate or interest in it have consented to the proposed cancellation;

NOW THEREFORE the Council of the Town of Sedgewick in the Province of Alberta, have ensured that all of the conditions listed under Section 658 of the Municipal Government Act have been met, hereby enacts a portion of Plan 812 1206, as follows:

1. That the lands described as Plan 812 1206, Block 28, Lots 1, 2, 3, 4 and 5 are to be cancelled from the plan of subdivision of Record which is registered in the Land titles Office for the North Alberta Land Registration District.
2. That the cancelled lands be established as a single new lot, known as Plan 812 1206, Block 28, Lot 6.
3. That this Bylaw shall not be effective unless filed by the applicant in the office of the Registrar within NINETY DAYS from the date of third reading.

THE REGISTRAR for North Alberta Land Registration District shall make all cancellations, issue all certificates of title and do such things as necessary, in his opinion, to give effect to this bylaw, including but not restricted to, carrying forward all encumbrances, charges, liens, interests, and reservations as to mines and minerals in the existing certificate(s) of title.

ANY EXPENSES in connection with carrying out this Bylaw shall be borne by the applicant.

READ a first time this ____ day of _____, 2014.

READ a second time this ____ day of _____, 2014.

UNANIMOUSLY CONSENTED TO AND READ a third and final time this ____ day of _____, 2014.

Perry Robinson, Mayor

Amanda Davis, CAO

Open Discussion

Topic: Intermunicipal Development Plan (IDP) - Review
Initiated by: IDP
Prepared by: Amanda Davis
Attachments: B1.1 IDP

Background:

In 2009 the Town of Sedgewick and Flagstaff County approved an Intermunicipal Development Plan (IDP)(attached).

The purpose of the IDP will be to ensure that a coordinated and cooperative approach is in place for managing the use and development of lands adjacent to the boundary of Sedgewick, within Flagstaff County.

Section 1.5 Duration of the IDP states:

3. A Systematic review of the IDP shall be undertaken every 3 years from the date on which the IDP comes into effect.

Section 3.5 Plan Review states:

1. This Plan will be formally reviewed by an Intermunicipal Committee once every 3 years beginning in 2012 in order to confirm or recommend amendments of any particular policy contained herein. The committee will prepare recommendation for considerations by the individual councils.

As per the Town of Sedgewick's Organizational Committee Structure the following members would be appointed to the committee: Clr.'s G. Sparrow, C. Rose and E. Skoberg (unless committee appointments change during our Organizational meeting.)

Current:

Rosemary Hoyland, Development Officer for Flagstaff County has obtained three quotes from Municipal Planning Services for the IDP Review.

1. Full Review totaling \$29,846.50
 - a. This would be a 50/50 cost share. Sedgewick's portion would be \$14,923.25
2. Focused Review totaling \$15,426.50
 - a. Again, this would be a 50/50 cost share. Sedgewick's portion would be \$7,713.25
3. General Overview \$5,000
 - a. Sedgewick's portion \$2,500

Further to an Administrative review there appears to be many discrepancies and/or misguided intent within our existing IDP.

1. The IDP is not being used frequently by Flagstaff County – a new construction occurred without consulting Sedgewick. The zoning within the plan identifies lands South of Highway 13 and further lands that could be annexed by the Town of Sedgewick for Light Industrial Development.

When consulting with R. Hoyland following observation that unapproved development was occurring South of the highway she advised that no permit had been approved. I've later been advised that a residence and shop has been approved by Flagstaff County on the said lands. This creates a conflict within our IDP.

On another note, "urban expansion area" permits the development of homes on fragmented parcels yet,

(3) Referral Area Policies

b) Within the Referral Area the half mile, immediately adjacent to the Town boundaries and the Urban Expansion Area, will be considered as future long term growth areas for the eventual growth of the Town, while still allowing compatible development to occur. (Residential would not necessarily be deemed compatible).

The IDP also states that prior to annexation the Town must prove that municipal services can be provided. The cost to service land South of Highway 13 is virtually impossible for the Town of Sedgewick. If a large manufacturing company offered to service this land they would have to cover the costs to tie into the Town's system if the lands were annexed from the County.

2. Where does the Town see fit for future commercial/industrial development? What are our future goals? This needs to be discussed prior to any formal engagement; please review our IDP for discussion at the October 23rd, 2014 regular Council meeting.

Flagstaff County Town of Sedgewick

INTERMUNICIPAL DEVELOPMENT PLAN

FLAGSTAFF COUNTY

Bylaw # 07/09

TOWN OF SEDGEWICK

Bylaw # 466

Approved October 14, 2009

Prepared by:
Austrom Consulting Ltd.

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1. INTRODUCTION

1.1 Plan Organization

- 1) The Flagstaff County and the Town of Sedgewick Inter-municipal Development Plan has been organized into three sections:
 - a) **SECTION 1 INTRODUCTION** includes the purpose and background, goals of the IDP, enactment, duration, description of the plan area, enabling legislation, guiding principles, public engagement process and key definitions.
 - b) **SECTION 2 PLAN POLICIES** includes the plan area, land use concept, utility and stormwater management policies; transportation policies; environmental protection, recreation and open space, infrastructure corridors; oil and gas infrastructure; and economic development.
 - c) **SECTION 3 PLAN ADMINISTRATION AND IMPLEMENTATION** includes adoption process, approving authorities, plan amendments, establishment of the inter-municipal committee, plan review, plan termination/repeal, annexation, dispute resolution, and correspondence.

1.2 Purpose and Background

- 1) The municipalities of Flagstaff County (County) and the Town of Sedgewick (Town) agreed to enter the process to jointly develop an inter-municipal development plan (IDP).

“The purpose of the IDP will be to ensure that a coordinated and cooperative approach is in place for managing the use and development of lands adjacent to the boundary of Sedgewick, within Flagstaff County”.

- 2) The Town and County have agreed to undertake the process for preparing and adopting, by bylaw, the IDP which will address the principles, policies and considerations outlined in this document.
- 3) The Town and County recognize that all municipalities are equals and have the right to growth and development. Both municipalities have agreed that a negotiated IDP is the preferred method of addressing inter-municipal land use planning issues within the IDP area and that it represents the best opportunity for a continuing cooperative working relationship between the two municipalities.
- 4) The municipal policy framework for the preparation of an IDP is contained within the County and Town Municipal Development Plans. The Town’s Municipal Development Plan, Map 2, identifies development opportunities for lands adjacent to the Town. In addition, Part 13 contains policies regarding inter-municipal planning and cooperation. The County’s Municipal Development Plan contains inter-municipal policies and supports the protection of a 3.2 kilometre area around each urban municipality for urban expansion plans and industrial parks.
- 5) Nothing contained within this IDP is intended to nor shall be interpreted as fettering either Council’s discretion.

1.3 Goals of the IDP

- 1) The overall goals of the Flagstaff County and Town of Sedgewick Inter-municipal Development Plan are to:
 - a) Ensure orderly development, while protecting the area surrounding the Town for future expansion;
 - b) Establish a framework for attracting economic opportunities;
 - c) Improve opportunities to secure a long-term economic base for the region;
 - d) Ensure the municipalities are development ready and future oriented in their efforts to attract economic activity; and
 - e) Ensure that the municipalities are developed in a manner that is equitable and fair to the residents of the municipalities.
- 2) The IDP and the various cost sharing agreements together form the basis of cooperative effort between the Town and the County to work together to serve the needs of their communities.

1.4 Enactment

- 1) The policies contained within the Flagstaff County and Town of Sedgewick Inter-municipal Development Plan Bylaw come into force once the County and the Town Council have given Third Reading to this IDP Bylaw. The intent is not that any policies in the IDP Bylaw be applied retroactively to any applications that are already in process.

1.5 Duration

- 1) The IDP sets forth, in general terms, the strategic patterns for land uses, servicing and transportation policies as well as other mutually agreed to policy directions to the year 2019. While the IDP is meant to be a long range planning document, it is intended that regular monitoring, review and periodic amendments may be required for policies in the IDP to remain current with changing trends, technologies and growth within the region.
- 2) The IDP sets forth a process for amendment and repeal of this document when it is in the mutual interests of the County and the Town to do so.
- 3) A systematic review of the IDP shall be undertaken every three years from the date on which the IDP comes into effect.

