



# TOWN OF SEDGEWICK

---

## AGENDA

**Regular Meeting of Council**  
**Thursday, September 21<sup>st</sup>, 2017 – 6:00 p.m.**  
**Council Chambers of the Town Office**  
**Sedgewick, AB**

**Call to Order:**

**Opening Values Statement:**

**Adoption of Agenda:**

**Delegations:**

None

**Minutes:**

1. [Regular Meeting – August 24<sup>th</sup>, 2017](#)

**Financials:**

**Reports for the period ending September 21<sup>st</sup>, 2017:**

### 1. Council Committee Reports

#### [Mayor P. Robinson](#)

- Committee Reports Summary
- FFCS September 13<sup>th</sup>, 2017
- Flagstaff Community Foundation September 13<sup>th</sup>, 2017

#### [Clr. G. Sparrow](#)

- Golf Course September 18<sup>th</sup>, 2017
- FRHG September 19<sup>th</sup>, 2017

#### **Clr. G. Imlah**

- Nothing to report

#### [Clr. S. Levy](#)

- Public Library September 12<sup>th</sup>, 2017
- Parkland Regional Library System Board of Trustees September 14<sup>th</sup>, 2017

#### [Clr. T. Schmutz](#)

- Spray Park Update

2. [Public Works Report](#) – September 21<sup>st</sup>, 2017

3. [CAO Report](#) – September 21<sup>st</sup>, 2017

#### **BUSINESS– Old**

1. [Solid Waste Bylaw](#)

#### **BUSINESS– New**

1. [2018 Fortis Franchise Fee](#)
2. [Transfer Site Decommissioning](#)
3. [Commercial Inspection of Recreation Centre](#)
4. [Resident Lot Flooding](#)
5. [Phase I Subdivision](#)
6. [2017 RFC Phase II Funding](#)
7. [Regional Safety System Grant](#)
8. [South Entrance Sign Modification](#)

#### **Correspondence:**

None

[File of Correspondence](#) – for period ending September 21<sup>st</sup>, 2017

#### **In Camera:**

#### **Round Table:**

#### **Adjournment:**

The regular meeting of Sedgewick Town Council was held in the Council Chambers of the Sedgewick Town Office, Sedgewick, Alberta on Thursday, August 24<sup>th</sup>, 2017 at 6:00 p.m.

<b>Present</b>	Perry Robinson Greg Sparrow Stephen Levy Tim Schmutz Grant Imlah	Mayor Councillor Councillor Councillor Councillor
----------------	--	---

<b>Also Present</b>	Jim Fedyk	CAO
---------------------	-----------	-----

<b>Call to Order</b>	Mayor P. Robinson called the meeting to order at 6:10 p.m.
----------------------	--

#### Opening Ceremony

#### Agenda

<b>2017-08-151</b>	MOTION by Clr. G. Imlah that the agenda be approved as presented.
--------------------	---

**CARRIED.**

<b><u>Minutes</u></b>	Council reviewed the minutes of the July 27 <sup>th</sup> regular meeting.
-----------------------	--

<b>2017-08-152</b>	MOTION by Clr. P. Robinson that the July 27 <sup>th</sup> , 2017 regular meeting minutes are approved as presented.
--------------------	---

**CARRIED**

#### **Financial Report**

The Budget Variance report as of July 31<sup>st</sup>, 2017 was presented to and reviewed by Council.

<b>2017-08-153</b>	MOTION by Clr. G. Sparrow to accept the Budget Variance as information.
--------------------	---

**CARRIED**

#### **Reports**

#### **Committee Reports**

<b>Rec Board</b>	Clr. G. Sparrow reported on the Rec Board meeting of August 9 <sup>th</sup> , 2017. Details of meeting are attached.
------------------	--

<b>Public Library Board</b>	Clr. S. Levy reported on the Public Library board meeting of August 8 <sup>th</sup> , 2017. Details of meeting are attached.
-----------------------------	--

<b>Sedgewick Lake Board</b>	Clr. T. Schmutz reported on the Sedgewick Lake Board meeting of August 15 <sup>th</sup> , 2017. There will be a spray park start-up meeting on September 5 <sup>th</sup> at 6pm at the Fire Hall for those that are interested.
-----------------------------	---

<b>Community Hall Board</b>	Clr. T. Schmutz reported on the Community Hall Board meeting of August 23 <sup>rd</sup> , 2017. It was requested that Public Works look at opening up the fence behind the hall and taking care of the weeds.
-----------------------------	---

<b>2017-08-154</b>	MOTION by Clr. T. Schmutz that the Committee Reports be approved as presented and discussed.
--------------------	--

**CARRIED**

<b>Public Works</b>	A written Public Works Report was provided to August 24 <sup>th</sup> , 2017 as attached to and forming part of these minutes.
---------------------	--

<b>Old Town Sign 2017-08-155</b>	MOTION by Clr. G. Sparrow that Town Council directs Administration to look into options and costs associated with the placement of the community events sign and report back.
--------------------------------------	---

**CARRIED**

<b>2017-08-156</b>	MOTION by Mayor P. Robinson that the Public Works Report be approved as attached to and forming part of these minutes.
--------------------	--

**CARRIED**

<b>Recreation &amp; Leisure</b>	A written Recreation and Community Services Liaison Report was provided to August 24 <sup>th</sup> , 2017 as attached to and forming part of these minutes.	
<b>2017-08-157</b>	MOTION by Clr. T. Schmutz that the Recreation and Leisure Report be approved as attached to and forming part of these minutes.	
<b>CAO Report</b>	A written Administration Report from CAO J. Fedyk was provided to August 24 <sup>th</sup> , 2017 as attached to and forming part of these minutes.	<b><u>CARRIED</u></b>
<b>2017-08-158</b>	MOTION by Mayor P. Robinson to go in camera at 6:51pm.	
<b>2017-08-159</b>	MOTION by Mayor P. Robinson to go out of camera at 7:17pm.	<b><u>CARRIED</u></b>
<b>2017-08-160</b>	MOTION by Clr. S. Levy that the Chief Administrative Officer Report is approved as presented and discussed.	<b><u>CARRIED</u></b>
<b>Departure</b>	Clr. T. Schmutz departed the meeting at 7:22 pm.	
<b>Arrival</b>	Clr. T. Schmutz re-entered the meeting at 7:26 pm.	
<b><u>Old Business</u></b>		
<b>AUMA/AMSC Contest</b>	Council reviewed notification from AUMA/AMSC about a contest challenging the Town to develop an innovative idea for the use of the recent AMSC rebate, which would benefit the entire municipality; the successful municipalities to be awarded a free registration to the Fall 2017 AUMA Convention.	
<b>2017-08-161</b>	MOTION by Clr. G. Sparrow to put the funds towards the purchase of a community BBQ that could be lent to local user groups.	<b><u>CARRIED</u></b>
<b>Recreation Board Bylaw 532</b>	Council reviewed and discussed Bylaw 532/17, the Town of Sedgewick Recreation Board Bylaw as attached to and forming part of these minutes.	
<b>2017-08-162</b>	MOTION by Mayor P. Robinson to give first reading to Bylaw 532.	<b><u>CARRIED</u></b>
<b>2017-08-163</b>	MOTION by Clr. G. Sparrow to give second reading to Bylaw 532.	<b><u>CARRIED</u></b>
<b>2017-08-164</b>	MOTION by Clr. S. Levy to proceed to third reading of Bylaw 532.	<b><u>CARRIED</u></b>
	<b><u>UNANIMOUSLY</u></b>	
<b>2017-08-165</b>	MOTION by Clr. G. Imlah to give third reading to Bylaw 532.	<b><u>CARRIED</u></b>
<b><u>New Business</u></b>		
<b>FRSWMA Membership Agreement</b>	Council reviewed and discussed a membership agreement between the Town of Sedgewick and the Flagstaff Regional Solid Waste Management Association as attached to and forming part of these minutes.	
<b>2017-08-166</b>	MOTION by Clr. T. Schmutz to adopt the membership agreement as presented.	<b><u>CARRIED</u></b>
<b>Solid Waste Bylaw</b>	Council reviewed and discussed Bylaw 533/17, the Town of Sedgewick Solid Waste Bylaw as attached to and forming part of these minutes.	

<b>2017-08-167</b>	MOTION by Mayor P. Robinson to give first reading of Bylaw 533/17, the Town of Sedgewick Solid Waste Bylaw.	<b><u>CARRIED</u></b>
<b>Development Permit Application</b>	Council reviewed Development Permit Application 2017-07 from Scott Builders. Information provided for Permit 2017-05 was incorrect with a new variance in height of 11.5 meters now being requested.	
<b>2017-08-168</b>	MOTION by Clr. G. Imlah to cancel Development Permit 2017-05 and approve Development Permit 2017-07 allowing for a variance on the height of a maintenance shop expansion and office building to 11.5 meters with approval being open for appeal for 14 days after the date of written notice of approval.	<b><u>CARRIED</u></b>
<b>Correspondence</b>	Council reviewed the List of Correspondence (LOC) for the period ending August 24 <sup>th</sup> , 2017.	
<b>Round Table</b>	A round table discussion was held.	
<b>Adjournment</b>		
<b>2017-08-169</b>	MOTION by Mayor P. Robinson for adjournment at 8:07 p.m.	<b><u>CARRIED.</u></b>

---

Perry Robinson, Mayor

---

J. Fedyk, CAO

Please accept the following as my Committee Reports...

On August 28th I attended the Flagstaff Regional Solid Waste Management Authority Meeting:

1) Directors report indicated that a fire had started on Sunday August 27th. Cause unknown but certain that it came in on a load, whether smoldering debris or chemical reaction by lithium battery etc. Asbestos pit almost full, new one needed before winter. Without making a huge impact on our landfill capacity the asbestos we take in is a real moneymaker for the site. Curtis Construction chipped all chemical containers as the storage was full beyond capacity. This is converted into flooring materials. Saving \$20K per year relieving Allied Paper from recycling. Bin services 90% capacity. Recycle programs are busy. Making money on cardboard especially. Curbside recycle ok but towns need to support them. Recycled concrete aggregate is a popular product as well. Transfer site decommissionings are proceeding where applicable. All communities have signed formal agreements with FRSWMA. STEP students done end August. Tire Marshalling Yard in Forestburg. Individual consumers take tires there and scrapper picks them up. Saves us large money.

2) Working on 2018 Budget...trying to manage around election so as not to burden fresh Councils with budgeting right off the hop. In the event of an unheard of surplus through recycling programs it will go to capital reserves.

3) Through Recycling efforts, we are able to take just over 50% of our waste OUT of our landfill. And by purchasing a new (different) compactor we are now putting what tonnage that used to fit in 6000 sq.meters into 4000 sq.meters...which has increased our landfill lifespan from 25 years to 49 years.

4) Next Meeting Sept.25th-1900hrs

On Sept.13th I attended FFCS and Flagstaff Community Foundation Board Meetings:

- Finances are as they should be for this time of year.
- FCSSAA Conference is in November. There are four rooms booked. Wait and see what elections bring to register at WEM.
- Skills Link working despite quality of some participants... challenged to maintain attendance etc. Employers still love the program and support it. Feds management of reporting end needs tweeking.
- Food Truck worked well. Snags ID'd and worked out. Thanks to Wildrose COOP
- New Admin. Assist. is Sue Freadrich
- Counselling on the rise... very necessary function and service.

- Care-A-Van needs drivers as usual. Pay is \$25/hr. contact FFCS
- various Outreach initiatives...can answer questions.
- Community Foundation stable and business as usual.
- See who's who as of Election

I also attended a Spray Park initial meeting. A committee will be formed and a proposal submitted accordingly.

I also attended the Grand Opening of The Good As New thrift store. It was well attended and I was proud to cut the ribbon in their new venue.

Those are my reports, respectfully submitted.

Perry Robinson  
Mayor  
Town of Sedgewick

## FLAGSTAFF FAMILY & COMMUNITY SERVICES

### BOARD MINUTES – September 13, 2017

**PRESENT:** Gunnar Albrecht, Flagstaff County  
Perry Robinson, Town of Sedgewick  
Edward Kusalik, Town of Daysland  
Peter Miller, Village of Forestburg  
Connie Beringer, Town of Hardisty  
Carol Kinzer, Town of Killam  
Wilma McLeod, Village of Alliance

**UNAPPROVED**

**FFCS Staff:** Lynne Jenkinson, Director  
Brooke Grove, Finance Manager  
Sue Freadrich, Recording Secretary

**Absent:** Village of Heisler  
Village of Loughheed

.....  
Gunnar Albrecht called the meeting to order at 6:02 PM

#### **Approval of Agenda**

09-19-2017.

Perry Robinson made a motion to approve the September 13, 2017 agenda, with the addition of time change of next meeting to October 11, at 4 pm.

Carried

#### **Approval of Minutes**

09-20-2017

Peter Miller made a motion to approve the June 14, 2017 minutes.

Carried

#### **Financial Statements**

##### **1. Financial Statements**

Brooke Grove presented the June and July 2017 Financial Statements.

They were accepted as information.

##### **2. Disbursements List**

Brooke Grove presented the July and August 2017 Disbursement List.



The list was accepted as information.

### **Program Reports**

**1. Director's Report – Lynne Jenkinson**

- Presented at meeting
- Handout in booklet

**2. Counsellor's Report**

- Presented at meeting
- Handout in booklet

The reports were accepted as information.

