



TOWN OF SEDGEWICK

Agenda

Regular Meeting of Council

Thursday, February 15th, 2018

Town of Sedgewick Council Chambers

6:00pm

1. Call to Order

2. Adoption of Agenda

3. Minutes Regular Meeting ([January 18th, 2018](#))

4. Financials

- 4.1 [Financial Statement – as of July 31st, 2017](#)
- 4.2 [Financial Statement – as of August 31st, 2017](#)
- 4.3 [Financial Statement – as of September 30th, 2017](#)
- 4.4 [Financial Statement – as of October 31st, 2017](#)
- 4.5 [Financial Statement – as of November 30th, 2017](#)
- 4.6 [Financial Statement – as of December 31st, 2017](#)

5. Old Business

- 5.1 [Bylaw 537/18 – Town of Sedgewick Boulevard Bylaw](#)

6. New Business

- 6.1 [Policy 18-03 – The Community BBQ Policy](#)
- 6.2 [Subdivision Cost Estimate](#)
- 6.3 [Spruce Drive Dust Suppressant](#)
- 6.4 [Date of March Council Meeting](#)

7. Reports

7.1 Committee Reports

Mayor P. Robinson

- FFCS – Minutes from February 14th, 2018

Councillor G. Imlah

- Nothing to report

Councillor S. Levy

- FRSWMA – [Minutes from January 22nd, 2018](#)

Councillor T. Schmutz

- Citizen's Advisory Committee – [Notes from January 23rd, 2018](#)

Councillor G. Sparrow

- Sedgewick Rec Center Board – [Minutes from January, 2018](#)

7.2 Staff Departmental Reports

Public Works Report – [For the period ending February 15th, 2018](#)

7.3 Chief Administrative Officer Report

CAO Report – [For the period ending February 15th, 2018](#)

8. Correspondence

1. Sedgewick Community Hall Board – [Minutes from January 22nd, 2018](#)
2. Sedgewick Lake Park Association – [2018 Budget](#)
3. Alberta Municipal Affairs – [Acceptance of 2017 Operating Spending Plan](#)
4. AUMA – [Police Funding Letter Writing Campaign](#)
5. Flagstaff Community Adult Learning – [Flagstaff Welcoming Community Project](#)
6. Farm Safety Centre – [2018 Contribution Request](#)

9. In-Camera

10. Round Table/Question Period

11. Adjournment



TOWN OF SEDGEWICK

Minutes

Regular Meeting of Council

January 18th, 2018

Town of Sedgewick Town Office

6:00pm

Council Present	Also Present
Mayor Perry Robinson Councillor Grant Imlah Councillor Stephen Levy Councillor Tim Schmutz Councillor Greg Sparrow	Jim Fedyk CAO Colleen McArthur Sedgewick Rec Centre Shaunet Petiot Sedgewick Rec Centre

1. Call to Order – 6:00 pm

2. Agenda

2018-01-01	MOTION by Clr. Imlah		CARRIED
That the agenda be approved as presented.			

3. Public Hearings

3.1 LUB Application #17-01 – Rezoning of Plan 8221051; Block 31; Lot 5
Mayor Robinson declared the Public Hearing open at 6:01pm. Mayor Robinson confirmed that there were no individuals present to speak to the application. CAO Fedyk confirmed that the Public Hearing had been advertised in accordance with applicable legislation. Mayor Robinson declared the Public Hearing closed at 6:02pm.

4. Delegations

4.1 Sedgewick Rec Centre – Connie McArthur and Shaunet Petiot
Connie McArthur and Shaunet Petiot entered the meeting at 6:03pm. Connie McArthur and Shaunet Petiot exited the meeting at 6:20pm.

5. Minutes

2018-01-02	MOTION by Mayor Robinson		CARRIED
That the Regular Meeting Minutes from December 21 st , 2017 be approved as presented.			