1.6 Plan Area

- 1) The IDP area encompasses lands north, west, east and south of the present corporate limits of the Town of Sedgewick as shown on Map 1 – Plan Area. Property owners within the IDP area, adjacent property owners, residents of the Town and other interested parties have been consulted during the IDP planning process.

- 2) The IDP area encompasses lands identified as the Urban Expansion Area, and Referral Area as defined in Section 1.10 of this Plan.

1.7 Enabling Legislation

- 1) The contents of an Inter-municipal Development Plan are outlined in Section 631 of the Municipal Government Act which reads:

“631(1) Two or more councils may, by each passing a bylaw in accordance with this Part or in accordance with section 12 and 692, adopt an inter-municipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

(2) An inter-municipal development plan

(a) may provide for: (i) the future land use within the area, (ii) the manner of and the proposals for future development in the area, and (iii) any other matter relating to the physical, social or economic development of the area that the councils consider necessary, and

(b) must include: (i) a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan, (ii) a procedure to be used, by one or more municipalities, to amend or repeal the plan, and (iii) provisions relating to the administration of the plan.

- 2) The procedure for adopting an inter-municipal development plan is described in Section 692 of the Municipal Government Act.

1.8 Guiding Principles

- 1) Maintain an open, fair and honest communication between the two municipalities and affected stakeholders.
- 2) Promote orderly, economic and beneficial land development to minimize the amount of agricultural land converted to other land uses prematurely.
- 3) Recognize the need for urban expansion of the Town and the need for orderly, timely and agreed upon annexation.
- 4) Determine compatible and complementary land uses within the IDP area and adjacent lands while ensuring proposed land uses and development do not interfere or conflict with future urban expansion.
- 5) Development of land use policies to provide for and in support of economic development that will benefit the two municipality's economically and socially.

- 6) Development of a Plan for the provision of utility corridors within the Plan Area to provide for future growth and development of the IDP area, and to ensure oil and gas development/pipelines and/or gravel extraction facilities do not inhibit or restrict the future development of the region.
- 7) Effective coordination of transportation systems and protection of required land for future road and trail network developments.
- 8) Development of land use policies to ensure that future sites for schools and recreation areas are protected.
- 9) Identification and protection of physical features and environmentally sensitive areas.
- 10) Provide for effective IDP administration and implementation mechanisms.

1.9 Public Engagement

- 1) In accordance with Section 692 of the Municipal Government Act, Councils must take measures to involve the public prior to adopting an Inter-municipal Development Plan. Several opportunities and methods have been used to carry out effective public engagement. In summary they include:
 - Media releases to facilitate project awareness;
 - Mailings to affected property owners, adjacent residents and other stakeholders;
 - A public information session was held with affected landowners and other stakeholders within the IDP boundaries. Comment sheets and a survey were provided to encourage feedback on the Draft IDP.
 - A combined Public Hearing held before Flagstaff County and the Town of Sedgewick Councils to allow all parties to make representations on the IDP.

1.10 Definitions

- 1) All the terms and meanings in this IDP shall carry their normal definitions unless otherwise defined herein:

“area structure plan” means a statutory plan, adopted by bylaw, which provides a policy framework for subsequent redesignation, subdivision and development of a specified area of land in the municipality pursuant to Section 663 of the *Municipal Government Act*.

“development” means an activity taking place on a parcel as defined pursuant to the *Municipal Government Act*.

“confined feeding operation” is an agricultural operation as defined within the *Agricultural Operations Practices Act*.

“farmstead” means an agricultural dwelling and improvements as defined within the *Flagstaff County Land Use Bylaw*.

“fragmented parcel” means a parcel of land that is separated from the balance of the remainder of the parcel as defined within the *Flagstaff County Land Use Bylaw*.

“multi-lot country residential subdivisions” shall be considered to be any subdivision which will create four or more country residential parcels on a quarter section.

“referral area” are lands within the plan area that are intended for the eventual growth of the Town; within this area the County will refer to the Town for comment on proposed development activities.

“urban expansion area” are lands where growth patterns remain as anticipated, be the primary urban expansion area and the priority area for future annexations by the Town.

“utility services” means a parcel serviced with municipal gas, water and sewer services.

2. PLAN POLICIES

2.1 Plan Area

Goal – To protect the lands identified as the Urban Expansion Area from fragmented un-serviced development; to encourage collaborative planning within the remaining IDP lands identified as the Referral Area; and to minimize premature subdivision activity within the agricultural area surrounding the Town.

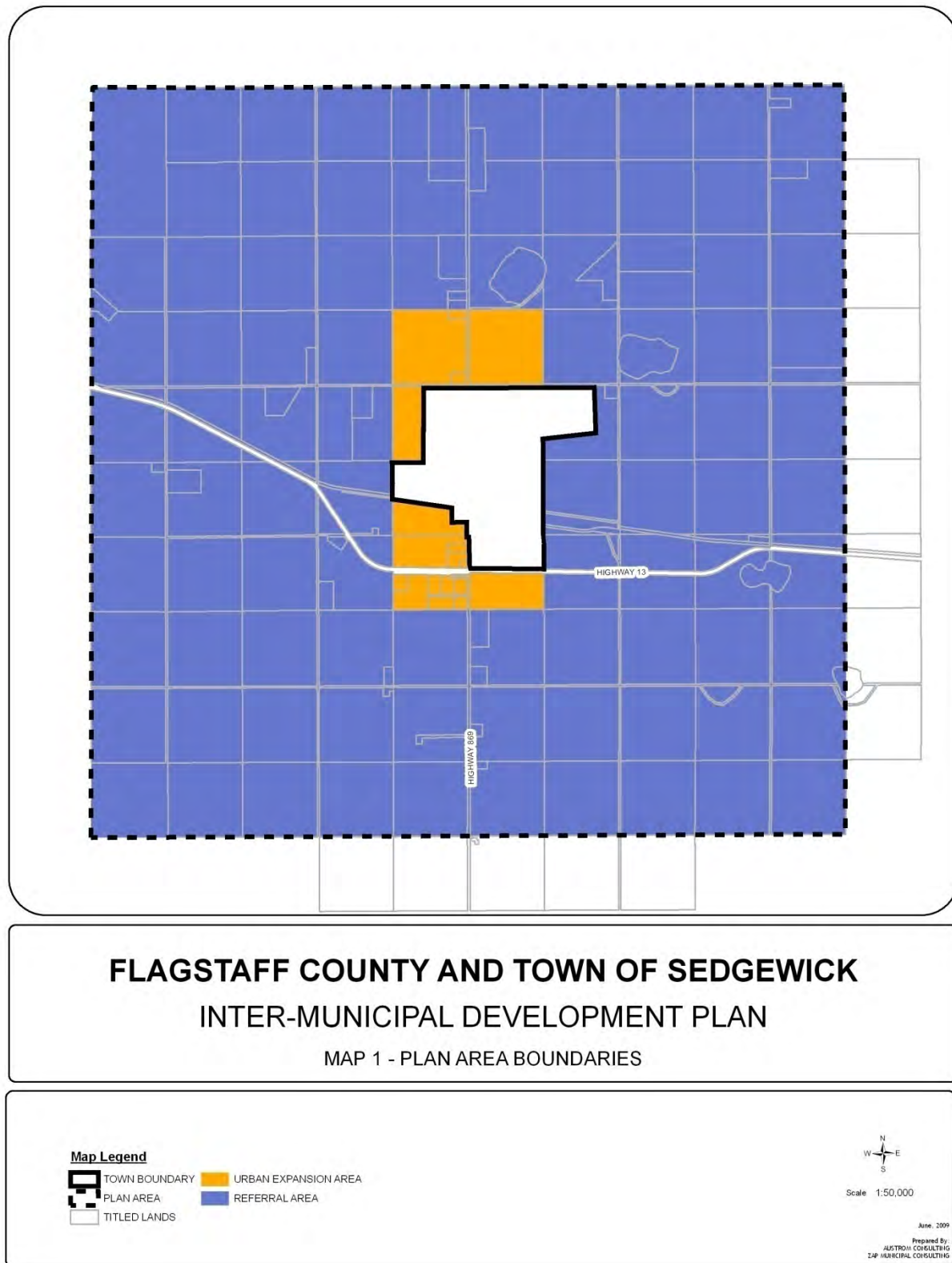
- 1) General IDP Policies:
 - a) Confined feeding operations requiring registrations or approvals and manure storage facilities requiring authorization under the Agricultural Operations Practices Act shall not be allowed within the IDP Area.
 - b) The County will refer all subdivision applications, Municipal Development Plan and Land Use Bylaw amendments, and Area Structure Plans within the IDP Area to the Town for comment.
 - c) Any disputes shall be dealt with through the procedure outlined within Section 3.9 of this **Plan**.
- 2) Urban Expansion Area Policies:
 - a) The Urban Expansion Area will consist of lands identified as the “urban expansion area” identified on Map 1, Plan Area Boundaries.
 - b) Area Structure Plans within the Urban Expansion Area shall be required where:
 - i) The subject lands are within 0.8 kilometres of Highway 13 and Highway 869; or