### **Correspondence**

**1. Thank you from Sean Sheedy**

Thanking FFCS for putting on the drug presentation.

09-21-2017

Perry Robinson made a motion to file correspondence.

Carried

### **Old Business**

**1. Counsellor Outreach Program**

Previously discussed under Counsellor's report.

**2. Skills Link Program**

Lynne updated the board on the progress of this intake.

**3. Jumpstart**

Lynne updated the board on Jumpstart and there is money available.

**4. Provincial Conference in Edmonton November 8-10, 2017**

Will wait for conference attendee confirmations until after this fall's municipal election.

**New Business**

- 1. FFCS Highlight Reel**  
Included in board booklets for information.
- 2. Fentanyl presentation cancelled in Viking**
- 3. Date of next meeting –October 11, 2017**

Gunnar Albrecht adjourned the meeting at 6:37 PM.

---

Gunnar Albrecht, Chairperson

# FLAGSTAFF COMMUNITY FOUNDATION

## BOARD MINUTES – September 13, 2017

**PRESENT:** Gunnar Albrecht, Flagstaff County  
Perry Robinson, Town of Sedgewick  
Peter Miller, Village of Forestburg  
Connie Beringer, Town of Hardisty  
Wilma McLeod, Village of Alliance  
Carol Kinzer, Town of Killam  
Edward Kusalik

**UNAPPROVED**

**FFCS Staff:** Lynne Jenkinson, Director  
Brooke Grove, Finance Manager  
Sue Freadrich, Recording Secretary

**ABSENT:** Village of Loughheed  
Village of Heisler

.....  
Gunnar Albrecht called the meeting to order at 6:42 pm.

### **Approval of Agenda**

09-13-2017

Perry Robinson made a motion to approve the September 13, 2017 agenda.  
Carried

### **Approval of Minutes**

09-14-2017

Peter Miller made a motion to approve the minutes from June 14, 2017.  
Carried

### **Financial**

#### **1. Financial Statements**

Brooke Grove presented the June and July 2017 Financial Statements.

They were accepted as information.

#### **2. Disbursements List**

Brooke Grove presented the Disbursement Lists for June, July, and August 2017.

The list was accepted as information.

## **Old Business**

## **New Business**

### **1. Flagstaff Adult Learning Building Blocks proposal**

Administration has been directed to include information in next year's budget.

### **2. Date of next meeting – October 11, 2017 at 4:20 pm.**

Gunnar Albrecht adjourned the meeting at 7:00 PM.

---

Gunnar Albrecht, Chairperson

## **COMMITTEE REPORTS FOR CLR. G SPARROW**

### **GOLF COURSE- SEPTEMBER 18, 2017**

- 223 members this year
- budgeted \$30,000 for starting a much needed new shop
- AGM is Oct 16 at 7:00 at golf course
- Will the town cover the costs of the insurance we are now expected to have as a society
- is the town going to cover the cement blocks that hold the new town sign up?
- Bank balance-cking-\$29493-savings-\$70308
- Board feels the course was in the best shape it has ever been in thanks to a great staff inside & out

### **FRHG-SEPTEMBER 19, 2017**

- Not enough members for a quorum
- Offer to purchase was declined. More discussion is needed on the future of the lot
- Open house in Sedgewick will happen in early October
- Only 1 resident from Sedgewick has applied
- Strategic plan was discussed for the near future for not just seniors but for all low income residents

**Sedgewick Public Library September 12<sup>th</sup> 2017**

Meeting called to order at 19:07

Community Spirit Calendar canvassing has been a success. We estimate that 200+ calendars will be sold. So far only two advertising spaces are left to be purchased. Being over the 200 mark means we will pay far less to have the calendars printed.

We currently have \$15 968.81 in the SPL checking account and \$57.69 on a pre-paid Visa card for a total of \$16 026.50 in available funds.

In the past we have allowed FCAL to use our charitable number in order to apply for grants. As SPL will be sending out a grant application, Carrol Williams has sent a letter to FCAL advising that they will not be able to use our charitable number.

Summer Reading program was a success as 38 children took part in the 4 day event.

Oculus Rift was provided by PRL to the SPL and featured V.R Under the Sea and The Drumming Circle.

The IT Tech from PRL was out to replace our Fortinet Device and also brought a new laptop for our library.

Meeting adjourned at 20:45

**Parkland Reginal Library System Board of Trustees September 14<sup>th</sup> 2017**

Called to order 13:00

The Village of Botha, located 14km east of Stettler, voted in favor of dissolution during a plebiscite held on May 15<sup>th</sup>. Botha reverted to a Hamlet within the County of Stettler on September 1<sup>st</sup>. As Botha was not a member of PRL there is no effect to our member libraries.

Parkland has hired a Consulting Librarian, Katy Moore. Katy began employment with Parkland on September 5<sup>th</sup>. She previously worked at The Alberta Legal Information Society and was instrumental in the creation of LegalAve – A website developed for Albertans seeking information to help address legal concerns.

The PRL Executive Committee moved \$200 00.00 from the unrestricted operating fund into Parkland's Technology Reserve as that reserve was substantially under the recommended maximum.

Earlier this year the Parkland Board sanctioned a compensation/staff review. Dr. Margret Law, a former PRL Director, was selected to perform the review after a competitive selection process.

Her recommendations are as follows:

1. Board discussion about the philosophy of compensation.
2. Reorganisation of department structure to align with strategic plan/mission.
3. Simplification of pay grid.
4. Renew job descriptions with a focus on outcomes.
5. Simplify record keeping and move to using online infrastructure you have available as much as possible.

**Proposed 2018 Budget**  
**PARKLAND REGIONAL LIBRARY**

September 14, 2017  
 Agenda Item 4.3 5

	Present Budget	Proposed Budget
	2017	2018
<b>Income</b>		
1.1 Provincial Grants	1,088,682	1,100,455
1.2 Membership Fees	1,689,091	1,711,794
1.3 Alberta Rural Library Services Grant	428,737	428,738
1.4 Interest Income	35,000	27,000
<b>TOTAL Income</b>	<b>3,241,510</b>	<b>3,267,987</b>
<b>Support Materials &amp; Services Directly to Libraries</b>		
2.1 Alberta Rural Library Services Grant	428,737	428,738
2.2 Allotment Funds Issued to Libraries	237,404	239,125
2.3 Cataloguing Tools	4,000	4,000
2.4 Computer Maint. Agree. Software licenses	145,000	164,081
2.5 eContent Platform fees, Subscriptions	17,750	18,250
2.6 FN Provincial Grant expenses	20,000	
2.7 Freight	7,500	7,500
2.8 Internet Connection Fees	23,500	10,800
2.9 Member Library Computers	63,027	63,245
2.10 Outlets - Contribution to Operating	800	800
2.11 Periodicals	1,975	1,975
2.12 Postage Reimbursement	8,000	7,000
2.13 Supply purchased Cataloguing/Mylar	0	25,000
2.14 Vehicle expense	41,000	37,000
2.15 Workshop/Training expense	15,000	15,000
<b>PRL Circulating Collections</b>		
2.16 Audio Book	5,500	5,000
2.17 eContent	92,000	80,600
2.18 Large Print	13,000	13,000
2.19 Programming Box	750	750
2.20 Reference	6,000	6,000
<b>TOTAL Support Materials &amp; Services Directly to Libraries</b>	<b>1,130,943</b>	<b>1,127,864</b>
<b>Cost of Services</b>		
3.1 Audit	14,000	16,200
3.2 Bank expenses	1,500	1,500
3.3 Bank Investment Fees	4,500	4,500
3.4 Building-Repairs/Maintenance	28,000	28,000
3.5 Communications/Marketing/Advocacy	7,000	5,000
3.6 Continuing Education	20,000	20,000
3.7 Dues/Fees/Memberships	11,000	11,500
3.8 Insurance	15,500	13,750
3.9 Janitorial expense	29,000	29,500
3.10 Legal/Consulting/Advocacy	2,000	0
3.11 Photocopy/Printing	9,000	9,000
3.12 Postage	6,000	5,000
3.13 Promotion/Trade Shows/Publicity	6,500	6,500
3.14 Recruitment/Advertising	1,500	0
3.15 Salaries	1,498,321	1,537,027
3.16 Salaries - Employee Benefits	325,885	338,146
3.17 Supplies/Stationery/Building	40,861	30,000
3.18 Telephone	13,000	12,500
3.19 Travel	15,000	15,000
3.20 Trustee expense	25,000	22,000
3.21 Utilities	37,000	35,000
<b>TOTAL Cost of Services</b>	<b>2,110,567</b>	<b>2,140,123</b>
<b>TOTAL Expenses (library materials &amp; cost of service)</b>	<b>3,241,510</b>	<b>3,267,987</b>
<b>Surplus/Deficit</b>		<b>0</b>
<b>AMOUNT PER CAPITA REQUISITION</b>	<b>8.04</b>	<b>8.12</b>

1%



**Proposed 2018 Budget  
PARKLAND REGIONAL LIBRARY**

	Present Budget 2017	Proposed Budget 2018
TOTAL Income	3,241,510	3,267,987
TOTAL Support Materials & Services Directly to Libraries	1,130,943	1,127,864
TOTAL Cost of Services	2,110,567	2,140,123
TOTAL Expenses (library materials & cost of service)	3,241,510	3,267,987
Surplus/Deficit		0
AMOUNT PER CAPITA REQUISITION	8.04	8.12
		1%

PRL is asking for a 1% increase over the 2017 budget this equates to an increase of \$0.08 per capita.

Meeting was adjourned at 14:55.

The Town of Sedgewick

Sept. 13, 2017

Attention Tim Schmutz  
[REDACTED]

Sedgewick Splash Park  
Sedgewick, Alberta

Water Park installation, All Water Odyssey.

**General Section:**

Toys, Headers and Computers is to be supplied by the Town of Sedgewick and is not included in this quote. We have broken up our quote and the Town can assume any portion of the work and we will credit them with it.

Our quote includes:

- Site excavation to 450 mm depth compact and haul in gravel to allow for 150 - 200mm of concrete. If park has to be excavated deeper because of soil conditions excavation and gravel back fill will be extra to our price. \$6,500.00.
- Approximately 20 concrete foundations for toy anchors. \$2,500.00.
- Locking enclosure for wall mounted headers. \$7,500.00.
- Pour 1600 sq. ft. of concrete 35 MPA complete with double layer 10mm rebar on 300mm spacing, broom finish light to Edmonton Specifications. \$64,950.00.

**Mechanical Section:**

- Ground park electrical requirements.
- Run all lines from control panel to toys. Hook up using 100 CSA poly lines c/w all stainless steel fittings, c/w grades, hook up control panel.
- Mount control panel on wall of bathroom.
- Run drain lines to outside of concrete park.
- All electrical from pool house breaker box to control panel c/w all grounding required for park toys and rebar. \* \$9,500.00
- Mount and assemble all toys. \$77,250.00

**Total Cost:     \$168,200.00**

\* Note: \$9,500.00 will be deducted if electrical is donated to park construction by Town.

After our inspection in September, the Town (Tim Schmutz [REDACTED]), will bring 2" water supply to park header. He says there will be 2" water at 45 – 50 PSI and 2" sewer line.

We will have to add a holding tank in this area approximately 500 gallon to drain the park into. A 3 horse power Dominator pump will pump 30 – 35 GPM. Into 2" sewer line c/w electrical and stands for pump.

- Town to bring in 2" water to site within 3 meters.

Total Cost for this is: \$23,800.00 + GST.

The above price will be good for either design that that was given to us. WI4471-1M or IL Sept. 2017.

Note: \$9,500.00 will be deducted if electrical is donated to park construction from Town.

We thank you for the opportunity to tender this project. [REDACTED] has completed approximately 20 water parks in the last 8 years. References can be provided, some of these include [REDACTED] in [REDACTED] and [REDACTED] water parks.

Thank you,

[REDACTED]  
[REDACTED]



## DEPARTMENTAL REPORT TO COUNCIL

MEETING DATE: SEPT. 21<sup>ST</sup>, 2017

DEPARTMENT: PUBLIC WORKS

**SUMMARY**

With the turn of seasons, winterization of Main Street Park, Sedgewick Lake Park, and the Rec Grounds is on our radar. The flower baskets will be taken down in the coming weeks and new light pole banners will be installed shortly. One summer student has left with the other temporary employee departing at the end of October.

**ACCOMPLISHMENTS**

- Repaired patch in road with cold mix at #11 Mackenzie Dr. Re-leveled driveway and sidewalk [will pour cement in 2018]
- Took out old driveway on boulevard north of Main St. Park by 4918 47 St. Leveled with new dirt, seeded and put down straw matting
- Poured pad on new walking trail and installed one new bench
- We have taken out the remaining tire fence along the east side of the tire park, it looks better and it will make it much easier for cutting grass.
- Crack filling is done for the year
- Put up old Town of Sedgewick sign and water pump at the school museum.

**PRESENT AND FUTURE ACTIVITIES**

- We still have to pour last two cement pads for benches on new walking trail.
- Repair eavestroughing at Rec Centre
- They have taken out the 3 fences around the mens hardball diamond and will be bringing the new fence in soon, this means we will have to extend our rail fences a little.
- We are still waiting for Terry from Wolseley to come and change the centre hose connections on the new fire hydrants we put in. They are the wrong connections for the fire truck hose. He should be here this week. (Sept 18-22)
- We will be having to put the sander on the white tonne soon (weather-dependant)
- We will be taking down flower baskets in a couple of weeks. (weather-dependant)
- We have a couple of curbstops to replace for the time being we will shut the water off to the block and let the plumber change the shut off valve in the house. It costs about \$1200 to dig and replace curbstop.
- We are just about finished grading alleys with the John Deere tractor and box scraper.
- We will be winterizing Main Street Park, Sedgewick Lake Park and the rec grounds.