6. Old Business

6.1 Land Use Bylaw Application #17-01			
2018-01-03	MOTION by Clr. Levy		CARRIED
That Council give second reading to Bylaw No. 534, an Amendment to Land Use Bylaw #461.			
2018-01-04	MOTION by Clr. Schmutz		CARRIED
That Council give third and final reading to Bylaw No. 534, an Amendment to Land Use Bylaw #461.			
6.2 Electronic Messaging Sign			
2018-01-05	MOTION by Mayor Robinson		CARRIED
That Council approve the reallocation of \$60,000 from reserve #49741992 to an LED Sign Reserve and add the purchase and installation of an electronic messaging sign to the 2018 capital budget.			



TOWN OF SEDGEWICK

Minutes

Regular Meeting of Council

January 18th, 2018

Town of Sedgewick Town Office

6:00pm

7. New Business

7.1 Development Permit Application #2017-13

2018-01-06	MOTION by Mayor Robinson		CARRIED
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That Council approve Development Permit #2017-13 with the construction to adhere to requirements set out in the Land Use Bylaw under the category of Light Industrial Business District.

7.2 2018 Strategic Plan

2018-01-07	MOTION by Clr. Sparrow		CARRIED
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That Council approve the 2018 Strategic Plan, as presented.

7.3 Recreation Centre Naming Rights

2018-01-08	MOTION by Clr. Sparrow		CARRIED
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That Council approve issuing a Request for Proposal, as presented, for the naming rights of the Sedgewick Recreation Centre.

7.4 Bylaw 537/18 – Town of Sedgewick Boulevard Bylaw

2018-01-09	MOTION by Clr. Schmutz		CARRIED
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That Council give first reading to Bylaw 537/18, The Town of Sedgewick Boulevard Bylaw.

7.5 Appointment of Fire Chief

2018-01-10	MOTION by Mayor Robinson		CARRIED
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That Council approve the appointment of Tyson Armitage as Fire Chief of the Sedgewick Fire Department effective January 1st, 2018.

7.6 Reserve Allocation

2018-01-11	MOTION by Clr. Imlah		CARRIED
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That Council approve the reallocation of reserve funds and closing of reserve accounts with a resulting zero balance as follows:

Transfer \$3669.03 from GL# 49772990 to GL#49700992

Transfer \$1200.00 from GL# 49712902 to GL# 49700900

Transfer \$2000.00 from GL# 49751901 to GL# 49700900

7.7 Council Conference Table

2018-01-12	MOTION by Clr. Levy		CARRIED
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That Council approve the revised design of the Council Chambers conference table, as discussed.

7.8 Flagstaff Intermunicipal Partnership – 2018 Budget

2018-01-13	MOTION by Mayor Robinson		CARRIED
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That Council approve the 2018 FIP budget with a requisition from the Town of Sedgewick for \$7,581.76.

8. Reports

8.1 Committee Reports

Clr. Schmutz departed the meeting at 8:10pm.

Clr. Schmutz returned to the meeting at 8:12pm.



TOWN OF SEDGEWICK

Minutes

Regular Meeting of Council

January 18th, 2018

Town of Sedgewick Town Office

6:00pm

2018-01-14	MOTION by Clr. Sparrow		CARRIED
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That the Committee Reports be accepted as information.

8.2 Staff Departmental Reports

2018-01-15	MOTION by Clr. Imlah		CARRIED
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That the Public Works Report be accepted as information.

8.3 CAO Report

2018-01-16	MOTION by Clr. Schmutz		CARRIED
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That the CAO Report be accepted as information.

9. Correspondence

9.1 Alberta Municipal Affairs

9.2 Alberta Infrastructure

9.3 Nazarene Church

2018-01-17	MOTION by Mayor Robinson		CARRIED
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That Council direct administration to draft and send a letter to the Nazarene Church offering thanks and support for the project of building a gazebo and suggest the location where the trail forks south of the ball diamonds.

2018-01-18	MOTION by Mayor Robinson		CARRIED
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That the correspondence items be accepted as information.

10. Round Table/Question Period

None

11. Adjournment

2018-01-19	MOTION by Clr.		CARRIED
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That the meeting be adjourned at 8:47 pm.