- ii) The subdivision of the subject lands will result in the creation of a parcel or parcels for residential purposes and, combined with previously subdivided parcels, total greater than 6.06 ha (15.0 acres); or
- iii) The subdivision of the subject lands will result in the creation of a parcel or parcels for commercial and industrial purposes.
- c) Farmstead and fragmented parcel subdivisions shall be permitted within the Urban Expansion Area pursuant to the County's Municipal Development Plan.
- d) Multi-lot country residential subdivisions may be permitted within the Urban Expansion Area subject to the provisions of the **Flagstaff County Municipal Development Plan** and Section 2 of this **Plan**.
- e) In addition to referrals cited in Section 2.1 1b, the County shall refer discretionary use development permit applications within the Urban Expansion Area to the Town for comment.
- f) The planning process in the Urban Expansion Area will be a cooperative effort between the Town and the County. Developers will be required to work with the Town and County planning departments to ensure that the development is compatible with the future growth patterns of the Town.

3) Referral Area Policies:

- a) In accordance with the County Municipal Development Plan all subdivision applications and discretionary development permits will be forwarded to the Town for review and comment.
- b) Within the Referral Area the half mile, immediately adjacent to the Town boundaries and the Urban Expansion Area, will be considered as future long term growth areas for the eventual growth of the Town, while still allowing compatible development to occur.
- c) Development standards will be applied by the County to this half mile zone to ensure that orderly redevelopment of the Referral Area can occur.

Map 1 – Plan Area Boundaries

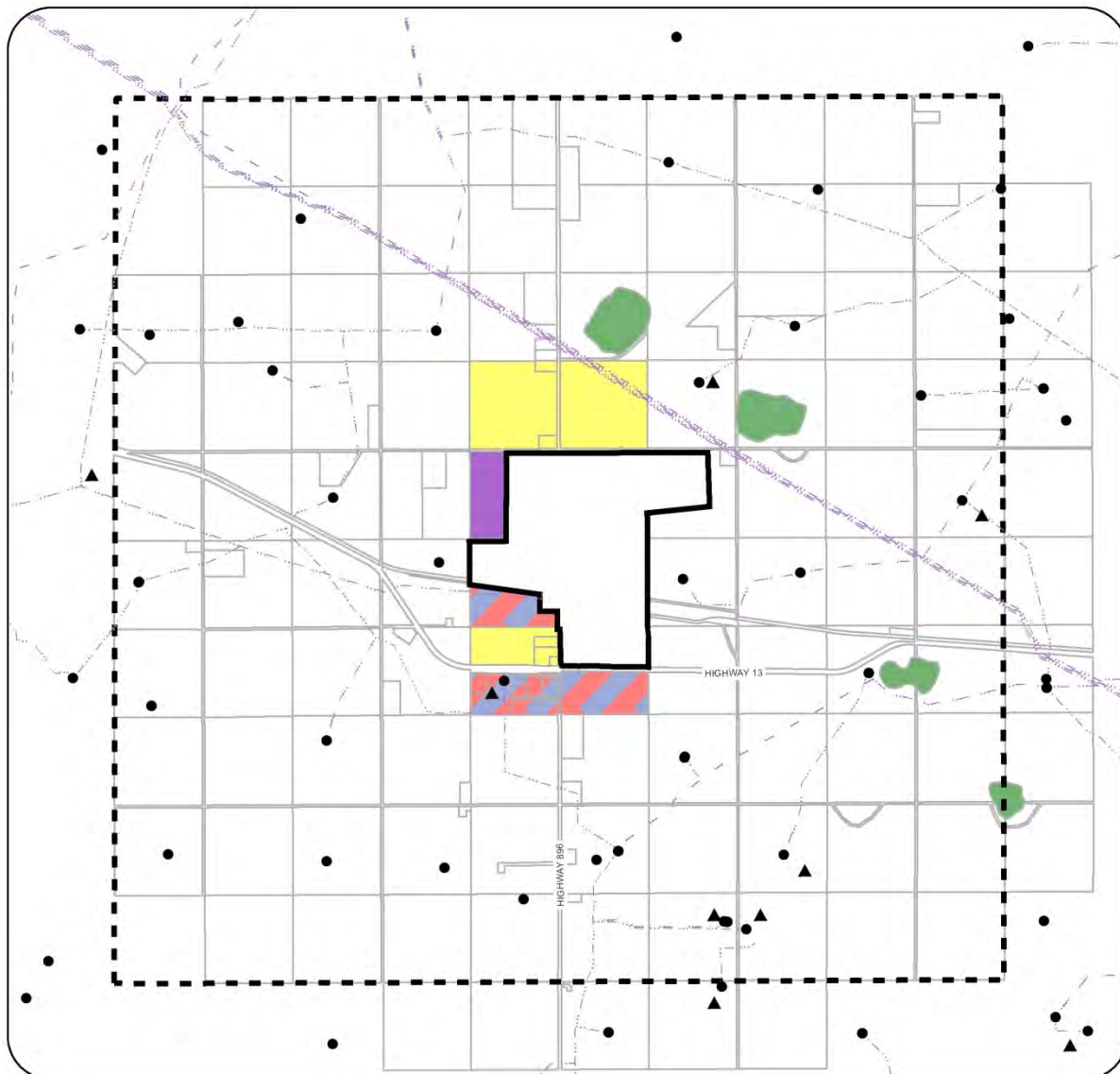


2.2 Land Use Concept

Goal – To ensure that future land uses allowed within the Urban Expansion Area and Referral Area are compatible with the future growth patterns of the Town.

- 1) Flagstaff County agrees that all development within the Urban Expansion Area and Referral Area will be planned to minimize the impact on the growth of the Town.
- 2) Urban Expansion Area Land Use Policies:
 - a) In considering subdivision and development proposals in the Urban Expansion Area, the County Subdivision and Development Authority will ensure the proposed subdivision and/or development conforms to the intent of the Map 2 Future Land Use Concept and the land use policies contained herein.
 - b) Residential, commercial and industrial areas identified in Map 2 shall be used predominantly for these purposes over the long term. Agricultural, local commercial (within residential areas), open space, recreational, institutional and resource extraction industrial uses may also be present based on the detailed land use concept of an approved area structure plan.
 - c) Un-serviced residential development shall be limited to 6.06 hectares (15.0 acres) per quarter section within the Urban Expansion Area. Notwithstanding, the County shall apply a deferred services caveat to all newly created parcels in the Urban Expansion Area to ensure the orderly future servicing of these lands.
 - d) Unless otherwise agreed to in writing by the Town, subdivision and development within the Urban Expansion Area of an area exceeding 6.06 hectares (15.0 acres) per quarter section for multi-lot country residential subdivisions may be allowed where the lot density is at a minimum, equal to the R4 District within the Town of Sedgewick Land Use Bylaw (0.5 acre to 1.0 acre in size) .
 - e) Subdivision and development of commercial and industrial areas within the Urban Expansion Area shall include those uses identified within the Light Industrial Business District of the Town of Sedgewick Land Use Bylaw. Refer to Schedule A
- 3) Referral Area Land Use Policies:
 - a) All land use matters within the Referral Area shall be dealt with in accordance with the ***Flagstaff County Municipal Development Plan*** and ***Flagstaff County Land Use Bylaw***.