APPENDIX:

**NONE**

PREPARED BY:

DARYL JOHNSON, FOREMAN



**SUMMARY**

Representatives from both Municipal Affairs and the AUMA paid visits to Sedgewick to meet with me in the last few weeks. An overview of financial responsibilities and Council protocol was provided along with relevant resources. A training session for the new MGA was held in Camrose with myself, the Ass't CAO and Councilor Levy attending.

**ACCOMPLISHMENTS**

**Meetings**

- Attended a CAO Levels of Service meeting on August 28<sup>th</sup>
- Hosted a CAO visit from Municipal Affairs on September 6<sup>th</sup>
- Met with FRSWMA management on September 8<sup>th</sup> regarding decommissioning of transfer site
- Attended a Regional Training Session for the new MGA on September 12<sup>th</sup> and 13<sup>th</sup>.
- Hosted a CAO visit from AUMA on September 19<sup>th</sup>
- Attended Recreation Funding Committee Phase II meeting on Sept. 18<sup>th</sup>

**Other**

- The lights on the south entrance sign have been connected. I have requested the contractor to realign the lights as the middle of the sign sees noticeably less light
- Electrical cable needs to be laid in the boulevard adjacent to the golf course as there is a break in the current line. Waiting for Alberta one-call before digging.
- Banners for light poles on the highway, downtown and the entrance signs arrived Sept. 11<sup>th</sup>. Public Works will be installing banners and hardware.
- Held a summer student farewell BBQ on Sept. 1<sup>st</sup>. Curtis Slavik has returned to school and Dee Stewart will remain until November.
- Mockups of design for the website have been completed. Color palette has been chosen.
- Have begun yoga and jiu jitsu sessions at the rec centre. Yoga has received a handful of drop-ins with jiu jitsu getting about 25 in attendance in its first session

**PRESENT AND FUTURE**

- Researching cost for electronic sign purchase and installation on the south entrance sign
- The scope of work, generator specs and general documents have been put together for the Water Treatment Plant generator and Fire Pump replacement. Waiting on final drawings from the engineer prior to handing off to a general contractor.

APPENDIX:

**NONE**

PREPARED BY:

JIM FEDYK, CAO

## **SOLID WASTE MANAGEMENT BYLAW**

### **EXECUTIVE SUMMARY**

---

A Town of Sedgewick Solid Waste Management Bylaw has been prepared for consideration by Council. The Bylaw was given first reading at the August 24<sup>th</sup>, 2017 Council meeting.

### **BACKGROUND**

---

The Town of Sedgewick currently does not have a Solid Waste Bylaw to manage municipal solid waste. A solid waste bylaw typically outlines fees, method of collection and penalties for not abiding by the bylaw.

The Flagstaff Regional Solid Waste Management Association (FRSWMA) is responsible for the collection and disposal of solid waste for the Town of Sedgewick. The Bylaw is not intended to dictate the details of how the FRSWMA conducts their business but rather determine general protocol that affects the satisfaction and well-being of Town residents as a whole.

It is a regular occurrence to receive complaints at Town office regarding garbage bags being opened by animals and trash being scattered on the street, sidewalk or resident's property. Currently the Town's public works department is responding to these complaints by cleaning up the garbage. Included in the Bylaw is the statement that garbage bags must be placed in receptacles with properly fitted covers to avoid this issue.

Other important points include:

- Proper placement and location of receptacles put out for collection.
- Times and duration that the receptacles can be placed out for pickup
- Upkeep/vandalism of receptacles
- Disturbance of residential waste that has been put out for collection
- Items that cannot be placed out for collection
- Provisions of yard waste collection
- Enforcement of the Bylaw

The Bylaw states that the CAO or Bylaw Officer, at their discretion, may issue a letter or notice to anyone in contravention of the Bylaw with timeframe to complete any action required. Non-compliance would result in a fine of \$100 for the first offence and \$200 for subsequent offences.

### **BUDGET IMPLICATIONS**

---

Further revenues would be achieved due to fines. No further expense.

**ALTERNATIVES**

---

1. Council may approve a first reading of Bylaw 533/17, the Town of Sedgewick Solid Waste Management Bylaw.
2. Council may approve a first, second and third and final reading of Bylaw 533/17, the Town of Sedgewick Solid Waste Management Bylaw.
3. Council may direct administration to make changes to Bylaw 533/17, the Town of Sedgewick Solid Waste Bylaw and bring back to Council for review.

**RECOMMENDATION**

---

1. Administration recommends that Council approve a first and/or second, third and final reading of Bylaw 533/17, the Town of Sedgewick Solid Waste Bylaw.

**ATTACHMENTS**

---

1. Bylaw 533/17, Town of Sedgewick Solid Waste Management Bylaw

**TOWN OF SEDGEWICK**  
**BYLAW NO. 533/17**  
**TOWN OF SEDGEWICK SOLID WASTE MANAGEMENT BYLAW**

---

**A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, TO  
SET FORTH TERMS AND CONDITIONS FOR THE COLLECTION, REMOVAL AND  
DISPOSAL OF SOLID WASTE THROUGHOUT THE MUNICIPALITY.**

**WHEREAS**, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass Bylaws respecting services provided by or on behalf of the Municipality and to pass a Bylaw respecting the safety, health and welfare of people;

**AND WHEREAS**, the Council of the Town of Sedgewick is committed to the responsible reduction and management of municipal solid waste;

**AND WHEREAS**, the Council wishes to establish a bylaw outlining the scope of collection and for imposing penalties for failure to take appropriate action in an approved manner;

**NOW THEREFORE** the Council of the Town of Sedgewick in the Province of Alberta, duly assembled, enacts as follows:

**1. Bylaw Title**

This bylaw may be cited as the “Solid Waste Management Bylaw”.

**2. Definitions**

In this bylaw unless the context otherwise requires:

- a) “Blue bag” means a transparent plastic bag in which acceptable recyclable material may be placed.
- b) “C.A.O.” means the Chief Administrative Officer of the Town of Sedgewick.
- c) “Collector” means any person authorized to collect, remove and dispose of residential waste pursuant to this Bylaw.
- d) “highway” means any thoroughfare, street, road, trail, avenue parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway, or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes;
  - i) a sidewalk (including the boulevard portion of the sidewalk);
  - ii) if a ditch lies adjacent to and parallel with the roadway, the ditch, and;



- iii) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the lands between the fences or all the lands between the fence and the edge of the roadway as the case may be, but;
- iv) does not include a place declared by the Lieutenant Governor in Council not to be a highway.
- e) “receptacle” means an animal proof container constructed of non-corrosive durable metal, rubber or plastic, equipped with a water tight cover and at least one (1) handle to facilitate handling.
- f) “recyclable material” means generally accepted materials for recycling including;
  - i) flattened corrugated cardboard
  - ii) flattened boxboard
  - iii) newsprint
  - iv) magazines and flyers
  - v) other paper and paper products
  - vi) tin-labels removed and rinsed
  - vii) plastic milk jugs and cardboard milk containers – lids removed and rinsed
  - viii) recyclable plastic containers
  - x) any other material designated recyclable by the Town
- g) “Residential waste” means all non-hazardous materials coming from residential dwellings.
- h) “Yard Waste” means organic yard/garden waste that originates from residential sources, including plant debris, grass clippings, tree clippings, leaves and other trimmings, tree and hedge pruning’s, plants, flowers and sod, except for greater certainty, Yard Waste does not include materials that originates from commercial operations, including land development and landscaping services; loose soils; plastics and synthetic fibres; lumber; any wood or tree limbs over ten centimetres in diameter; human or animal excrement; noxious weeds, soil contaminated with hazardous substances and other organic yard/garden waste commonly thrown away in the course of maintaining yards and gardens.

### **3. Fee Structure**

- 3.1. The full cost of residential waste and recycling collection and disposal from eligible premises, within all areas of the Town shall be recovered through a solid waste service fee charged on utility bills as set forth by the Fees & Charges Bylaw.
- 3.2. Every eligible premise must participate in the residential waste management system as provided by the Town.
- 3.3. Any utility account in arrears may be subject to additional interest costs or collection procedures.
- 3.4. Eligible premises shall include all residential properties and those non-residential properties that do not rent a bin. Commercial accounts renting a bin will be invoiced separately by the Contractor.

### **4. Collection**

- 4.1. Collection of residential waste shall be on a weekly basis on a day determined by the Chief Administrative Officer in agreement with the Collector.
- 4.2. Collection of recyclable materials shall be one day a month on a day determined by the Chief Administrative Officer in agreement with the Collector.
- 4.3. All waste must be contained in receptacles as defined above.
- 4.4. All receptacles must be fitted with covers, which must remain closed. The covers must be suitable to prevent residential waste from spilling or blowing from the receptacles and to prevent water or animals from entering.
- 4.5. Recyclable material shall be placed in a blue bag for collection. There is no limit to the blue bags accepted.
- 4.6. Every person is required to purchase their own blue bags.
- 4.7. Between the months of April and October, yard waste, except for leaves and grass clippings, will be picked up on a weekly basis on a day determined by the Chief Administrative Officer. Yard waste must be placed in a paper bag or be bundled and tied with twine. Bundles must be less than three (3) feet in length and weigh less than fifty (50) pounds and branches must be less than three (3) inches in diameter.
- 4.8. It is resident's responsibility to deposit leaves and grass in a Town of Sedgewick bin.
- 4.9. For large tree clean-up or yard waste that exceeds the parameters set out in section 4.7, the Town of Sedgewick may provide a Town truck parked at a location agreeable to the resident for waste to be deposited into for a duration of time. Provision of the truck and duration shall be at the discretion of the CAO.

**BYLAW 533/17**

**TOWN OF SEDGEWICK SOLID WASTE MANAGEMENT BYLAW**

---

- 4.10. No person shall place or keep receptacles upon any alley or highway of the Town. Receptacles shall be kept at the rear of the building or premise adjacent to the alley so that the Collector shall have unobstructed and convenient access thereto.
- 4.11. Where any eligible premise is not served by an alley, the receptacles shall be placed for collection at a location as close as possible to the traveled portion of an adjacent highway but not on a sidewalk or in such a location as to interfere with pedestrian or vehicular traffic.
- 4.10. No person shall place their receptacle out for pickup prior to 5:00 pm the evening before the collection day, and no later than 7:00 am the morning of, to ensure pickup.
- 4.11. Where receptacles are placed in the front or on the side of a property for collection of residential waste, they must be removed from the front or side property on the same day that the collection has been made.
- 4.12. No person shall allow residential waste to spill over or accumulate on any alley, highway or adjoining public or private property. Every person will ensure that all residential waste is kept within their receptacles at all times.
- 4.13. No person shall allow their receptacles to fall into disrepair or become noxious, offensive or dangerous to public health.
- 4.14. No person shall pick over, interfere with, disturb, remove, or scatter any residential waste put out for collection or removal.
- 4.15. No person shall vandalize or wilfully damage any residential waste container.
- 4.16. No person shall place out for collection, or mix with any other residential waste, any of the following items:
- a) industrial waste, meaning any waste originating from an industrial site;
  - b) combustible or explosive or toxic material which, without limiting the generality of the foregoing, shall include fuels or lubricants, gun powder or bullets, dynamite, blasting caps, motion picture film or radioactive materials;
  - c) household hazardous waste or dangerous goods including solvents, oven cleaners, paints, automotive fluids, wet cell batteries, pesticides, herbicides, or any material commonly referred to as household, commercial or industrial hazardous waste;
  - d) hypodermic needles, sharp objects or broken glass unless packaged in closed, secure, safety containers;
  - e) pathogenic and biomedical waste;

- f) luminescent gas-filled light tubes, unless such lights are pre-broken or encased in a container of sufficient size and strength to protect such tubes from breakage during transit;
  - g) compressed propane or butane cylinders;
  - h) large or bulky items such as mattresses, box springs, furniture, major appliances, or auto and truck tires;
  - i) electronic equipment including televisions, computers, computer monitors, keyboards, and associated cables;
  - j) automotive parts including lead-acid batteries, scrap metal, oil filters, empty oil containers, tires and automotive bodies;
  - k) oil or other petroleum by-products;
  - l) sawdust, unless in closed containers before placing in the receptacles;
  - m) construction or renovation materials, stumps, concrete blocks or slabs;
  - n) hot ashes or other burning matter;
  - o) liquid wastes or sludge;
  - p) animal waste including dead animals, carcasses, offal, manure, kennel waste, animal parts or excreta, unless the animal excreta is packaged in a securely tied container before placing the waste in a receptacle;
  - q) commercial waste, meaning any waste originating from a place of business;
  - r) any other waste deemed to be prohibited from collection by the Collector, C.A.O. or Bylaw Officer.
- 4.17. All persons shall permit authorized Collectors to enter their property and premise at all reasonable times for the purpose of carrying out their duties.