Perry Robinson, Mayor

Jim Fedyk, CAO

Town of Sedgewick Monthly Statement

Month Ending July 31, 2017

As Per Books							
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Previous Month Balance	2,728,921.46	3,656.23	142,448.54	67,434.49	965,360.80	167,446.39	100,973.12
Receipts for Month	768,895.57						
Outstanding Receipts	2,073.48						
Interest Received	2,108.90	2.65	103.23	48.87	699.56	121.34	73.17
Subtotal	3,501,999.41	3,658.88	142,551.77	67,483.36	966,060.36	167,567.73	101,046.29
Less Disbursements	259,249.93						
Penny Outages	0.04						
Month End Balance	3,242,749.44	3,658.88	142,551.77	67,483.36	966,060.36	167,567.73	101,046.29

As Per Bank							
Month End Balance	3,265,962.82	3,658.88	142,551.77	67,483.36	966,060.36	167,567.73	101,046.29
Cash in Transit	158.35						
Subtotal	3,266,121.17	3,658.88	142,551.77	67,483.36	966,060.36	167,567.73	101,046.29
Less Outstanding Cheques	23,371.73						
Month End Balance	3,242,749.44	3,658.88	142,551.77	67,483.36	966,060.36	167,567.73	101,046.29

Outstanding Cheques			
Number	Amount	Number	Amount
Payroll Cheques			
802	80.00	930	2,351.74
922	1,000.00	931	2,678.40
927	2,911.86	932	1,054.29
928	1,197.54	933	2,760.95
929	3,135.89	934	1,248.36
937	2,367.39	935	1,053.96
938	56.25	936	908.91
		939	439.83
General Cheques			
5469	52.45		
5507	73.91		
Outstanding Cheque Total	23,371.73		

Submitted to Council this 15th day of February 2018.

Interested Earned/July	3,157.72
GIC - 5-yr @ VCU	11,740.32
GIC -1-yr @ ATB	21,003.39
Total Cash and Investments	4,723,861.54

Perry Robinson, Mayor

Jim Fedyk, CAO

15-Feb-18
Mayor

15-Feb-18
CAO

Town of Sedgewick Monthly Statement

Month Ending August 31, 2017

As Per Books							
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Previous Month Balance	3,242,749.44	3,658.88	142,551.77	67,483.36	966,060.36	167,567.73	101,046.29
Receipts for Month	103,736.53						
O/S & Duplicate Receipts	-246.58						
Interest Received	2,623.19	2.95	115.02	54.45	779.47	135.20	81.53
Subtotal	3,348,862.58	3,661.83	142,666.79	67,537.81	966,839.83	167,702.93	101,127.82
Less Disbursements	164,625.90						
First Data Charge	43.23						
Month End Balance	3,184,193.45	3,661.83	142,666.79	67,537.81	966,839.83	167,702.93	101,127.82

As Per Bank							
Month End Balance	3,231,677.05	3,661.83	142,666.79	67,537.81	966,839.83	167,702.93	101,127.82
Cash in Transit	862.49						
Subtotal	3,232,539.54	3,661.83	142,666.79	67,537.81	966,839.83	167,702.93	101,127.82
Less Outstanding Cheques	48,076.76						
Bank Deposit Error	269.33						
Month End Balance	3,184,193.45	3,661.83	142,666.79	67,537.81	966,839.83	167,702.93	101,127.82

Outstanding Cheques			
Number	Amount	Number	Amount
Payroll Cheques			
802	80.00	957	1,414.80
928	1,197.54	958	1,584.01
948	1,615.73	959	1,372.86
954	2,916.40	960	2,521.11
955	1,387.08	961	150.00
956	22,006.88	962	1,676.16
General Cheques			
		5556	4,980.05
5536	19.53	5558	58.00
55.42	226.49	5559	258.89
5543	877.17	5560	2.21
5544	735.00	5561	139.13
5548	53.45	5564	1,041.32
5552	530.00	5565	100.00
		5566	1,132.95
Outstanding Cheque Total	\$48,076.76		

Submitted to Council this 15th day of February 2018.