Map 2 – Future Land Use Concept



FLAGSTAFF COUNTY AND TOWN OF SEDGEWICK INTER-MUNICIPAL DEVELOPMENT PLAN

MAP 2 - FUTURE LAND USE CONCEPT

Map Legend

- TITLED LANDS
- TOWN BOUNDARY
- PLAN AREA
- ENVIRONMENTALLY SENSITIVE AREAS
- OIL AND GAS FACILITIES
- OIL AND GAS WELLS
- HIGH PRESSURE PIPELINES

FUTURE LAND USE

- RESIDENTIAL
- INDUSTRIAL/COMMERCIAL
- PUBLIC



Scale 1:50,000

June, 2009

Prepared By:
AUSTIN CONSULTING
240 HARBOR CONSULTING

2.3 Utility and Stormwater Management Policies

Goal – The lands within the Urban Expansion Area will be eventually serviced and will include suitable stormwater management systems.

1) Plans Required:

- a) Within the Urban Expansion Area, Area Structure Plans shall be accompanied by the preparation of the following:
 - i) Water and Wastewater Servicing Plans; and a
 - ii) Stormwater Management Plan.

2) Utility Services:

- a) Services for all developments outside of the Town boundaries shall not connect to the Town's infrastructure system until such time that the land is annexed, unless otherwise agreed to by the Town and County.
- b) The County agrees to require all new parcels created in the Urban Expansion Area to be developed with internal water and wastewater servicing to the same standards as the Town (with the exception of multi-parcel subdivisions approved under Section 2.2.2c). Notwithstanding, staged servicing solutions for water and sanitary services may be permitted at the County's discretion, provided that it meets Provincial regulations. On an interim basis, developments may also be served via cistern and hauling (for water) and pump-out tanks (for wastewater), hauling to the Sedgewick Wastewater Lagoon, until such time as the lands are annexed and water and wastewater transmission lines are extended to the area, and subject to the developer entering into a deferred servicing agreement with the County.
- c) For developments requiring or proposing to require water and wastewater services in the Urban Expansion Area, the Town and County agree to enter into a joint servicing agreement for said services.
- d) For developments located within the Urban Expansion Area requiring or proposed to require water and wastewater services from the Town, the County will submit the relevant portions of the development agreement, including full details on the water and wastewater servicing standards and anticipated volumes, for the Town's approval.
- e) The Town, subject to available capacity, payment of the user fees and Alberta Environment approval, agrees to accept, from County residents and developments within the Urban Expansion Area, wastewater from holding tanks that complies with the standards set by the Town.

3) Stormwater Management:

- a) Provisions should be made to control stormwater runoff to predevelopment rates. The number of stormwater management facilities in the Urban Expansion Area should be minimized in order to control ongoing operational and maintenance costs and consumption of developable lands.
- b) Best management practices should be utilized as measures to control stormwater quality. Incorporation of stormwater management facilities with natural areas may benefit the area as a whole. Existing water bodies could be utilized or integrated into stormwater management plans.

2.4 Transportation Policies

Goal – The Town and County will work together and in partnership with the Province in the continual development and maintenance of a safe and efficient transportation network within the IDP area.

- 1) The Town and County will work together and with Alberta Transportation to ensure a safe and efficient transportation network is developed and maintained to service the residents and businesses within the IDP Area.
- 2) When subdivisions are approved in the IDP area, all right-of-way requirements will be secured to ensure that long-term transportation and road plans can be implemented when warranted.
- 3) Developers will be required to construct all roads to County standards.
- 4) As a part of the Area Structure Plan process, Alberta Transportation may require the development of a Traffic Impact Assessment for any subdivision within 0.8 kilometres of Highway 13 and Highway 869.

2.5 Environmental Protection and Open Space

Goal – The municipalities will continue to protect and enhance the existing open spaces.

- 1) Environmentally sensitive lands have been identified within Map 2 Future Land Use Concept.
- 2) Land suitable for Environmental Reserve (ER), in accordance with the provisions of the **Municipal Government Act** may be identified at the subdivision application stage and be dedicated as an Environmental Reserve parcel, and Environmental Reserve Easement or a Conservation Easement.
- 3) The County, when approving subdivisions within the Urban Expansion Area, shall take Municipal Reserves in accordance with the Municipal Government Act. Such reserves shall be deferred to the balance of the parcel unless otherwise agreed to by the Town.
- 4) Through the **Flagstaff County Land Use Bylaw**, appropriate development setbacks from water bodies and watercourses shall be enforced.

- 5) Both municipalities shall recognize and enhance the wide diversity of open space opportunities and seek to identify future partnerships.

2.6 Infrastructure Corridors

Goal – The municipalities will work together to ensure that utility corridors are planned, constructed, and maintained.

- 1) The Town and County acknowledge that the future development within the IDP area is dependent on access to water and wastewater services, and the Town and County agree to work together to ensure the corridors for these services are protected.

2.7 Oil and Gas Infrastructure

Goal – The municipalities will work with the oil and gas industry to ensure that resource infrastructure does not negatively impact future development within the IDP area.

- 1) Oil and gas infrastructure have been identified within Map 2 Future Land Use Concept.
- 2) The Town and County also acknowledge that the development of the oil and gas industry has played an integral part in the development of the region. The Town and County will work with the oil and gas industry to ensure that the orderly development of the Plan area is not unduly restricted by the development of oil and gas infrastructure, including pipelines.
- 3) The County will refer all resource related referrals to the Town on lands identified within the Urban Expansion Area.

2.8 Economic Development

Goal – To promote, develop and enhance infrastructure in order to increase business activity in the region.

- 1) The municipalities have agreed to work together to promote and support economic development that is good for both municipalities. Land use policies will be developed that will support and encourage a cooperative effort in support of economic development.

3. PLAN ADMINISTRATION AND IMPLEMENTATION

3.1 Adoption Process

- 1) The Inter-municipal Development Plan shall be adopted by bylaw by the Town and the County in accordance with the Municipal Government Act.
- 2) The Town's adopting bylaw will specify that although the Town adopts the policies and objectives of the plan, the Town has no legal jurisdiction for lands in the Plan area which are outside of the boundaries of the Town.
- 3) Any amendments to the Municipal Development Plans and Land Use Bylaws of the Town and County required to implement the policies of the Inter-municipal Development Plan should occur simultaneously with the adoption of the plan.

3.2 Approving Authorities

- 1) All the statutory plans impacting the Plan area shall be made consistent with this Plan.
- 2) The County shall be responsible for the administration and decisions on all statutory plans, land use bylaws, and amendments thereto.

3.3 Plan Amendments

- 1) An amendment to this Plan may be proposed by either municipality. An amendment to the Plan proposed by a landowner shall be made to the municipality in which the subject land is located.
- 2) An amendment to this Plan has no effect unless adopted by both municipalities by bylaw in accordance with the Municipal Government Act.

3.4 Establishment of the Inter-municipal Committee

- 1) An Inter-municipal Committee consisting of two (2) Councilors and one (1) Staff member from each municipality will be established to provide the following duties:
 - a) Plan Review;
 - b) Plan Termination/Repeal; and
 - c) Dispute Resolution.

3.5 Plan Review

- 1) The Plan will be formally reviewed by an Inter-municipal Committee once every three years, beginning in 2012 in order to confirm or recommend amendment of any particular policy contained herein. The Committee will prepare recommendations for consideration by the municipal councils.