## **5. Enforcement**

- 5.1. The C.A.O. of the Town or a Bylaw Officer may, at their discretion, issue a letter or notice to anyone who is in contravention of any section of this Bylaw directing the said person to take any action required so as not to be in breach of the section. The notice or letter may provide a time frame for the person to complete the action.
- 5.2. Any person who does not comply with a notice or letter is subject to a penalty pursuant to a fine amount as listed in Schedule "A".

**BYLAW 533/17**

**TOWN OF SEDGEWICK SOLID WASTE MANAGEMENT BYLAW**

---

- 5.3. A Bylaw Officer is hereby authorized and empowered to issue a violation ticket to any person who the Bylaw Officer believes on reasonable and probable grounds has contravened any section of this Bylaw.
- 5.4. Any person to whom a violation ticket has been issued may make the voluntary payment, if one is offered, by delivering the violation ticket as per instructions on the violation ticket along with an amount equal to that specified for the offence as set out in this Bylaw.
- 5.5. Notwithstanding the provisions of this Bylaw, any person who has been issued a violation ticket pursuant to any section of this Bylaw may exercise his/her right to defend any charge of committing a contravention of any provision of this Bylaw.
- 5.6. A person issued a violation ticket for an offence shall be deemed sufficiently and properly served:
- a) if served personally on the accused;
  - b) if mailed by registered mail to the address of the person who has contravened this Bylaw.

## **6. Severability**

If any term of this Bylaw is found to be invalid, illegal, or unenforceable by a court or tribunal having the jurisdiction to do so, that term is to be considered to have been severed from the rest of this bylaw, and the rest of the bylaw remains in force unaffected by that finding or by the severance of that term.

## **7. Enactment**

This Bylaw shall take effect at the date of final passing thereof.

**First Reading** passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ on motion by Councillor \_\_\_\_\_.

**Second Reading** passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ on motion by Councillor \_\_\_\_\_.

**Third Reading** passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ on motion by Councillor \_\_\_\_\_.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

TOWN OF SEDGEWICK

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

DRAFT

**Schedule A – Violations and Penalties**

Any person who commits a breach of any of the provisions of this bylaw shall be liable to a penalty of one-hundred dollars (\$100) for a first offence and two-hundred dollars (\$200) for subsequent offences within a period of one (1) year.

DRAFT

## 2018 FORTIS FRANCHISE FEE

### EXECUTIVE SUMMARY

As part of the Electrical Distribution System Franchise Agreement with Fortis Alberta, Council has the annual ability to increase, decrease or keep the franchise fee the same, with written notice. If increasing the franchise fee, it must stay within the current cap of 20%. A deadline of Nov 1st has been set to ensure fee changes are implemented by Jan 1<sup>st</sup>, 2018. Late responses may cause the new franchise fee implementation to be delayed to April 1, 2018.

### BACKGROUND

In 2017, Council decided to increase the franchise fee from 6% to 8%. From 2012 to 2016 the amount had been maintained at 6%.

From January to June 2017, \$20,690 has been collected by the Town. Estimated revenue for the entire year is \$41,283.

In 2016 \$35,657.45 was collected whereas in 2015 \$36,651.16 was collected.

Currently, neighbouring municipalities have the following rates adopted:

<b><u>Municipality</u></b>	<b><u>Rate</u></b>	<b><u>Effective as of</u></b>
Daysland	5%	2013
Hardisty	7%	2017
Killam	8%	2017
Lougheed	5%	2016
Strome	8%	2016

Below is the estimated 2018 revenue for the Town based on the different percentages:

	<b>2018 expected Revenue</b>	<b>Difference from 2017 to 2018</b>	<b>2017 Typical Residential Monthly Cost</b>	<b>2018 Typical Residential Monthly Cost</b>
4%	\$25,503	(\$15,879)		\$67.88
5%	\$32,233	(\$9,149)		\$68.53
6%	\$38,963	(\$2,419)		\$69.18
7%	\$45,693	\$4,311		\$69.84
8%	\$52,423	\$11,041	\$67.13	\$70.49
9%	\$59,153	\$17,771		\$71.14
10%	\$65,883	\$24,501		\$71.80

### BUDGET IMPLICATIONS

Maintaining the rate at 8% will result in an expected increase in revenue of \$11,041.



**ALTERNATIVES**

---

1. Council may approve to maintain the Fortis Alberta Franchise Fee at 8% for 2018.
2. Council may approve an increase or decrease to Fortis Alberta Franchise Fee for 2018.
3. Council may table the 2018 Fortis Franchise Fee issue to a later meeting.

**RECOMMENDATION**

---

1. That Council approve to maintain the Fortis Alberta Franchise Fee at 8% for 2018.

**ATTACHMENTS**

---

1. Municipal Franchise Riders

## MUNICIPAL FRANCHISE FEE RIDERS

**Availability** Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to all FortisAlberta distribution tariffs, except riders and rebates, in each municipality.

**Price Adjustment** A percentage surcharge per the table below will be added to the gross distribution tariff, excluding any riders or charges that relate to deferral account amounts, calculated for each site within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	03-0041	Boyle	3%	2015/01/01
01-0003	Airdrie	13%	2016/01/01	03-0042	Breton	20%	2015/01/01
03-0005	Alix	18%	2015/01/01	01-0043	Brooks	12.63%	2015/01/01
03-0004	Alberta Beach	5%	2017/01/01	02-0044	Bruderheim	0%	2013/07/01
03-0007	Amisk	0%	2014/01/01	02-0047	Calmar	20%	2013/07/01
02-0011	Athabasca	6%	2013/07/01	01-0048	Camrose	10%	2016/01/01
04-0009	Argentia Beach	0%	2017/01/01	02-0050	Canmore	10%	2016/01/01
03-0010	Arrowwood	12%	2015/07/01	03-0054	Carmangay	0%	2015/04/01
02-0387	Banff	4%	2012/01/01	03-0055	Caroline	7%	2016/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	3%	2013/07/01	02-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	12.40%	2016/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	4%	2017/01/01
02-0019	Beaumont	5%	2013/10/01	03-0066	Clive	9%	2013/01/01
03-0022	Beiseker	0%	2013/07/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2013/01/01	02-0069	Coaldale	11%	2015/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2015/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	15%	2015/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	20%	2013/07/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	7%	2013/07/01	02-0079	Crossfield	0%	2015/01/01
02-0040	Bowden	15%	2017/01/01	09-0361	Crowsnest Pass	16%	2016/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Distribution Tariff Services provide for other charges, including an arrears charge of 1.5% per month.

## MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
04-0080	Crystal Springs	0%	2016/01/01	02-0202	Legal	7%	2016/01/01
03-0081	Czar	5%	2013/10/01	03-0207	Lomond	15%	2017/01/01
02-0082	Daysland	5%	2013/07/01	03-0208	Longview	17%	2017/01/01
02-0086	Devon	13%	2013/01/01	03-0209	Lougheed	5%	2016/01/01
02-0088	Didsbury	17%	2016/01/01	02-0211	Magrath	8%	2017/01/01
02-0091	Drayton Valley	10%	2016/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
03-0093	Duchess	14%	2016/01/01	02-0215	Mayerthorpe	8%	2016/01/01
02-0095	Eckville	10%	2015/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0096	Edberg	9%	2017/01/01	02-0218	Milk River	12%	2017/01/01
03-0097	Edgerton	16%	2015/01/01	02-0219	Millet	13%	2016/01/01
02-0100	Edson	5%	2015/01/01	03-0220	Milo	20%	2017/01/01
03-0109	Ferintosh	11%	2016/01/01	02-0224	Morinville	20%	2013/07/01
03-0112	Foremost	7%	2016/01/01	04-0230	Nakamun Park	0%	2013/10/01
01-0117	Fort Saskatchewan	0%	2013/10/01	02-0232	Nanton	7%	2016/01/01
02-0124	Gibbons	10%	2013/01/01	03-0236	Nobleford	0%	2013/10/01
03-0128	Glenwood	0%	2016/02/11	03-0233	New Norway	6%	2009/01/01
04-0129	Golden Days	0%	2017/01/01	04-0237	Norglenwold	5%	2015/01/01
02-0135	Granum	5.50%	2013/07/01	04-0385	Norris Beach	0%	2016/01/01
04-0134	Grandview	0%	2016/01/01	02-0238	Okotoks	10%	2017/01/01
04-0138	Gull Lake	0%	2016/01/01	02-0239	Olds	8.59%	2015/01/01
02-0143	Hardisty	7%	2017/04/01	02-0240	Onoway	7.50%	2013/01/01
03-0144	Hay Lakes	7%	2015/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0148	High River	20%	2015/07/01	02-0248	Penhold	19%	2014/01/01
03-0149	Hill Spring	5%	2015/09/01	02-0249	Picture Butte	10%	2016/01/01
02-0151	Hinton	10.70%	2013/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0152	Holden	4%	2016/01/01	04-0253	Point Alison	0%	2017/01/23
03-0153	Hughenden	5%	2016/01/01	04-0256	Poplar Bay	0%	2016/01/01
03-0154	Hussar	12.50%	2017/01/01	02-0257	Provost	20%	2015/01/01
02-0180	Innisfail	9%	2017/01/01	02-0261	Raymond	12%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0265	Redwater	0%	2013/07/01
02-0183	Irricana	0%	2013/10/01	02-0266	Rimbey	14%	2015/01/01
04-0185	Island Lake	0%	2016/01/01	02-0268	Rocky Mtn House	12%	2017/01/01
04-0379	Jarvis Bay	0%	2015/10/08	03-0270	Rockyford	5%	2015/04/01
02-0188	Killam	8%	2017/01/01	03-0272	Rosemary	12%	2016/01/01
01-0194	Lacombe	6.20%	2013/10/01	04-0273	Ross Haven	0%	2016/01/01
04-0196	Lakeview	2%	2016/01/01	03-0276	Ryley	3%	2016/01/01
02-0197	Lamont	5%	2013/07/01	04-0279	Seba Beach	4%	2014/01/01
01-0200	Leduc	16%	2014/01/01	02-0280	Sedgewick	8%	2017/04/01

## MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>
04-0283	Silver Sands	3%	2008/02/01
04-0369	South Baptiste	0%	2005/05/01
04-0288	South View	0%	2008/02/01
01-0291	Spruce Grove	20%	2016/01/01
01-0292	St. Albert	0%	2016/01/01
03-0295	Standard	0%	2015/01/01
02-0297	Stavely	5%	2017/01/01
03-0300	Stirling	8%	2015/01/01
02-0301	Stony Plain	20%	2015/01/01
09-0302	Strathcona County	0%	TBD
02-0303	Strathmore	13.50%	2017/04/01
03-0304	Strome	8%	2016/01/01
02-0307	Sundre	8%	2017/01/01
04-0386	Sunrise Beach	0%	2008/08/01
04-0308	Sunset Point	10%	2017/01/01
02-0310	Sylvan Lake	12%	2016/01/01
02-0311	Taber	20%	2013/10/01
03-0315	Thorsby	20%	2015/01/01
02-0318	Tofield	5%	2015/01/01
02-0321	Turner Valley	10%	2017/01/01
04-0324	Val Quentin	0%	2016/01/01
02-0326	Vauxhall	2%	2015/01/01
02-0331	Viking	8%	2013/07/01
02-0333	Vulcan	20%	2013/10/01
03-0364	Wabamun	10%	2017/01/01
02-0335	Wainwright	5%	2017/01/01
03-0338	Warburg	10%	2015/01/01
03-0339	Warner	0%	2017/01/01
02-0345	Westlock	12%	2013/07/01
01-0347	Wetaskiwin	12%	2016/01/01
04-0371	Whispering Hills	5%	2016/10/01
02-0350	Whitecourt	2.89%	2017/01/01
04-0354	Yellowstone	3%	2016/01/01

## TRANSFER SITE DECOMMISSIONING

### EXECUTIVE SUMMARY

---

In March, 2016 Flagstaff Regional Solid Waste Management Association (FRSWMA) adopted recommendations to close six transitional transfer sites including the Sedgewick Transfer Site (NE 9-44-12W4, Blk B, Plan 4763). The Sedgewick site was permanently closed as of April 1<sup>st</sup>, 2017. On September 8<sup>th</sup>, administration met with FRSWMA management to discuss the final decommissioning of the site.

### BACKGROUND

---

The current land title shows that the Town of Sedgewick has owned the land since 1922. From as far back as 1963, photos show the use of the site as a nuisance ground.

In 1980, the Town of Sedgewick approved By-Law #279 authorizing the Town to enter into an agreement with participating local authorities to provide for the joint operation of a Regional Solid Waste Management Authority. In 1981, the site was converted to a transfer station with the formation of the FRSWM Authority (predecessor to the current association).

At the time, the Land Assembly Division of Alberta Environment was attempting to acquire new land for all transfer sites including acquiring existing nuisance grounds for this purpose by purchasing the land directly from the municipality. In 1982 they purchased the Strome, Science Hill, Hardisty and landfill sites to convert to transfer sites and these became Crown property. Past FRSWM Authority minutes refer to reclamation costs and clean-up of these sites. No record exists of a clean-up of the Sedgewick site. With that said, in 1984 Alberta East Central Health approved the site as a transfer station and it was registered in the provincial database as a transfer site in the early 2000s. The site was never designated as a landfill.