Interested Earned/August\$3,791.81

GIC - 5-yr @ VCU\$12,261.85

GIC -1-yr @ ATB21,003.39

Total Cash and Investments\$4,666,995.70

Perry Robinson, Mayor

Jim Fedyk, CAO

15-Feb-18

Mayor

15-Feb-18

CAO

Town of Sedgewick Monthly Statement

Month Ending September 30, 2017

As Per Books							
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Previous Month Balance	3,184,193.45	3,661.83	142,666.79	67,537.81	966,839.83	167,702.93	101,127.82
Receipts for Month	102,984.83						
O/S & Duplicate Receipts	-520.02						
Interest Received	3,023.91	3.46	134.85	63.84	913.86	135.20	95.59
Subtotal	3,289,682.17	3,665.29	142,801.64	67,601.65	967,753.69	167,838.13	101,223.41
Less Disbursements	161,781.25						
ASFF 3rd Qtr. Req.	56,612.47						
First Data Charge	43.28						
Month End Balance	3,071,245.17	3,665.29	142,801.64	67,601.65	967,753.69	167,838.13	101,223.41

As Per Bank							
Month End Balance	3,107,680.81	3,665.29	142,801.64	67,601.65	967,753.69	167,838.13	101,223.41
Cash in Transit	3,102.06						
Subtotal	3,110,782.87	3,665.29	142,801.64	67,601.65	967,753.69	167,838.13	101,223.41
Less Outstanding Cheques	39,537.70						
Month End Balance	3,071,245.17	3,665.29	142,801.64	67,601.65	967,753.69	167,838.13	101,127.82

Outstanding Cheques			
Number	Amount	Number	Amount
Payroll Cheques			
802	80.00	955	1,387.08
928	1,197.54	970	1,232.22
948	1,615.73	974	1,483.00
General Cheques			
		5611	1,437.50
5598	1,050.00	5619	5,790.16
5599	1,050.00	5628	708.75
5600	1,050.00	5636	7,087.50
5604	1,437.50	5637	115.50
5605	1,437.50	5639	627.72
5606	1,437.50	5640	5,000.00
5607	1,437.50		
5608	1,437.50		
5610	1,437.50		
Outstanding Cheque Total	\$39,537.70		

Submitted to Council this 15th day of February 2018.

Interested Earned/September	4,370.71
GIC - 5-yr @ VCU	11,998.85
GIC -1-yr @ ATB	21,003.39
Total Cash and Investments	4,555,035.63

Perry Robinson, Mayor

Jim Fedyk, CAO

15-Feb-18
Mayor

15-Feb-18
CAO

Town of Sedgewick Monthly Statement
Month Ending October 31, 2017

As Per Books							
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Previous Month Balance	3,071,245.17	3,665.29	142,801.64	67,601.65	967,753.69	167,861.44	101,223.41
Receipts for Month	205,633.42						
O/S & Duplicate Receipts	-488.96						
Interest Received	2,179.08	3.74	145.54	68.90	986.31	171.08	103.16
Subtotal	3,278,568.71	3,669.03	142,947.18	67,670.55	968,740.00	168,032.52	101,326.57
Less Disbursements	137,558.43						
First Data Charge	43.28						
Bank Error	6.00						
Month End Balance	3,140,961.00	3,669.03	142,947.18	67,670.55	968,740.00	168,032.52	101,326.57

As Per Bank							
Month End Balance	3,178,238.50	3,669.03	142,947.18	67,670.55	968,740.00	168,032.52	101,326.57
Cash in Transit	326.39						
Subtotal	3,178,564.89	3,639.31	139,291.23	67,122.55	960,895.21	166,671.81	100,506.04
Less Outstanding Cheques	36,603.89						
Month End Balance	3,141,961.00	3,639.31	139,291.23	67,122.55	960,895.21	166,671.81	100,506.04