3.6 Plan Termination/Repeal

- 1) After ten years from the date of the final approval of the Inter-municipal Development Plan, either municipality may initiate the process to terminate/repeal the plan.
- 2) The following procedure to repeal the Plan shall be followed:
 - a) The Town or County may give the other municipality written notice of its intention to repeal the plan.
 - b) Within thirty days of the written notice, an Inter-municipal Committee meeting shall be convened.
 - c) Following the Inter-municipal Committee meeting, the municipality initiating the repeal procedure may either withdraw its intention to repeal the Plan by giving written notice to the other municipality or proceed to consider a bylaw in accordance with the Municipal Government Act to repeal the plan.
 - d) Once one municipality has passed a bylaw to repeal the Plan the other municipality shall also proceed to pass a bylaw repealing the plan.
 - e) In the event the Plan is repealed, the Town and County shall amend their Municipal Development Plans respectively to address the inter-municipal issues in accordance with the Municipal Government Act. Should these required amendments not satisfy the neighbouring municipality the matter may be appealed to the Municipal Government Board.
 - f) Should the Plan be repealed all other agreements relating to developments in the Plan Area will continue to be in force, unless otherwise stipulated in the agreements.

3.7 Annexation

- 1) The County recognizes and agrees that the Town will need additional land to grow and will support annexations that will provide for 20 years of projected growth within the boundaries of the Town and which require municipal utility services from the Town.
- 2) The annexation process may be initiated by the Town through the preparation of a Growth Study and in accordance with the Municipal Government Act.

- 3) The Town and County will endeavour to reach an inter-municipal agreement on the annexation prior to submitting the annexation to the Municipal Government Board.

3.8 Dispute Resolution

- 1) The Town and County agree that disputes relating to the Inter-municipal Development Plan shall be restricted to the following:
 - a) Lack of agreement on proposed amendments to the plan;
 - b) Lack of agreement on any proposed statutory plan, land use bylaw or amendment to either located within or affecting the Plan area; or
 - c) Lack of agreement on an interpretation of this plan.
- 2) Lack of agreement pursuant to s. 3.8(1)(a) or (b) is defined as a statutory plan, land use bylaw or amendment to either which is given first reading by a Council which the other Council deems to be inconsistent with the policies of this Plan or detrimental to their planning interests as a municipality.
- 3) A dispute shall be limited to the decisions on the matters listed in 3.8(1). Any other appeal shall be made to the appropriate approving authority or appeal board that deals with that issue.
- 4) The dispute resolution process may only be initiated by Town or County Councils.
- 5) Identification of a dispute and the desire to go through the dispute resolution process may occur at any time regarding a 3.8(1)(c) dispute matter and may only occur within 30 calendar days of a decision made pursuant to 3.8(2). Once either municipality has received written notice of a dispute, the dispute resolution process must be started within 15 calendar days of the date the written notice was received, unless both Chief Administrative Officers agree otherwise.
- 6) In the event the dispute resolution process is initiated the municipality having authority over the matter shall not give any further approval in any way until the dispute has been resolved or the mediation process has been concluded.
- 7) In the event mediation does not resolve the dispute, the Municipality may proceed to adopt the bylaw and in accordance with the Municipal Government Act, the other municipality will have the right to appeal to the Municipal Government Board.

3.9 Dispute Resolution Process

- 1) Stage 1 Administrative Review - The Chief Administrative Officers of both municipalities will meet in an attempt to resolve the issue first. Failing resolution, the dispute will then be referred to the Inter-municipal Committee. In the event a resolution is not achieved by the 30th day following the first meeting of the Chief Administrative Officer of both Municipalities, either municipality may refer the dispute to the Inter-municipal Committee.

- 2) Stage 2 Inter-municipal Committee Review – The Committee will convene to consider and attempt to resolve the dispute. Failing resolution, the dispute will then be referred to mediation. In the event a resolution is not achieved by the 30th day following the first meeting of the Inter-municipal Committee, either municipality may refer the dispute to the Mediation.
- 3) Stage 3 Mediation – The services of an independent mediator will be retained, with the mediator to present a written recommendation to both Councils. The costs of mediation shall be shared equally between the Town and County.
- 4) Stage 4 Municipal Government Board – In the event the mediation process does not resolve the dispute, the Municipality may proceed to adopt the bylaw and in accordance with the Municipal Government Act, the other municipality will have the right to appeal to the Municipal Government Board.

3.10 Correspondence

- 1) Written notice under this Plan shall be addressed as follows:

- a) In the case of Flagstaff County to:

**Flagstaff County
c/o Chief Administrative Officer
P.O. Box 358, Sedgewick, AB T0B 4C0**

- b) In the case of the Town of Sedgewick to:

**Town of Sedgewick
c/o Chief Administrative Officer
P.O. Box 129, Sedgewick, AB T0B 2L0**

IN WITNESS WHEREOF the parties have affixed their corporate seals as attested by the duly authorized signing officers of the parties as of the first day above written.

FLAGSTAFF COUNTY

TOWN OF SEDGEWICK

Reeve

Mayor

Chief Administrative Officer

Chief Administrative Officer

“Schedule A” – Town of Sedgewick Land Use Bylaw Light Industrial Business District

Section 70: LIB Light Industrial Business District

70.1 Purpose:

To provide an area for planned light industrial business parks containing clean industrial uses with compatible commercial uses.

70.2 Uses:

Permitted Uses	Discretionary Uses
Automobile and RV Sales and Rental	Abattoir
Automobile Service Station	Accessory Use
Automobile Supply Store	Auction Mart
Bank / Financial Institution	Autobody and Repair Shop
Caterer	Automobile Repair Garage
Clinic	Bottled Gas Sales and Storage
Convenience Food Store	Caretaker's Residence
Contracting Services – Minor	Communication Tower
Farm Supply Store	Concrete Manufacturing/Plant
Florist Shop	Contracting Services - Major
Food and/or Beverage Service Facility	Dry Cleaning and Laundry Plant / Depot
Gas Bar	Dwelling Units Above Ground Floor Business
Handicraft Business	Feed Mills and Grain Elevators
Hotel	Gaming or Gambling Establishment
Laundromat	Industry/Manufacturing – Small Scale
Light Equipment Repair / Rental	Laboratory
Motel	Livestock Auction Mart
Office Building	Oilfield Support Services
Personal Service Shop	Parking Facility
Pharmacy	Propane Transfer Facility
Public Use	Recreational Amusement Park
Restaurant – All Types	Recreation Facility
Retail Store	Recycling Depot
Shopping Centre	Research Facility
Sign	Seed Cleaning Plant
Supermarket	Tanker Truck Washing Facility
Theatre – Movie	Taxi / Bus Depot
Truck and Sectional Home Sales and Rental	Temporary Mobile Commercial Sales
Truck Stop	Transport/Truck Operation
Veterinary Clinic	Truck and Sectional Home Sales and Rental
Warehouse Store	Truck Stop
	Utility Building
	Vehicle Wash
	Similar Use

70.3 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.

Minimum Parcel Area	0.4 hectares (1.0 acres).
Minimum Parcel Frontage	30 metres (98.4 feet).
Maximum Building Height	10.0 metres (32.8 feet) without approval of the Development Authority.
Front Yard Setback	9.0 metres (29.5 feet).
Side Yard Setback	3.0 metres (9.8 feet).
Rear Yard Setback	3.0 metres, except where abutting a residential district 7.5 metres (24.6 feet).
Landscaping	When a development is proposed adjacent to a residential land use district, a public park, or a recreational uses, a buffer shall be provided and maintained to the satisfaction of the Development Authority. The buffer may be comprised of any or all of the following: landscaped greenspace; closed or open fencing; trees; and earth berming.
Parking and Loading	Part 8 of this Bylaw.
Outdoor Storage	All outdoor storage shall be screened. All outdoor display shall be screened from residential districts. Storage is not allowed in front yard. Garbage storage shall not have an adverse impact on the use or circulation on the parcel or adjacent parcels.

Request for Decision (RFD)

Topic: Cemetery Bylaw #513 - Amended
Initiated by: Cemetery Committee – Public Consultation
Prepared by: Amanda Davis
Attachments: 1. Cemetery Bylaw #513 – Amended

Recommendations:

OPTION 1: That Council give second reading to Cemetery Bylaw #513 as amended.