Regarding ownership and/or leasing of the site, minutes from a FRSWM Authority meeting held July 6<sup>th</sup>, 1981 read:

*Difficulties have been encountered in purchasing land at Bawlf, Strome, Sedgewick and Hardisty rural.*

Minutes from Feb. 23<sup>rd</sup>, 1983 read:

*The secretary read a recent letter from Land Assembly Division, Alberta Environment wherein it was stated that they are prepared to purchase the transfer sites at market price less the cost of reclamation. The alternative is for the municipalities to lease the sites to the Authority.*

Minutes from Sept. 6<sup>th</sup>, 1983 read:

*Discussion ensued on purchase of transfer sites by Alberta Environment or a long term leasing agreement with the Authority. Forestburg, Daysland and Sedgewick indicated that they would enter into a leasing agreement.*

There does not seem to be a lease agreement on record with Alberta Environment.

Through supplied photos, it is administration's understanding that sometime between 1980 and 1986 the waste material onsite was buried (most likely 1984), at the same time that improvements were being made to the site by the FRSWM Authority in its conversion to being a transfer site. A lease is on record between the Town and FRSWMA which was signed in 2002. The lease does not have a date of termination and includes the following:

*It is further agreed that the responsibility for site reclamation to meet regulatory requirements at the end of the lease will be the responsibility of the Lessee, unless mutually agreed to otherwise with the Lessor.*

The FRSWMA has prepared an MOU for Council's review regarding the final decommissioning of the site.

Contents of the site currently include an attendant's shack, a clay ramp, several bins and a burn pit. The Town public works staff would like to continue using the burn pit to burn deadfall and branches throughout the year. Some bins would remain on site for use by the FRSWMA for waste collected during normal curb-side pickup in Sedgewick with any unnecessary bins removed. The ramp would remain and potentially be used as a source of fill for the Town in the future. Maintenance of the site and perimeter will become the responsibility of the Town.

Administration is requesting direction from Council as to the future use of the site. Administration suggests placing a restrictive covenant on the property to place limitations on future use or development.

---

#### **BUDGET IMPLICATIONS**

No current implications  
Future implications depending on remediation requirements and/or responsibilities

---

#### **ALTERNATIVES**

1. Council may approve the MOU as presented by the FRSWMA.
2. Council may decline approving the MOU as presented by the FRSWMA.
3. Council may table the issue to discuss at a future meeting.

---

#### **RECOMMENDATION**

1. That Council approve the MOU as presented by the FRSWMA

---

#### **ATTACHMENTS**

1. Land Title
2. Letter from FRSWMA Sept. 13<sup>th</sup>, 2017
3. FRSWMA Historical File Search
4. Past Minutes
5. 2002 Lease Agreement
6. FRSWMA MOU

## Preview

S		
LINC	SHORT LEGAL	TITLE NUMBER
0016 267 593	4;12;44;9;NE	218D54

### LEGAL DESCRIPTION

ALL THAT PORTION OF  
 THE NORTH EAST QUARTER OF SECTION NINE (9)  
 TOWNSHIP FORTY FOUR (44)  
 RANGE TWELVE (12)  
 WEST OF THE FOURTH MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT  
 THE NORTH EAST CORNER OF SAID QUARTER SECTION THENCE WESTERLY ALONG  
 THE NORTHERLY BOUNDARY THEREOF FOUR HUNDRED AND SIXTY SIX AND SEVEN  
 TENTHS (466 7/10) FEET, THENCE SOUTHERLY PARALLEL WITH THE EASTERLY  
 BOUNDARY OF SAID QUARTER SECTION FOUR HUNDRED AND SIXTY SIX AND  
 SEVEN TENTHS (466 7/10) FEET MORE OR LESS TO SAID EASTERLY BOUNDARY  
 OF SAID QUARTER SECTION, THENCE NORTHERLY ALONG THE EASTERLY BOUNDARY  
 OF SAID QUARTER SECTION FOUR HUNDRED AND SIXTY SIX AND SEVEN TENTHS  
 (466 7/10) FEET MORE OR LESS TO THE POINT OF COMMENCEMENT CONTAINING  
 2.02 HECTARES (5.0 ACRES) MORE OR LESS.  
 EXCEPTING THEREOUT ALL MINES AND MINERALS  
 AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: FLAGSTAFF COUNTY

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
218D54	31/01/1922		\$200	

### OWNERS

THE TOWN OF SEDGEWICK.  
 OF SEDGEWICK  
 ALBERTA

Sept 13, 2017

CAO Jim Fedyk  
PO Box 129  
Sedgewick, AB  
T0B 4C0

Dear Jim;                    Re: Sedgewick Transfer Site Decommissioning

Find attached several documents related to the decommissioning of land described as portion of NE 9 - 44 - 12 - W4m, locally known as the Sedgewick Transfer Site when operated as such by Flagstaff Waste:

1. Historical Overview - Sedgewick Transfer Site: The land, owned by Town of Sedgewick was operated as an unsupervised 'nuisance grounds' until 1981 when Flagstaff Waste converted the site to a Waste Transfer Station.
2. Air Photo History of Sedgewick Transfer Site land from 1963 - 2012. This photographic series shows historical use of the site both prior to and after Flagstaff Waste operations on the property.
3. Proposed Memorandum of Understanding (MOU) created after meeting of Sedgewick admin and public works staff and Flagstaff Waste staff.

Please review the MOU carefully and ensure our proposed works align with your intended end use objectives of the site. It is our intention to complete the decommissioning field work in 2017, thereby ending our involvement at the site.

Please review these documents with your staff and Council as required and execute the first half of the MOU at your earliest convenience. Your assistance is greatly appreciated. Please feel free to call me if there are any other concerns you wish to address.

Yours Sincerely,

Murray Hampshire, Manager  
Flagstaff Waste



## 1) Historical Overview – Sedgewick Transfer Site

- ⌚ 1963 – Historical air photos clearly indicate considerable use of this site as a nuisance grounds. Typically, residents dropped all unsorted wastes into the 'pit' which was occasionally burned and/or buried.
- ⌚ 1977 – County of Flagstaff commissioned Alberta Environment Waste Management Branch to study all aspects of developing a waste managements system for Flagstaff County and other municipalities in the region.
- ⌚ 1980 – FRSWM authority was created to develop a regional landfill and a transfer station for each municipal partner. (Note: Sedgewick's ramp and other improvements were not completed until 1984).
- ⌚ 1982-1983 - Land Assembly Division, Alberta Environment, attempted to acquire new sites for all transfer sites, however success was limited. In some instances, Alberta Environment offered to acquire existing nuisance grounds for this purpose and purchased directly from the local municipality (Strome, Hardisty). However, Sedgewick transfer site title remained in name of Town of Sedgewick, which suggests that land purchase by Alberta Environment did not proceed. In those instances where the existing nuisance ground was converted to transfer sites, there are letters on file referring to reclamation costs and cleanup of the site. There is no record of any such cleanup at the Sedgewick site in our files.
- ⌚ 1984 – Alberta East Central Health approved site for transfer station. FRSWMA constructed loading ramp, burn pit, fencing and other improvements.
- ⌚ December 1997 – FRSWM Authority disbanded and new society (FRSWM Association) is formed to replace it.
- ⌚ May 2013 – FRSWMA initiated study of waste volume and other usage data at 11 Transfer Sites. Based on findings, board immediately closed Science Hill Transfer Site and advised administration to monitor remaining sites over the next 3 years.
- ⌚ March 2016 – FRSWMA Board reviewed usage data and adopted recommendations in the report "FRSWMA Regional Transfer Site Reform – March 2016" which proposed to close six Transitional transfer sites and upgrade four Regional transfer sites, starting March 2017.
- ⌚ April 1, 2017 - The Sedgewick site ceased to operate as a public transfer station.
- ⌚ September 2017 – FRSWMA and Town of Sedgewick staff met on site to discuss end use interests and proposed plans for final decommissioning by FRSWMA.

## Historical Air Photo Review – Sedgewick Transfer Station



*Figure 1) 1963 air photo of Sedgewick Transfer Site location with clear indication that the site was being heavily used as a 'nuisance grounds'. Note, this photo was taken 17 years prior to the formation of Flagstaff Regional Solid Waste Management.*



*Figure 2) 1967. A similar photo in 1967 shows continued and changing use of the site*



*Figure 3) By 1977, the entire footprint of the fenced off area appears to have been modified and used as a nuisance grounds for burning and burying waste materials.*



*Figure 4) 1979*





*Figure 5) 1980, the year FRSWMA was formed, the Sedgewick Transfer Site was still being used as a nuisance grounds.*



*Figure 6) 1986, 6 years after FRSWMA began operation of the Sedgewick Site as a Transfer Station. Note that the gate has been erected, the drive way, ramp and burn pit have all been constructed and the site has remains unchanged from 1986 to today.*



*Figure 7) 2012. Note that all materials except burn pit materials are stored in containers and transported off site.*



## Historical File Search – Town of Sedgewick

Date	Attach	Description
1980-01-24	1	Town of Sedgewick approves Bylaw 279 to enter agreement with other municipalities 'to establish a regional solid waste system'
1980-04-07	2	Membership Agreement between County of Flagstaff No. 29 and the member municipalities to establish the Flagstaff Regional Solid Waste Management Authority, with the County providing administrative services for a fee.
1980-12-01	3	Board Meeting minutes indicate Killam and Forestburg Transfer sites were scheduled to be the only ones built in the first year of operation.
1981-05-04	4	Discussion at regular meeting Re: locating of other Transfer Sites. Sedgewick site not yet selected
1982-08-09	5	Acquisition of land for Sedgewick transfer site not yet resolved.
1982-09-06	6	Alberta Environment, Land Assembly division advises proposes that they will purchase the transfer site lands – titles being researched
1982-11-08	7	Meeting Minutes - Alberta Environment wishes to deduct cost of reclamation of transfer sites (which it appears they have previously paid) from land assembly cost – Authority responds that this is different that originally led to believe.
1982-11-12	7a	Memorandum from Likness to Land Assembly Division – arguments re: commitment by Alberta Environment to purchase Transfer Site Lands with no mention of reclamation costs deducted from purchase price.
1983-02-22	8	Meeting minutes - Land Assembly Division offers to purchase at fair market value, less cost of reclamation. Authority offers land at \$2,000/ac
1983-05-09	2)a	Amendment to 1980 Membership agreement to increase Flagstaff County representation on the Board to not more than three members
1983-05-09	9	Meeting minutes - Land Assembly Division balks at land assembly cost. Authority arranges meeting with MLA, as transfer station land assembly was part of original discussions for setting up the Authority
1984-07-03	10	Meeting Minutes - Land Assembly agrees to purchase some transfer sites at \$2200/acre, less reclamation costs.
1997-12-22	11a	New Association created under Societies Act to replace Authority – Bylaws signed Dec 22, 1997, registered with Alberta Registries Jan 8, 1998
1999-01-15	11b	Association Bylaws amended to allow Flagstaff County to have 3 appointed members. Also, clause 6.1 introduced to allow members to terminate membership within a limited window, every 5 years. Registered May 11, 1999

1999-02-28	12	Membership agreement between new Flagstaff Waste Association (Society) to replace County Agreement signed in # 2, above. Note that this copy is with Town of Forestburg. We do not have a signed copy of a similar agreement with Town of Sedgewick, and assume all members signed same agreement????
1999-03-01	11c	Association Bylaws amended to add Secretary/Treasurer position which is not necessarily an elected official (defines staff participation at Board meetings)
2002-04-28	13	Transfer Site Lease Agreement
2002-10-21	14	Town council endorses draft copy of transfer site lease agreement
1963 - 1986	15-20	Historical air photos of Sedgewick Transfer Site showing use as a municipal nuisance grounds from at least 1963. Note that the current ramp and burn pit were not yet in place in 1980 when the Authority was initiated.

FLAGSTAFF REGIONAL WASTE MANAGEMENT AUTHORITY MEETING  
HELD JULY 6, 1981

A meeting of the Flagstaff Regional Waste Management Authority was held in the Council Chambers, County Office, Sedgewick, Alberta, on Monday, July 6, 1981, commencing at 7:30 p.m.

PRESENT:

Chairman J. Crawford	County of Flagstaff
Member S. McLennan	Alliance
Member W. Wise	Galahad
Member R. Klatt	Forestburg
Member H. Badry	Heisler
Member B. Hauser	Rosalind
Member B. Gendreau	Bawlf
Member J. Mohler	Strome
Member G. Dammann	Killam
Member E. Koehli	Sedgewick
Member J. Ramsden	Lougheed
Consultant G. Bissell & Associates	
Consultant R. Elliott	East Central Health Unit
Consultant K. Rommings	East Central Health Unit
Consultant N. Fok	East Central Health Unit
Consultant C. Adams	East Central Health Unit
Consultant J. Lapp	Alberta Environment
Landfill Manager	J. Paterson
Secretary	O.W. Likness

Also in attendance were:

B. Lee	Agricultural Fieldman
R. Jacobsen	County Councillor
R. Halvorsen	Administrator Bawlf, Rosa & Heisler
R. Olson	Rosalind
O. Zwack	Seed Cleaning Plants

ADOPTION OF  
MINUTES

H. Badry moved the minutes of May 4, 1981 adopted as read.

CARRIED.

OPERATIONAL  
COMMITTEE

W. Wise moved the acceptance of the Operational Committee minutes of May 26, 1981.

CARRIED.

FINANCIAL  
STATEMENT

E. Koehli moved acceptance of the Financial Statement and approval of accounts for payment to June 30, 1981.

CARRIED.

EXTRA TIME FOR  
MANAGER

The Secretary explained that Landfill Manager J. Paterson has worked Saturdays and long hours supervising the construction of the transfer station ramps.

E. Koehli moved that J. Paterson be paid for 71 1/2 hours at \$8.65 per hour for the extra hours spent on the transfer stations.

CARRIED.

TRANSFER  
STATIONS

The Secretary reported that transfer stations have been completed at Lougheed, Battle Bend, Alliance, Galahad, Forestburg, Heisler, Daysland and Killam. We will be using the present disposal grounds at Rosalind.

Difficulties have been encountered in purchasing land at Bawlf, Strome, Sedgewick and Hardisty rural.

Containers have been placed at Lougheed, Battle Bend, Alliance, Galahad, Heisler and Daysland.

Killam has been operating since June 1, 1981. We are unable to use Forestburg yet, due to the nearness of the trench.

G. Dammann informed the meeting that there are problems at Killam due to the amount of refuse. The container is full all the time. The Secretary advised that the container is emptied every day and on Tuesdays and Fridays, Killam residential pickup days, up to four times each day. He said that another station may have to be installed.

Consultant G. Bissell suggested an alternative plan, using a rear packer for door to door pick-up. This suggestion was discussed at length. Mr. Bissell advised that a rear packer could be leased for





FLAGSTAFF REGIONAL SOLID WASTE MANAGEMENT AUTHORITY  
ANNUAL MEETING, FEBRUARY 22, 1983

The Annual Meeting of the Flagstaff Regional Solid Waste Management Authority was held in the Council Chambers, County Office, Sedgewick Alberta, on Tuesday, February 22, 1983, commencing at 7:30 p.m.

## PRESENT:

Chairman J. Crawford	County of Flagstaff
Vice Chairman E. Koehli	Town of Sedgewick
Member J. Ramsden	Village of Loughheed
Member W. Wise	Village of Galahad
Member H. Badry	Village of Heisler
Member S. McLennan	Village of Alliance
Member R. Klatt	Village of Forestburg
Member G. Dammann	Town of Killam
Member J. Cram	Village of Strome
Member B. Gendreau	Village of Bawlf
Landfill Manager, J. Paterson	
Consultants, R. Elliott and S. Kerr	East Central Health Unit
Secretary O.W. Likness	

Also present were:

A.P. Blatz, R. Jacobsen, B. Gibb, M. Kuntz, H.C. Ness and E. Mayne,	
representing the County of Flagstaff No. 29.	
M. Hill	Village of Strome
D. Knipe	Village of Bawlf

## ADOPTION OF MINUTES

The minutes of the Authority Meeting, held November 29, 1982 were adopted as circulated on motion of J. Cram.

CARRIED.

## COMMITTEE MINUTES

E. Koehli moved acceptance of the Operation Committee Minutes of January 10th and 31st, 1983.

CARRIED.

## FINANCIAL STATEMENT

The audited financial statement for the year of 1982 was perused and discussed.

W. Wise moved acceptance of the financial statement.

CARRIED.

Various items from the minutes were discussed. Explanation was given by R. Elliott on the burning of burnable refuse at modified landfill. He said new regulations are being developed to govern refuse disposal.

Miss S. Kerr reported on the ground water tests. The report stated that there was no contamination of the surface or ground water at the landfill site. The Chairman advised that due to the nature of tire shops, a concession has been granted to this type of business. The charge of \$30.00 will be made for each time a large container is placed and filled.

Mr. J. Cram, Strome requested further information on fighting fires at the transfer stations. He was advised that due to the fact that the transfer stations are operated jointly, the authority passed the motion that no charge be made for calls to transfer stations.

Discussion ensued on the County of Flagstaff's request for additional representation on the Authority.

J. Ramsden moved that the agreement be amended to provide that the County of Flagstaff be allowed to increase their representation on the Authority from one member to three members.

CARRIED.

The secretary was instructed to draw up the amendment and send it to each member municipality for approval.

The secretary read a recent letter from Land Assembly Division, Alberta Environment wherein it was stated that they are prepared to purchase the transfer sites at market price less the cost of reclamation. The alternative is for the municipalities to lease the sites to the Authority.

After discussion J. Ramsden moved that the sites be offered to Alberta Environment at a suggested price of \$2000.00 per acre.

CARRIED.

(12)

For the motion; Koehli, Ramsden, Wise, Badry, McLennan,  
Klatt, Dammann, Gendreau

Opposed: Cram.

TRANSFER SITE  
MAINTENANCE

Maintenance and cleanup at the transfer stations was discussed. In order to save costs each Municipality was requested to help in maintenance and cleanup at the transfer stations.

NEW MEMBERS

After discussion E. Koehli moved that fees be waived for the Town of Hardisty to join the Authority and that this condition be in effect for a period of one year only from March 1, 1983.

CARRIED.

1983 BUDGET

The 1983 proposed budget was presented with an explanation on each item. The budget was discussed in detail after which R. Klatt moved that the 1983 budget be adopted as presented.

CARRIED.

ADJOURNMENT

J. Ramsden moved adjournment at 10:45 p.m.

CARRIED.

*J.R. Crawford*.....  
Chairman.  
*G. W. Sullivan*.....  
Secretary.



FLAGSTAFF REGIONAL SOLID WASTE MANAGEMENT AUTHORITY  
MEETING HELD SEPTEMBER 6, 1983

A meeting of the Flagstaff Regional Solid Waste Management authority was held in the Council Chambers, County Office, Sedgewick, Alberta, on Tuesday September 6, 1983, commencing at 7:30 p.m.

PRESENT:	<table> <tr> <td>Chairman J. Crawford</td><td>County of Flagstaff</td></tr> <tr> <td>Member E. Koehli</td><td>Town of Sedgewick</td></tr> <tr> <td>Member H. Badry</td><td>Village of Heisler</td></tr> <tr> <td>Member W. Wise</td><td>Village of Galahad</td></tr> <tr> <td>Member R. Janscek</td><td>Town of Daysland</td></tr> <tr> <td>Member J. Ramsden</td><td>Village of Lougheed</td></tr> <tr> <td>Member R. Klatt</td><td>Village of Forestburg</td></tr> <tr> <td>Member G. Dammann</td><td>Town of Killam</td></tr> <tr> <td>Member D. Knipe</td><td>Village of Bawlf</td></tr> <tr> <td>Consultant K. Rommings</td><td>East Central Health Unit</td></tr> <tr> <td>J. Paterson</td><td>Landfill Manager</td></tr> <tr> <td>Secretary O. Likness</td><td></td></tr> </table>	Chairman J. Crawford	County of Flagstaff	Member E. Koehli	Town of Sedgewick	Member H. Badry	Village of Heisler	Member W. Wise	Village of Galahad	Member R. Janscek	Town of Daysland	Member J. Ramsden	Village of Lougheed	Member R. Klatt	Village of Forestburg	Member G. Dammann	Town of Killam	Member D. Knipe	Village of Bawlf	Consultant K. Rommings	East Central Health Unit	J. Paterson	Landfill Manager	Secretary O. Likness	
Chairman J. Crawford	County of Flagstaff																								
Member E. Koehli	Town of Sedgewick																								
Member H. Badry	Village of Heisler																								
Member W. Wise	Village of Galahad																								
Member R. Janscek	Town of Daysland																								
Member J. Ramsden	Village of Lougheed																								
Member R. Klatt	Village of Forestburg																								
Member G. Dammann	Town of Killam																								
Member D. Knipe	Village of Bawlf																								
Consultant K. Rommings	East Central Health Unit																								
J. Paterson	Landfill Manager																								
Secretary O. Likness																									
	<p>Also in attendance were:</p> <table> <tr> <td>L. Jepson</td><td>Village of Heisler</td></tr> <tr> <td>B. Gibb</td><td>County of Flagstaff</td></tr> <tr> <td>H.C. Ness</td><td>County of Flagstaff</td></tr> <tr> <td>L. Piro</td><td>Village of Bawlf</td></tr> <tr> <td>D. Campbell</td><td>Town of Hardisty</td></tr> </table>	L. Jepson	Village of Heisler	B. Gibb	County of Flagstaff	H.C. Ness	County of Flagstaff	L. Piro	Village of Bawlf	D. Campbell	Town of Hardisty														
L. Jepson	Village of Heisler																								
B. Gibb	County of Flagstaff																								
H.C. Ness	County of Flagstaff																								
L. Piro	Village of Bawlf																								
D. Campbell	Town of Hardisty																								
ADOPTION OF MINUTES	<p>The minutes of the Authority meeting held May 9, 1983 were adopted as read on motion of R. Janscek.</p> <p style="text-align: right;">CARRIED.</p>																								
ACCEPTANCE OF COMMITTEE MINUTES	<p>J. Ramsden moved acceptance of the Operational Committee Minutes of June 6, July 11, August 9, 1983 as read.</p> <p style="text-align: right;">CARRIED.</p>																								
AMISK, CZAR, HUGHENDEN	<p>The request from the Village of Amisk, Hughenden and Czar for collection service on a contract basis until a system is developed in the M.D. of Provost, was discussed at length.</p> <p>One concern of the Authority members was whether we could handle the work without lessening the service to the member municipalities, with our present staff.</p> <p>E. Koehli moved that collection service be provided to the Village of Amisk, Hughenden and Czar on a contract basis for six months.</p> <p style="text-align: right;">MOTION LOST.</p>																								
TRANSFER SITES	<p>Discussion ensued on purchase of transfer sites by Alberta Environment and a long term leasing agreement with the Authority. Forestburg, Daysland and Sedgewick indicated that they would enter into a leasing agreement. The Secretary was instructed to contact the local M.L.A.'s to try to arrange a meeting with the Minister regarding this matter.</p>																								
HARDISTY	<p>A letter was received from the town of Hardisty requesting permission to dispose of their refuse in the Landfill until they are able to obtain a site.</p> <p>After discussion E. Koehli moved that the Town of Hardisty be permitted to dispose of their refuse at the Landfill on a temporary basis for four months at \$125.00 per week. The situation to be reviewed at the end of this period.</p> <p style="text-align: right;">CARRIED.</p>																								
FINANCIAL REPORT	<p>The Secretary gave a brief financial report to the end of July 1983, which was accepted on motion of W. Wise.</p> <p style="text-align: right;">CARRIED.</p>																								
OPERATION REPORTS	<p>The Secretary was instructed to send a letter to Sedgewick Tire and Radiator requesting that tires not be put in the transfer station container.</p> <p>Landfill Manager and the Secretary reported on the operation of the various functions of the system.</p>																								
G.R.C.D.A.	<p>The Secretary reported on the Governmental Refuse Collection and Disposal Association Conference in Winnipeg which he attended. The topics discussed</p>																								

covered many problem areas, and were well presented with ample time for question period.

HEALTH  
INSPECTOR

Mr. K. Romming, Health Inspector, reported on this inspection of the transfer stations. Some of them need to be cleaned and the grass cut. He stressed that if the sites are kept clean the public are more likely to co-operate. He asked for written reports of problems with the Collection System so he may investigate the problems. Copies of his inspection reports were left with the Secretary.

Various other topics were discussed briefly.

ADJOURNMENT

J. Ramsden moved adjournment at 10:30 p.m.

CARRIED.

*J.R. Crawford*.....  
Chairman.  
*Quill M. Lickness*.....  
Secretary.



**TRANSFER SITE LEASE AGREEMENT**

This agreement, made this 28 day of April, 2002, between

**The Town of Sedgewick**  
(hereinafter referred to as the "Lessor")

and

**Flagstaff Regional Solid Waste Management Association**  
(hereinafter referred to as the "Lessee")

The Lessor does hereby grant a lease of the Transfer Site Subdivision located at

**NE 9-44-12-W4, Blk B, Plan 4763 A.J.**

to the Lessee for a nominal sum of

**\$1 per annum.**

The term of this lease shall begin January 1, 2003 and shall continue so long as the Lessor is a member of Flagstaff Regional Waste Management Association, or until this lease is cancelled or altered by a new mutual agreement between the Lessor and the Lessee.

It is further agreed that the Lessee will use the aforementioned property for such purposes and actions as are approved by the Board of Flagstaff Regional Waste Management Association, and meet statutory and regulatory requirements of all levels of government having jurisdiction.

It is further agreed that the Lessee will be responsible for operation of the transfer site including management, supervision, burning of wastes, waste sorting, storage of wastes, site access, security, and insurance coverage. The Lessor will have access to the site, being responsible for security and supervision, following all guidelines set out by the Lessee.

It is further agreed that the Lessor will be responsible for the machine-accessible mowing of the grass and compaction of the burn piles as necessary. The Lessee will be responsible for those areas requiring hand mowing.

It is further agreed that the responsibility for site reclamation to meet regulatory requirements at the end of the lease will be the responsibility of the Lessee, unless mutually agreed to otherwise with the Lessor.

IN WITNESS WHEREOF, the parties hereto sign their names.

Lessor: David Wyli      Rogers      Witness Lessor

Lessee: Charlotte Curtis      Jeanne Lohr      Witness Lessee

### 3) MEMORANDUM OF UNDERSTANDING

Between:

Town of Sedgewick (party of the first part)

And

Flagstaff Waste (party of the second part)

On September 8, 2017, representative of Town of Sedgewick (Fedyk & Johnson) met with representatives of Flagstaff Waste (Hampshire and Dahl) to review all matters related to the orderly decommissioning of the Sedgewick Transfer Site from the Regional Services provided by Flagstaff Waste.