OR

OPTION 2: That Council accept the amendments as information and defer the matter to the November 20th, 2014 council meeting to allow for additional consultation.

Background:

Council gave first reading to Cemetery Bylaw #513 at the August 28th, 2014 regular Council meeting. Changes were proposed following written concerns from various residents.

Following 1st reading a public information session was held; September 30th, 2014. Copies of the new bylaw were made available to the public prior to the meeting.

The intent of the public information session was to allow for comment into the changes. It was made clear that the only reason the bylaw was being amended was because of public concern therefore, we encouraged active participation at the meeting.

As a result, various suggestions were made:

1. That Council reconsider the limited placement on monumental ornaments on the grave sites;
2. That Council permit the placement of adhered heavy unbreakable item on headstones;
3. That Council reconsider the height restraints of the conduit pipe to allow for more creativity;
4. That a definition be included for “flush mount”;
5. That a clause be included that reads – *“no person shall attach any object from a woody ornamental or fence within the boundaries of the Cemetery.”*

Current:

The following suggestions have been included in the bylaw for Council’s review (see attached in red).

**Town of Sedgewick
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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 of 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 of 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 ..
- 1.11 *Funeral Director* – means any registered or licensed embalmer or mortician;
- 1.12 *Grave* – a plot designated for burial of human remains and cremated remains.
- 1.13 *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.
- 1.14 *Grave Decoration* – is anything that is placed on a grave for memorial purposes.
- 1.15 *Grave Marker* – a marker placed on a grave to identify a cremains burial secondary to a monument.
- 1.16 *Grave liner* – means a concrete or metal rough box placed in a grave to house a casket
- 1.17 *Lot* – means a group of graves without a walkway or roadway between them
- 1.18 *Memorial Book Monument* – means the granite cairn located in the southwest corner of the New Site.
- 1.19 *Monument* – means any structure in the Cemetery erected or constructed on any grave or plot for memorial purposes.
- 1.20 *Monument Permit* – means a permit issued by the Town for the approval and placement or removal or repair of the said monument.
- 1.21 *Ornament* – shall mean an upright solar light or similar decoration.
- 1.22 *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.
- 1.23 *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.
- 1.24 *Owner* – means a person, heir, executor or authorized funeral director, with burial privileges for one or more plots.
- 1.25 *Person* – shall include an individual, partnership or corporation.
- 1.26 *Plot* – means one grave.
- 1.27 *Town* – means the Town of Sedgewick.
- 1.28 *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.
- 1.29 *Tribute* – means an act, statement or gift that is intended to show gratitude, respect or admiration.

Comment [A1]: *Flush Mount* – means parallel/even to the ground.

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- 1.30 *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.
- 1.31 *Violation Ticket* – means a ticket issued pursuant to Part 2 of the *Provincial Offenses Procedures Act*, R.S.A. 2000, c. P-34, as amended or repealed and replaced from time to time, and the regulations thereunder.
- 1.32 *Woody Ornamentals* – means any trees, shrubs and creeping or climbing plants
- 1.33 *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 ..
- 2.5 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.
- 2.6 Every owner of a Monument or other erection upon any Plot shall maintain it in proper repair.
- 2.7 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.
- 2.8 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.
- 2.9 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.

Comment [A2]: No person shall attach any object from a woody ornamental or fence within the boundaries of the Cemetery.

Comment [A3]: 2.7

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

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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 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

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

- 5.1 All Persons employed in the construction and erection of Monuments/Grave Markers 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/Grave Marker without submitting a Monument Permit to erect or remove a Monument/Grave Marker, including a description of the Monument/Grave Marker and receiving approval from the Town.
- 5.3 A Monument Permit is required prior to purchase and placement of all Monuments/Grave Markers. Monument permit fees shall be charged in accordance with the Towns Fees Bylaw and are subject to change without notice.
- 5.4 All Monuments/Grave Markers must be flush mount.
- 5.5 The placement of Monuments/Grave Markers shall comply with the following requirements:
 - a. Monuments/Grave Markers must be placed on that portion of the Plot undisturbed by excavation and must be in alignment with other Monuments/Grave Markers in that section of the Cemetery.
 - b. No Person shall install a Monument/Grave Marker in any area within the Cemetery unless it conforms to the type and style of Monument/Grave Marker permitted to be installed in that area.

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- 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 Grave 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.
- 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 and a maximum of five (5) cremain Grave Markers placed down the center of the grave.
- g. Grave Markers 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/Grave Markers including the monument foundation shall exceed the maximum dimensions per Sections 5 of the Bylaw.
- i. Inscriptions on Monuments/Grave Markers 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/Grave Marker, which is not in keeping with the dignity and decorum of the Cemetery.
- k. Notwithstanding the provisions of this Section, each Monument/Grave Marker shall be in keeping with the appearance of other Monuments/Grave Markers in the Cemetery and with the character of the Cemetery.
- l. The Town of Sedgewick may refuse the placement of any Monument/Grave Marker, which may otherwise conform to these regulations, should it be determined that the proposed Monument/Grave Marker 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 upright affixed vase attached to the monument or the foundation base, 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.

Comment [A4]: Excluding bronze monuments or grave markers.

Comment [A5]: Delete entirely.

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- 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/Grave Marker in need of repair, and it shall be the duty of the owner of such Monument/Grave Marker, or the next of kin, to repair same without delay to the satisfaction of the Cemetery Supervisor.
- r. When the installation of a Monument/Grave Marker 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.

Comment [A6]: 2.7

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 an approved upright affixed vase attached to the monument or foundation base OR
 - b. In the instance where an approved upright affixed vase is not permitted or available the Town shall permit the use of ~~ONE (for a single plot) or TWO (for a double plot)~~ twenty four (24)" length (x) one (1)" in diameter OR twenty four (24)" length (x) three quarter (3/4)" in diameter ~~piece of conduit pipe buried twelve (12)" in depth in the ground at the head of the grave for flowers, ornaments or similar decorations.~~
 - i. All conduit pipes must be purchased from the Town to ensure similar decorum. Fees shall be charged in accordance with the Town's Fees and Charges Bylaw and may be subject to change without notice.
 - ii. ~~Only one affixed upright vase and/or one conduit pipe shall be permitted per single grave; two affixed upright vases and/or conduit pipes shall be permitted on double graves.~~
 - iii. ~~The placement of ONE ornament shall be permitted per grave; the ornament must be inserted in an approved upright affixed vase attached to the monument, foundation base or in an approved conduit pipe. Ornaments and/or decorations must fit firmly in the upright affixed vase or conduit pipe(s).~~
 - iv. Any unauthorized ornaments or decorations shall be removed at the discretion of the Cemetery Supervisor.
 - v. Any unauthorized grave decorations removed at the discretion of the Cemetery Supervisor shall be held at the Town Office for ninety (90) days unless the items are deteriorated or damaged at which time they may be disposed of. Any unclaimed items shall be disposed of without notice following the ninety (90) days.
 - c. Flowers and potted plants shall not be placed on the turf area of graves except where provided otherwise herein. See Section (6.2) (6.3).
- 6.2 Tributes, flowers, potted plants, grave decorations and/or ornaments following a burial may be left for thirty (30) calendar days to allow for grieving after which time they may be removed and disposed of by the Cemetery Supervisor; following the thirty (30) calendar days Section 6.1.b shall apply.
- 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.

Comment [A7]: Ornaments and/or decorations must fit firmly in the upright affixed vase.

Comment [A8]: a conduit pipe

Comment [A9]: to fourteen (14)"

Comment [A10]: Ornaments and/or decorations must fit firmly in the conduit pipe(s).

Comment [A11]: Only ONE upright affixed vase and/or one piece of conduit pipe with flowers, ornaments or similar decorations are permitted per individual interment.

Comment [A12]: The placement of ONE additional ornament shall be permitted per single grave and TWO additional ornaments permitted per double grave. The additional ornaments MUST be adhered to the monument surface and constructed from an heavy substance which excludes but is not limited to, glass, china or plastic. The ornament(s) may not be affixed to the foundation base.