Several matters were discussed with the following outcomes:

- Town of Sedgewick will push burn materials into the burn pit and Flagstaff Waste will conduct a final burn of materials in the pit. Flagstaff Waste will clean all ash and non-burnable material from the burn pit and haul to landfill for final disposal.
- Town of Sedgewick intends to continue using the burn pit for collection of branches and deadfall from around town and to burn these materials occasionally.
- The existing loading ramp will remain intact with cement blocks and the fill in the ramp becoming the property of Town of Sedgewick to use as they see fit in future.
- Flagstaff Waste will remove all signage on the site except for the 'Site Permanently Closed' sign on the front gate.
- All refrigeration appliances, other 'white' goods, wire, consumer electronics, tires and other materials will be removed and processed by Flagstaff Waste.
- Flagstaff Waste will remove the attendant's shack and the wood stove.
- The perimeter fence and gate will not be modified. Flagstaff will continue to store 8 yd. 'Burro' bins on this site for waste collected during normal curbside pickup in Sedgewick. Standard Flagstaff Waste locks will remain on the gate to the site.
- All other bins and storage containers will be removed by Flagstaff Waste.
- Any upgrades and/or maintenance of roads, ditches, hay land, etc. will become the responsibility of Town of Sedgewick.
- Sedgewick Transfer Station is currently located on land owned by Town of Sedgewick. Therefore, no land transfers or other agreements will be required.

**Timing:** The work noted above can begin immediately following the signing of this agreement. While much of the work is weather dependent, it is anticipated it will be substantially completed as soon as possible, but before December 31, 2017. If an extension is required for any reason, it will be arranged through written agreement.

**Costs:** Each party shall be responsible for all costs as indicated on the list above.

**Completion:** When the work is substantially completed, a representative of each party will meet on site and ensure all works listed above are completed to the satisfaction of both parties. If such conditions are satisfied, Part B of this agreement will be executed.

~~~~~  
**Part A: Agreement**

Signed this \_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Per Town of Sedgewick

\_\_\_\_\_  
per Flagstaff Waste

~~~~~  
**Part B: Completion**

By signing below, representatives of both parties hereby agree that a final inspection was completed and both parties further agree that the work is substantially completed and all obligations listed in the above agreement have been met.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Per Town of Sedgewick

\_\_\_\_\_  
per Flagstaff Waste

## COMMERCIAL INSPECTION OF RECREATION CENTRE

### EXECUTIVE SUMMARY

---

At the Council Meeting on July 27<sup>th</sup>, 2017, Council directed administration to investigate the cost and scope of engaging a contractor to perform a formal building inspection of the recreation centre.

### BACKGROUND

---

Administration spoke to recreation professionals including the Alberta Associate of Recreation and Facilities Personnel (AARFP) to determine the best practice of inspecting a recreational facility. It was suggested that the best method is to hire an engineering firm with access to structural, mechanical, and electrical engineers.

A quote was requested from five engineering firms with the firms being provided a basic layout and square footage of the facility.

Three firms have provided a quote. Quotes ranged from \$10,500 to \$34,465. Basic services include a visual inspection, building code review and summary report to include all identified deficiencies and a prioritized list of repairs.

### BUDGET IMPLICATIONS

---

Unbudgeted expense of at least \$10,500 in 2017.

### ALTERNATIVES

---

1. Council may approve a budget of \$\_\_\_\_\_ for the purpose of conducting a commercial building inspection of the recreation centre with funds to come out of recreation reserves.
2. Council may accept the quoted amount for an inspection of the recreation centre as information to be considered in the 2018 budget.

### RECOMMENDATION

---

1. Council may accept the quoted amount for an inspection of the recreation centre as information to be considered in the 2018 budget.

### ATTACHMENTS

---

1. Proposal 1
2. Proposal 2

Town of Sedgewick  
Box 129  
Sedgewick, AB.  
T0B 4C0

August 09, 2017

Attention:     **Jim Fedyk**  
                  **CAO**

Dear Jim:

**Re:     Sedgewick Rec Centre Building Assessment – Architectural, Mechanical, Electrical, and Structural, Engineering Fee Proposal**

We are pleased to provide our proposal for our engineering services for the above noted project. We understand that the projects consist of an assessment of the Recreation Facility located in the Town of Sedgewick. This assessment will include a site inspection by our building team that will be completed on all accessible items. Review of visually unavailable items and inaccessible items will be based on available drawings and information from the Town. All data to be entered into an [REDACTED] developed inspection template. [REDACTED] will identify the critical items to be addressed on a Rating Matrix Scale, and input into a 10-Year Capital Plan, for all major asset maintenance, repairs and renewals that should be made in the facility. A general code review will also be completed, identifying any items that are not meeting current building codes.

Based on the above, we offer the following fixed fee:

**1.     Assessment and Report:**

- Project to be completed from our [REDACTED] Office.
- Attend one start-up meeting via conference call.
- Review all existing documents and material related to the project for full understanding of existing building systems and components.
- Perform one site inspection per discipline.
- Prepare a draft (99%) and final report.
- Provide photographs to document findings and existing conditions.

**TOTAL FIXED FEE.....\$10,500.00**

The following items are **not** included in the above fixed fee:

- GST will be added to all invoices.
- LEED, Commissioning or Energy modeling.
- Any project scope creep or additional site inspections beyond that noted above will be invoiced separately at the hourly rates and disbursement costs indicated on the attached or to an agreed upon fixed fee once the additional scope is fully understood.

August 22, 2017  
File: prp\_2017.304

Mr. Jim Fedyk, CAO  
Town of Sedgewick  
Box 129  
Sedgewick, AB T0B 4C0

**Re: RECREATION CENTRE  
CONDITION ASSESSMENT  
ENGINEERING SERVICES PROPOSAL**

Dear Jim:

████████████████████ is pleased to provide the Town of Sedgewick (the Town) with a proposal for professional consultant services to complete a condition assessment of the Recreation Centre.

## **1 BACKGROUND**

The 52,770 ft<sup>2</sup> Recreation Centre was constructed in 1992 after the previous recreation facility was destroyed by fire. The building contains an ice rink that seats 600, a four-sheet curling rink, a 200-person curling lounge, a four-lane bowling alley, concession, five dressing rooms, washrooms, some meeting rooms and storage areas. It is understood that the HVAC system was upgraded recently which involved some improvements to the concession kitchen equipment. The ice plant is not included in the scope of the assessment.

## **2 METHODOLOGY**

Our scope of services will include the following:

- Performance of a visual review of the electrical, building mechanical, structural and architectural components of the facility; and
- Preparation of a report that summarizes the observations made during the visual assessment. The report will include prioritized items requiring repair or replacement and estimates of probable costs.

## **3 REVIEW AND CONDITION ASSESSMENT**

██████████ will coordinate with the Town to ensure that the review is completed during normal business hours and when there are no major events happening inside the facility. It is assumed that ██████████ will be given full access to the facility during the review period. Our team will be on site for six hours.

As part of the review we will:

1. Review the structure inside the building and the sidewalks outside of the building;
2. Evaluate the condition of the electrical systems and components;

August 22, 2017  
Mr. Jim Fedyk, CAO  
Town of Sedgewick  
- 2 -

3. Evaluate the condition of the building mechanical systems and components;
4. Review the condition of the building envelope, windows and doors, and architectural finishes;
5. Provide comments and observations regarding Alberta Building Code conformance of the observed building components;
6. Talk to staff who occupy the building and note repair or maintenance concerns; and
7. Take photographs for identification purposes.

#### **4 SUMMARY REPORT**

Upon completion of the review and assessment, a summary report will be completed. The report will include:

1. Description of the review process and summary of findings;
2. Identification of the existing condition and deficiencies that affect the building performance and maintenance;
3. Provision of recommendations and/or requirements for additional investigation or studies;
4. Digital photographs detailing assets and any applicable deficiencies;
5. Prioritized list of required repairs or replacements; and
6. Estimate of probable costs for the repairs or replacements.

A draft report will be prepared and submitted for review by the Town. We will incorporate comments and provide a finalized report within two weeks of receiving review comments. The report will be sealed by the professionals involved in the review.

#### **6 FEES**

Based on the above scope of work, [REDACTED] will carry out this assignment for a fixed fee of \$24,700, including labour and disbursements incurred in the delivery of these services. Estimated fees do not include applicable taxes. Invoices will be submitted monthly and are due upon receipt. Interest of 1.5% per month may be charged on accounts in arrears over 30 days.

September 20, 2017  
File: 144299000

**Attention: Jim Fedyk, Chief Administrative Officer**  
Town of Sedgewick  
Box 129, Sedgewick, AB T0B 4C0

Dear Jim,

**Reference: Fee Proposal for Recreational Condition Assessment Report**

Further to our recent discussions, we write to propose services and fees for the conditions assessment report as requested.

## **PROJECT UNDERSTANDING**

We understand that the Town of Sedgewick has a recreational facility, run by a volunteer board, built in 1992 (after the fire) except for the curling lounge and curling rink foundation. The amenities within the facility are comprised of the following:

- Arena – Seating capacity approximately 600;
- Curling – Serving four (4) sheets of play;
- Bowling – Serving four (4) lanes of play;
- Concession;
- Library;
- And a second floor that includes the curling lounge with a seating capacity of approximately 200 accompanied by an amount of ancillary rooms for storage, utilities etc.

It is further understood that the Town requires a report for the capital plan that will reference:

- Full Architecture and Engineering assessment;
- Building code assessment;
- Costing report for lifecycle of the facility including on-going maintenance.

We have excluded the ice plant from our scope as our understanding is that the Town has an agreement with a Sub-trade for on-going maintenance and excluded an environmental assessment to determine and verify any potential/suspected hazards (this can be provided at an additional cost if required). We have also assumed that the Town does not anticipate any re-purposing of the facility unless there is a business case recommendation.



**Reference: Fee Proposal for Recreation Condition Assessment Report**

## **PROPOSED SERVICES**

The report will provide an assessment of the condition of the building envelope, all mechanical equipment, structural, electrical, plumbing and HVAC infrastructure. We have included the following expertise:

- Architecture
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering

## **STAGE 1 – SITE REVIEW**

With the understanding that there are limited documentation to review, the consultancy team will base the report on the following:

- On-site Facility Condition Assessment that will focus on the entire building's structure, mechanical and electrical systems (supporting structures, roof, flooring, finishes, windows, concrete arena pad, arena boards and glass, electrical, HVAC system, interior and exterior lights, and accessibility throughout the facility. Life Safety and Energy Code review will be performed to determine the necessary modifications to bring the building to current code standards (Alberta Building Code).
- The Facility Condition Assessments will focus on the following elements:
  - Supporting structures
  - Roof
  - Flooring
  - Interior finishes
  - Exterior finishes
  - Windows & Doors
  - Concrete arena pad
  - Concrete floors
  - Arena boards and glass
  - Lighting & Electrical
  - HVAC system
  - Plumbing
  - Accessibility
  - Life Safety
  - Energy Code Assessment
  - Discussion from the Town representatives, maintenance team and end-users.
  - Photograph and document site conditions as they are reviewed and presented.

**[REDACTED]**

September 20, 2017

Jim Fedyk, Chief Administrative Officer

Page 3 of 3

**Reference: Fee Proposal for Recreation Condition Assessment Report**

**STAGE 2 – CONDITION REPORT**

Once our team has completed the assessment our final report will be prepared. The report will contain an executive summary, overview of methodology, asset inventory, deficiency priorities categorization and photographs taken during the assessment.

**PROPOSED FEES**

STAGE 1 & STAGE 2:	\$33,995.00
Travel Expenses:	\$ 470.00

<b>TOTAL FEES:</b>	<b>\$34,465.00 (+GST)</b>
--------------------	---------------------------

We trust that the above meets with your approval but please contact us should you require any further information or clarification. Should you wish to proceed, please sign the attached professional services agreement.

## **RESIDENT LOT FLOODING**

### **EXECUTIVE SUMMARY**

---

On August 22<sup>nd</sup>, 2017, an email addressed to Town Council was received from resident I. Strachan who resides at 4814 49<sup>th</sup> Street. In the email, a complaint is made regarding flooding issues on the property that are occurring each spring.

### **BACKGROUND**

---

Mr. Strachan states in the email that he has had to purchase a pump and spend hours pumping water out of his backyard in each of the last three springs. He also states that flooding is an issue with the house across the street from his property. The resident is requesting that the Town provide a fix or solution to the problem as he is concerned with the potential of his basement flooding.

After viewing the lot, administration noted that the lot is lower than the surrounding Town and public property.

The Public Works department has identified 3 actions that they can take in an attempt to mitigate the issue.

1. The Public Works compound is adjacent to the resident's lot. Although current practice is already to remove the snow from the lot, the Public Works foreman has noted that they will attempt to do a more thorough job of snow removal keeping this issue in mind.
2. The Public Works department piles a small amount of snow behind the Public Works shop which is across the alley and down from the property. They will cease piling snow in this location.
3. A cache basin at the end of the alley regularly freezes up not allowing water to drain properly. Public Works can install a pipe into the basin that would prevent freeze up.

Although there are some actions that the Public Works department can take in an attempt to reduce melt water in the area, the lot is still quite low relative to the surrounding city or public property. It is of administration's opinion that flooding may continue to be a problem for the resident until the landscaping issue is addressed by the resident.