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Section 7: Maintenance

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

Section 8: General Provisions

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

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Section 9: Offences & Penalties

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

Section 10: Violation Tag

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

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

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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. 509 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 28 day of August, 2014.

Read a second time this _____ day of _____, 2014.

Read a third time this _____ day of _____, 2014.

Perry Robinson, Mayor

Amanda Davis, CAO

**Town of Sedgewick
Bylaw 513
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: Cell: Fax:		Email:										
Name of Monument Company		Date Submitted: M/D/Y		Date Monument Placed or Work Done M/D/Y										
Mailing Address:		Phone: Fax:		Email:										
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"/> Affixed Upright Mounted 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 border="1"> <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 through licensed firms. Monument dimension, composition and placement shall be as set forth by the Cemetery Bylaw # 513, (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 # 513 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 # 513 and those found in violation thereof may be caused to be removed by the Town. Fees for removal of the monument shall be borne by the owner of the Interment Rights or heir. The Town may remove all installations at the cemetery made without authorization by the Town; any fees regarding removal shall be borne by the owner of the Interment Rights or heir. 														
Town Authorization:			Date:		Permit No.									
Note:														

Request for Decision (RFD)

Topic: Strategic Plan Priority #5 - Rebranding
Initiated by: Strategic Plan
Prepared by: Amanda Davis
Attachments: n/a

Recommendation:

OPTION 1: That Council direct Administration to further investigate rebranding grants and initiatives through Travel Alberta while building on the rebranding submission;

OR

OPTION 2: That Council itemize the rebranding submissions and award the new brand;

OR

OPTION 3: That Council defer decisions regarding the rebranding submissions to a later date.

Background:

Prior to the By-Elections Council conducted a Strategic Planning Session and later approved our Strategic Plan, April 2014. Council discussed our current brand, the water pump and tag line, "Best Water in Alberta". It was agreed that this topic be added as a Short Term Priority action items list.

- a. Does the community want to rebrand itself;
- b. Is there a better way to market Sedgewick;
- c. Facts, Sedgewick is no longer deemed the "Best Water in AB" we are the second best;
- d. Flagstaff County is supposed to be working through Regional Rebranding in 2015 and putting \$150,000 into the project. This would roll over into our communities; we do not know the depth of their rebranding scheme. I was in contact with Jennifer Fossen, Economic Developer for Flagstaff County regarding the County's rebranding seeking our input into the initiative. I never received a firm yes or no from Jennifer so we wanted to change to make sure we had preliminary review with our citizens.

Council wanted to take the rebranding idea to the community and see if our Town was satisfied or if they would like to see something different. It was agreed upon by Council that if the Town wasn't in favor we would not proceed.

A rebranding initiative was launched. This got lots of people in the community talking; we engaged with CHSPS however we turned up unsuccessful. Over the past months we received 15 comments regarding our rebranding initiative:

a. Ten (10) – Do Not Change

Tag Line:	Colors:	Logo:
"When you're here, your home"	Brown and green	Tree
"The Purest Place in the Prairies"	Blue, green and white	Nature picture, dew on tree leaves.
"A Sense of Belonging"	Light and dark teal	The letter "S" with a sunrise in the background.
"Sedgewick, Supreme Lifestyle" or "Sedgewick Rules"	Black, red and gold	Wheat fields with a scale.
	Yellow and purple	1982 homecoming crest.

Administratively, this appears to be phase one of the Town's rebranding initiative. This footwork provides a world of opportunities to work from. What does our community say about itself? The submissions prove that citizens have always wanted to be a part of branding and marketing our community.

Current:

To ensure we capture our citizen's comments and themes perhaps Council may consider amalgamating the submissions; building on the old to create the new.

The Town was branded the "Best Water in Alberta" after winning second place to a small Saskatchewan town at the Western Canada Water and Sewage Conference on September 19th, 1985.

The Town joined Travel Alberta May 13, 2013 to promote travel to Sedgewick. Upon Joining it was recommended the Town create a brand for ourselves that gives "Goosebumps" to potential residence and travelers.

Travel Alberta recommends creating a brand with the following goals in mind:

- Create a unified and differentiate brand
- Create customer intimacy
- Defend and grow business
- Deepen our partnership with stakeholders
- Drive return on our marketing investment

Differentiators may include:

- Geographic setting
- Incredible experience with staff
- You as an operator
- How customer's senses are engaged in the experience

Finding you best audience:

- Overnight domestic travel is in decline but spending continues to increase
- Average spent per interprovincial trip is \$519
- Average spent per interprovincial trip \$231
- 45.5% are traveling to visit family/ friends
- 43.2% are traveling for pleasure
- Summer is the most popular season for overnight domestic travel
- Canada is the eleventh largest economy in the world
- Canadians are avid outbound travelers

Example:

Crest – Sedgewick Since 1906 – Active, Abundant, Artistic

Meanings:

Active – reflecting recreation within our community, walking trails, golf, parks, lake, healthy living, healthy lifestyle.

Abundant – Natural resources (water, farming, oil & gas), community pride, work force, volunteerism.

Artistic – Building the tapestry of our community, from the settlers our forefathers into our future generations. Having something for everyone, belonging, rooted to our community, pride.

Underlining meaning – AAA since 1906 (this would always be current while continuing to honor the roots and founders of Sedgewick).

Visuals will be available at the meeting.

Request for Decision (RFD)

Topic:	Public Consultation – Health Care
Initiated by:	Mayor Robinson
Prepared by:	Amanda Davis
Attachments:	n/a

Recommendation:
Pending.

Background:

On October 15th, 2014 Richard Starke contacted Mayor Robinson regarding a community engagement session being held in Consort, AB on October 17th, 2014 regarding the sustainability of health care in rural Alberta. Starke invited the Town of Sedgewick to participate in the engagement session. Being ill prepared on such short notice, I contacted him requesting more insight into the engagement session. Please see his response below:

“Our community engagement sessions at the Sportex in Consort this Friday will consist of one half of our Rural Health Review Panel (3 of the 6 members) meeting with representatives from communities in the east central region of Alberta with populations of less than 1250. The maximum delegation size is 10. Each community will have up to one hour to present to the Panel. The following questions are intended to guide the discussion:

1. Describe the healthcare services readily available in your community. Are you able to get the health care services you need, when you need them?
2. How important are health care services to your local economy?
3. What are the biggest challenges your community faces in accessing health care services?
4. What are some ideas for practical, effective solutions to the challenges listed above?
5. How involved is your community in health services planning? What are some ideas to increase the level of community engagement in health service planning and policy development?
6. What is the one thing that Alberta Health or Alberta Health Services could do to make sure your existing health services meet your community’s needs and address recruitment/retention challenges in your community? Thanks Gwenda. At this point, we have only the 4:15 and 5:30 time slots still available. If your community is able to meet with the panel at one of these times, please let me know as soon as possible by return e-mail.

Thank you. If the village plans to send a delegation, please send confirmation to Lindsay Wozney at lindsay.wozney@gov.ab.ca. At this point we have available slots at 4:15 and 5:30 p.m. We also have one slot open at 12:30 p.m. If you are unable to attend (my apologies for the short notice) we would still welcome a written response to the questions, which can be sent to either Lindsay or me.”

*Note – Richard Starke is the MLA for Vermilion-Lloydminster and is the Chair of the Rural Health Review Panel

Current:

The Town of Sedgewick did not send a delegation to this event. I have asked that Mr. Starke conduct additional Community Engagement Session, I also offered for Sedgewick to host the event.

With the transitions in our political leaders we must be cautious on how we address Starke's queries as we don't know what their intent for the engagement sessions is.

I will be engaging with our surrounding communities to request their investments in this endeavor as well as health bodies. I should have a supply of information prior to the council meeting. In the meantime, consider the queries above as we can still provide comment.

Open Discussion

Topic: Sedgewick Recreation Centre – Program Costs
Prepared by: Kevin Miller
Reviewed by: Amanda Davis
Attachments: Grant Allocations

Background:

In preparation for the 2014/15 Recreation Centre Budget, the actual costs of operating the Recreation Centre have been calculated in order to set accurate rates for use of each portion of the facility. Costs have never been portioned out in this manner previously.

During the analysis, unlike previous years, each portion of the facility was broken out into individual cost and revenue centers (Arena, Curling, Concession, Bowling, Facility, etc).

In order to prepare for 2014/15 budgeting and determine actual costs, the following assumptions were made:

Natural Gas cost - %5.30/GJ + \$16/month

Electrical costs of \$0.0844 per KWH

Water cost of \$1.50/m3

2013-2014 actual utility consumption was used as the expected utility consumption for 2014-15

Costs are apportioned to each segment based upon the size of the total facility occupied as follows:

Arena	32,169	46.6%
Curling	15,582	22.6%
Bowling	3494	5.1%
Concession	960	1.4%
Facility:	6,079	24.4%
Common Areas	10,798	15.6%
Library	2031	2.9%
Sabres	900	1.3%
Playschool	743	1.1%
Ice Plant	576	0.8%
Ag Society	561	0.8%
Living Truth	552	0.8%
Meeting Room	544	0.8%
Football	100	0.1%
Lacrosse	72	0.1%

Budgeted expenditures by function for 2014/15 are:

Arena	\$98,843
Curling	\$42,062
Bowling	\$6,675
Concession	\$67,850
Library	\$17,500
Preschool	\$6,402
Facility	\$123,917

The Arena currently averages **2.25 hours** of usage per day, based on a 35-week "Ice" season. For the summer season, the Arena averages **less than 1 hour** of usage per day (lacrosse). This does not factor in other potential bookings (School programs, Mom & Tot Skate, facility rentals).

For the Arena and Facility itself, the hourly expenses break down as follows:

Arena (Winter)	15.06
Arena (Summer)	6.15
Facility	17.05

Bowling is profitable in the centre on the club lease alone. Additional bowling games & lane rentals have not been anticipated, but any usage is pure profit towards the cost center.

The current curling club lease (\$5,000/year + 10% of lounge + utility recoveries) is not adequate to cover the cost centre, without factoring in a share of the common facility costs.

The Concession is profitable and subsidizing the overall facility, however salaries & wages are allocated into the facility, NOT the concession. With payroll factored, the concession is break-even only.

The Library is not funding their proportionate share of cost to the facility with their current contribution of \$2,400 /year. Considering the usage of the library by the entire town, the Town of Sedgewick would need to subsidize the recreation facility in the amount of \$15,100/year.

The current lease of the Playschool at \$3,500 per year does not cover their proportionate share of the facility (\$6,402/year).

Option 1

Option 1 leaves all rental rates unchanged for 2014-15. Rates under Option 1 are as follows:

Minor Hockey	\$130/hr
Recreational Hockey/Other Ice Rentals	\$140/hr
Curling Club Lease	\$5,000/year + 10% of lounge + utilities
Lacrosse/Other Cement Rentals	\$50/hr
Bowling Club Lease	\$28,571/year

Under Option 1, the net result is a **deficit** of \$63,470.

Option 2

Option 2 is based upon each center achieving a full cost recovery on the Recreation Centre as a whole, including allocating some of the hourly or annual fees towards a new Facility Fee and utilizing profitable cost centers to subsidize unprofitable. Rates under Option 2 are as follows:

All Arena Ice Rentals	\$128/hour
All Arena Cement Rentals	\$60/hour
Curling Club Lease	\$6,000/year + \$1,500 Facility + 10% Lounge + Full Utility
Bowling Club Lease	\$7,000 + \$21,571 Facility
Facility Fees	\$90/hour

Under Option 2, the net result is a **surplus** of \$1,118.

Option 3

Option 3 proposes a modest increase of \$15/hour to the overall user fees, except minor hockey which remains unchanged. These fees **include** a Facility Charge of \$30/hour.

Minor Hockey	\$130/hour
Ice Rentals	\$155/hour
Cement Rentals	\$65/hour
Curling Club Lease	\$5,000/year + \$1,000 Facility + 10% Lounge + Full Utility
Bowling Club Lease	\$7,000 + \$21,571 Facility

Under Option 3, the net result is a **deficit** of \$56,432.91

Under all 3 options, the net result is before any fundraising or grant opportunities.

Option 4

Option 4 is a repeat of Option 3's fee schedule, with contemplation of potential programming grant funding through the Sedgewick Agricultural Society. Funding requests are projected based upon 50% of program cost, **OR** the current funding level (in the case of profitable areas) as follows:

Group	Projected Funding	Prior Funding	\$ Change	% Change
Minor Hockey	\$31,720	32,349	(629)	-1.9%
CanSkate	3,100	2,875	225	7.8%
Drop-In Hockey	14,919	3,438	11,480	339%
Rec Hockey	1,240	-	1,240	-
Curling	5,200	5,200	-	-
Bowling	7,000	7,000	-	-
Lacrosse	3,380	22,395	(19,015)	-84.9%
Lacrosse Drop-In	2,925	-	2,925	-
Library	8,750	-	8,750	-
TOTAL	78,234	73,257	4,977	6.8%

Option 4 contemplates an increase of Drop-in hockey from the current 2.5 hours per week to 5.5 hours per week, and a new Lacrosse drop-in program in the spring consisting of 5 hours per week.

Lacrosse's decrease is due to the fact that 2014 grants included startup costs.

We also recommend requesting a grant from the Agricultural Society in the amount of \$25,000 to be put into reserves for future capital expenses for the Recreation Centre.

Option 4 results in a projected net surplus of \$21,800 before fundraising, plus \$25,000 directed to reserves.

Potential Grant Options

	2014	Program Cost Option 2	Funding Request 50%	Program Cost Option 3	Funding Request 50%	Program Cost Option 3	Funding Request (Option 4)	Difference \$	Difference %
Minor Hockey	\$ 32,349.00	\$ 106,384.00	\$ 53,192.00	\$ 63,440.00	\$ 31,720.00	\$ 63,440.00	\$ 31,720.00	\$ (629.00)	-1.9%
CanSkate	\$ 2,875.00	\$ 8,720.00	\$ 4,360.00	\$ 6,200.00	\$ 3,100.00	\$ 6,200.00	\$ 3,100.00	\$ 225.00	7.8%
Hockey Drop-in	\$ 3,438.00	\$ 41,965.00	\$ 20,982.50	\$ 29,837.50	\$ 14,918.75	\$ 29,837.50	\$ 14,918.75	\$ 11,480.75	333.9%
Rec Hockey	\$ -			\$ 4,960.00	\$ 2,480.00	\$ 4,960.00	\$ 1,240.00	\$ 1,240.00	-
Curling	\$ 5,200.00	\$ 44,000.00	\$ 22,000.00	\$ 42,500.00	\$ 21,250.00	\$ 42,500.00	\$ 5,200.00	\$ -	-
Bowling	\$ 7,000.00	\$ 28,580.00	\$ 14,290.00	\$ 28,580.00	\$ 14,290.00	\$ 28,580.00	\$ 7,000.00	\$ -	-
Lacrosse	\$ 22,395.00	\$ 15,600.00	\$ 7,800.00	\$ 6,760.00	\$ 3,380.00	\$ 6,760.00	\$ 3,380.00	\$ (19,015.00)	-84.9%
Lacrosse Drop-in	\$ -	\$ 13,500.00	\$ 6,750.00	\$ 5,850.00	\$ 2,925.00	\$ 5,850.00	\$ 2,925.00	\$ 2,925.00	-
Library	\$ -	\$ 17,500.00	\$ 8,750.00	\$ 17,500.00	\$ 8,750.00	\$ 17,500.00	\$ 8,750.00	\$ 8,750.00	-
TOTAL	\$ 73,257.00		\$ 138,124.50		\$ 102,813.75		\$ 78,233.75	\$ 4,976.75	6.8%

Open Discussion

Topic:	Round Table
Initiated by:	Mayor Robinson
Prepared by:	Amanda Davis
Attachments:	n/a

Background:

Mayor Robinson identified the need to continue with round table discussions. The intent of the discussion is to provide members of council an opportunity to address ideas or concerns in an open manner.

Process for a round table:

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

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