### **BUDGET IMPLICATIONS**

---

None

### **ALTERNATIVES**

---

1. Council may direct administration to respond to I. Strachan identifying the solutions that will be undertaken by Public Works this winter, noting that further issues with flooding will be the responsibility of the lot owner through landscaping and drainage solutions.
2. Council may receive the email from I. Strachan as information.

### **RECOMMENDATION**

---

1. That Council direct administration to respond to I. Strachan identifying the solutions that will be undertaken by Public Works this winter, noting that further issues with flooding will be the responsibility of the lot owner through landscaping and drainage solutions.



TOWN OF  
**SEDGEWICK**

## **REQUEST FOR DECISION**

SEPTEMBER 21ST, 2017  
RESIDENT LOT FLOODING

### **ATTACHMENTS**

---

1. August 22<sup>nd</sup> email from I. Strachan
2. Two photos of the lot during flooding
3. Aerial view

## CAO Town of Sedgewick

---

**To:** officemain@sedgewick.ca  
**Subject:** RE: Groundwater runoff flooding.

**From:** Ian Strachan [mailto: ]  
**Sent:** August-22-17 1:55 PM  
**To:** officemain@sedgewick.ca  
**Subject:** Groundwater runoff flooding.

To Town council,

This letter is being sent to address the runoff from town property onto my lot 4814 49st for the last three years. Would like the town to look at something that would not only fix the problem for my house but others as well as the house across the street has had flooding issues as least as long as I have. I have had to buy a pump and spend hours pumping out the water for the last three springs. Thankfully I have been able to pump water out before it has completely flooded my basement. Attached are photos of the yard and a video of the water runoff.

Sent from Ian Strachan











United Church

Iron Creek Gas Co-op

Sedgewick RV Park

Mizane Steak & Pizza

4814 49th Street

Co-op Home & Agro Centre

Sedgewick Pharmacy

Public Works Compound

Water Flow

Glamour Salon

Sedgewick Post

small pile of snow

op Food Store

Battle River Credit U

Town Of Sedg

Conrad's Video & Bicycle Doctor

Wooden Spoon Cafe & Cake Shop

Cache basin

Sedgewick Community Hall

Sedgewick Motel & Burger Bar

Google



## 2017 RFC PHASE II FUNDING

### EXECUTIVE SUMMARY

---

The Recreation Funding Committee held their Phase II meeting on September 18<sup>th</sup>, 2017 and have made recommendations for funding to Council.

### BACKGROUND

---

The RFC received requests for \$44,287.50 in funding for Phase II. The committee has \$51,026 remaining in 2017 to distribute. From this, the RFC has made a recommendation to Council to transfer \$27,500 to the Rec Centre reserves prior to expending funding to other organizations. This leaves the committee with \$23,526 for Phase II.

Applications in Phase II are as follows:

Organization	Requested	Type
Minor Ball	\$ 15,000.00	Capital
Battle River Minor Hockey	\$ 3,537.50	Capital
Lake Park	\$ 5,000.00	Capital
Community Hall	\$ 10,750.00	Operating
CHSPS	\$ 5,000.00	Operating
Battle River Football	\$ 5,000.00	Operating

The RFC has made the following recommendations to Council:

Approve Sedgewick Minor Ball's application for their baseball diamond renovation in the amount of \$13,526.

Approve Battle River Minor Hockey's application for ice dividers in the amount of \$2500.

Approve CHSPS's application for swimming lessons in the amount of \$2500.

Approve Sedgewick Lake Park's application for the spray park in the amount of \$5,000.

The total amount allocated above is \$23,526.

### BUDGET IMPLICATIONS

---

None

**ALTERNATIVES**

---

1. Council may approve the recommendations of the RFC with funds being distributed as follows:

Sedgewick Minor Ball \$13,526  
Battle River Minor Hockey \$2500  
CHSPS \$2500  
Sedgewick Lake Park \$5000

And further approve the RFC's recommendation to transfer \$27,500 of funding to the Rec Centre.

2. Council may decline some or all of the recommendations of the RFC.

**RECOMMENDATION**

---

1. That Council approve the recommendations of the RFC and funds be distributed as follows:

Sedgewick Minor Ball \$13,526  
Battle River Minor Hockey \$2500  
CHSPS \$2500  
Sedgewick Lake Park \$5000

And further approves the RFC's recommendation to transfer \$27,500 of funding to the Rec Centre.

**ATTACHMENTS**

---

1. Minutes\_RFC Sept 18, 2017 (Unapproved)

A Recreation Funding Committee (RFC) meeting was held in the Sedgewick Council Chambers in Sedgewick, Alberta on Monday, September 18<sup>th</sup>, 2017.

<b>Present</b>	Andrew Hampshire	Chairman
	Pam Kotylak	Director
	Travis Smith	Director
	Barb McConnell	Director
	Aleska Johnson	Director
	Kari Sanders	Director
	Greg Sparrow	Town Council Rep.

<b>Present</b>	Jim Fedyk	CAO
----------------	-----------	-----

**Call to Order** A. Hampshire called the meeting to order at 6:05 PM.

**Agenda** The RFC reviewed the agenda.

**RFC2017.15** MOTION by G. Sparrow to approve the agenda as presented. CARRIED.

**Minutes** The RFC reviewed the minutes of the May 17<sup>th</sup>, 2016 meeting.

**RFC2017.16** MOTION by K. Sanders that the minutes of the May 17<sup>th</sup>, 2016 meeting be approved as presented. CARRIED.

**Financials** The RFC reviewed the Financial Statements for the months ending May 31st, 2017 to July 31st, 2017. It was noted that \$15,000 had yet to be transferred to Rec Centre capital reserves (RFC2017.13).

**RFC2017.17** MOTION by A. Johnson that the Financial Statements for the months ending May 31st, 2017 to July 31st, 2017 be approved as presented. CARRIED.

**Old Business**

**Rec Centre Transfer** The RFC discussed transferring additional funds from the RFC account to the Rec Centre.

**RFC2017.17** MOTION by A. Johnson to transfer \$27,500 to the Recreation Centre account. CARRIED.

**New Business:** The RFC reviewed a preliminary assessment review for Phase II.

**Applications** Sedgewick Minor Ball submitted an application for baseball diamond renovation requesting \$15,000 in funding.

Battle River Minor Hockey submitted an application for ice dividers requesting \$3,537.50 in funding.

The CHSPS submitted an application for swimming lessons, requesting \$5,000 in funding.

Sedgewick Lake Park submitted an application for the spray park, requesting \$5,000 in funding.

The Community Hall Association submitted an application for a 2017/18 operating grant, requesting \$10,750 in funding.

Battle River Football Association submitted an application for user fees, requesting \$5,000 in funding.

It was noted that the Battle River Football Association did not have enough players to form a team this year and is defunct.

**RFC2017.18** MOTION by G. Sparrow that the RFC recommend approval of the Sedgewick Minor Ball's application for their baseball diamond renovation to Town Council in the amount of \$13,526. CARRIED.

**RFC2017.19** MOTION by K. Sanders that the RFC recommend approval of the Battle River Minor Hockey's application for ice dividers to Town Council in the amount of \$2500. CARRIED.

- RFC2017.20

MOTION by B. McConnell that the RFC recommend approval of the CHSPS’s application for swimming lessons to Town Council in the amount of \$2500.

CARRIED.
- RFC2017.21

MOTION by P. Kotylak that the RFC recommend approval of Sedgewick Lake Park’s application for the spray park to Town Council in the amount of \$5,000.

CARRIED.
- Signing Authority  
RFC2017.22

MOTION by T. Smith that the RFC approve CAO Jim Fedyk as a signing authority for the Recreation Funding Committee and remove Thelma Rogers from the signing authority.

CARRIED.
- Adjournment:  
RFC2017.23

MOTION by A. Hampshire for adjournment at 7:01 PM.

CARRIED.

\_\_\_\_\_  
Andrew Hampshire, Chairman

\_\_\_\_\_  
Jim Fedyk, CAO

## REGIONAL SAFETY SYSTEM GRANT

### EXECUTIVE SUMMARY

---

In May 2017, Council approved the Town of Sedgewick participating in a Health and Safety Management Plan contract with SDI group through the Flagstaff Intermunicipal Partnership (FIP). The group would like Council to approve a letter of support for a grant application to Alberta Labour to go towards this project.

### BACKGROUND

---

After issuing an RFP, FIP received a single proposal from SDI Group to develop a regional safety program for the towns of Sedgewick, Killam and Hardisty and villages of Forestburg and Heisler. The villages of Alliance and Lougheed have subsequently shown interest. Flagstaff County and the Town of Daysland currently have their own systems and will not participate.

At the October 2016 Regular Council meeting the following motion (2016.10.241) was approved by Council:

*MOTION by Cllr. G. Imlah that council supports Flagstaff Intermunicipal Partnership's initiative to participate in a Safety Program Needs Assessment with other participating municipalities as prepared by SDI Group at a cost of approximately \$860.00 per participating municipality.*

At the May, 2017 Regular Council meeting the following motion (2017.06.86) was approved by Council:

*MOTION by Cllr. G. Sparrow that Council endorses a motion that the Town of Sedgewick, through the Flagstaff Intermunicipal Partnership, will participate in the Health & Safety Management Plan contract with SDI Group.*

At a Regional CAO Meeting regarding the Regional Safety Program held on September 20<sup>th</sup>, 2017. The final amount of engaging the services of SDI Group is estimated at approximately \$20,000 depending on site specific requirements. The cost per municipality is expected to range between \$2000 and \$4000.

FIP will be applying to an Occupational Health and Safety Innovation and Engagement grant with the hope of funding some or all of the cost of developing the system and is requesting a letter of support from Council.

### BUDGET IMPLICATIONS

---

Between \$2000 and \$4000 in 2018 without grant  
Potential no cost if grant successful

### ALTERNATIVES

---

1. Council may approve developing a letter of support for a \$20,000 grant application to Alberta Labour to Build and Implement a Regional Health and Safety Plan.
2. Council may accept FIP's request as information.

### RECOMMENDATION

---



TOWN OF  
**SEDGEWICK**

## **REQUEST FOR DECISION**

SEPT 21<sup>ST</sup>, 2017

REGIONAL SAFETY SYSTEM GRANT

1. That Council approve developing a letter of support for FIP for a \$20,000 grant application to Alberta Labour to Build and Implement a Regional Health and Safety Plan.

### **ATTACHMENTS**

---

1. None

## **SOUTH ENTRANCE SIGN MODIFICATION**

### **EXECUTIVE SUMMARY**

---

At the August 24<sup>th</sup>, 2017 Council meeting, administration was asked to research the cost of attaching the Lions event sign to the new south entrance Town of Sedgewick sign. Council also expressed interest in considering an electronic messaging sign to be attached to the south entrance sign rather than the event sign that features individual changeable letters and numbers.

### **BACKGROUND**

---

Administration received a quote on using angle iron mild steel or aluminum to frame and suspend the Lions' event sign below the new south entrance sign. The steel would be painted flat black to blend with the current sign. Cost of materials and labour is estimated at under \$2500 with aluminum being slightly more expensive.

The distance between the two timber posts that hold the Town sign is approximately 18 feet. The Lions event sign is 10 feet long and 2 feet high.

The Lions event sign is currently being stored at the Public Works shop. PW staff has recommended that the plexi-glass on the sign be changed out as it is old and weathered. Expected cost of new plexi-glass would be a few hundred dollars.

Some considerations include:

- Would the older event sign be complementary to the more contemporary Town of Sedgewick sign?
- Is there a group or individuals that would commit to keeping the sign current?
- Would the height of the event sign (approx. 6 feet) make it too difficult for the sign to be changed regularly?

In regards to the electronic sign option, Alberta Transportation does not permit the use of electronic message signs within the development control zone of rural provincial highways. Electronic message signs featuring a continuous loop or animated images are strictly prohibited along provincial highways. For community welcome signs, an electronic changeable copy sign may be permitted provided it does not exceed 15% of the overall sign size. This would not be practical as an event sign however.

It would be possible to install an electronic message sign within corporate Town limits, however, as in this case it would be subject to municipal approval. This could be further explored by administration if Council so wishes.

### **BUDGET IMPLICATIONS**

---

Under \$3000

There is sufficient room in the Economic Development Goods and Services item line to fund this project in 2017.



TOWN OF  
**SEDGEWICK**

## **REQUEST FOR DECISION**

SEPTEMBER 21ST, 2017  
SOUTH ENTRANCE SIGN MODIFICATION

### **ALTERNATIVES**

---

1. Council may direct administration to enter into an agreement with a contractor to suspend the Lions event sign below the new Town of Sedgewick south entrance sign with funds coming from GL #263510.
2. Council may accept the estimate for suspending the Lions event sign below the new Town of Sedgewick south entrance sign as information.

### **RECOMMENDATION**

---

1. That Council accept the estimate for suspending the Lions event sign below the new Town of Sedgewick south entrance sign as information.

### **ATTACHMENTS**

---

1. none



**Letters:**

**Flagstaff/Beaver Early Childhood Coalition-** Letter of request to support a regional-wide project to fund the Adventure Bus to tour four Flagstaff communities (Daysland, Hardisty, Sedgewick & Alliance) in October 2018 at a total cost of \$3,500. RSVP requested by December 30, 2017.

**Minutes:**

Sedgewick Public Library

Sept.12, 2017 Meeting

**Brochures/Newsletters:**

TransCanada – Emergency Response Agency Awareness Campaign

**Magazines:**

Quatrefoil

Autumn 2017