Outstanding Cheques			
Number		Amount	
		Number	Amount
Payroll Cheques			
	802	80.00	992 2,954.30
	928	1,197.54	993 1,421.26
	948	1,615.73	994 2,646.95
	955	1,387.08	995 1,423.69
	989	3,452.21	996 860.56
	990	1,538.16	997 594.64
	991	1,642.14	998 1,676.35
	1000	887.99	999 37.50
General Cheques			
	5606	1,437.50	5682 2,837.11
	5607	1,437.50	5687 771.70
	5608	1,437.50	5688 1,575.00
	5610	1,437.50	
	5611	1,437.50	
	2667	816.48	
Outstanding Cheques	36,603.89		

Submitted to Council this 15th day of February 2018.

Interested Earned/October	3,657.81
GIC - 5-yr @ VCU	11,998.85
GIC -1-yr @ ATB	21,003.39
Total Cash and Investments	4,613,089.39

Perry Robinson, Mayor

Jim Fedyk, CAO

15-Feb-18
Mayor

15-Feb-18
CAO

Town of Sedgewick Monthly Statement

Month Ending November 30, 2017

As Per Books	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Previous Month Balance	3,141,961.00	3,639.31	139,291.23	67,122.55	960,895.21	166,671.81	100,506.04
Receipts for Month	167,785.53						
O/S & Duplicate Receipts	-509.14						
Interest Received	3,192.76						
Subtotal	3,312,430.15						
Less Disbursements	108,757.81						
First Data Charge	43.34						
Dec Chqs Cashed/Nov	6,580.00						
Month End Balance	3,197,049.00	3,639.31	139,291.23	67,122.55	960,895.21	166,671.81	100,506.04

As Per Bank	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Month End Balance	3,249,344.18	3,641.40	139,371.15	67,161.06	961,446.54	166,767.44	100,563.71
Cash in Transit	773.66						
Subtotal	3,250,117.84	3,641.40	139,371.15	67,161.06	961,446.54	166,767.44	100,563.71
Less Outstanding Cheques	53,068.84						
Month End Balance	3,197,049.00	3,641.40	139,371.15	67,161.06	961,446.54	166,767.44	100,563.71

Outstanding Cheques			
Number	Amount	Number	Amount
Payroll Cheques			
802	80.00	1027	3,128.03
1025	3,771.91	1028	2,458.21
1026	1,918.62	1029	1,508.88
General Cheques			
5610	1,437.50	5736	735.00
5611	1,437.50	5738	8.70
5715	19,557.20	5739	1,350.00
5722	420.00	5740	148.50
5723	428.50	5743	1,132.95
5726	1,979.25	5746	393.75
5728	934.50	5747	150.00
5729	511.53	5748	250.00
5730	5,040.00	5749	250.00
5731	18.46	5751	100.00
5732	86.26	5752	250.00
5734	81.84	5753	1,050.00
5735	351.75	5754	1,050.00
		5755	1,050.00
Outstanding Cheques	53,068.84		

Submitted to Council this 15th day of February 2018.

Interested Earned/November	3,192.76
GIC - 5-yr @ VCU	11,998.85
GIC - 1-yr @ ATB	21,003.39
Total Cash and Investments	4,669,002.54

Perry Robinson, Mayor

Jim Fedyk, CAO

15-Feb-18
Mayor

15-Feb-18
CAO

Town of Sedgewick Monthly Statement
Month Ending December 31, 2017

As Per Books							
	General	Subd. Rec.	Muni Fire	MSI-Op	MSI-Cap	BMTG	FGTF
Previous Month Balance	3,203,629.00	3,637.15	139,208.69	67,082.78	960,325.84	166,573.05	100,446.49
Receipts for Month	172,986.89						
O/S & Duplicate Receipts	-717.46						
Interest Received	3,235.71	2.16	82.54	39.77	569.37	98.76	59.55
Penny Outage	0.01						
Subtotal	3,379,134.15						
Less Disbursements	536,260.04						
First Data Charge	43.09						
Month End Balance	2,842,831.02	3,639.31	139,291.23	67,122.55	960,895.21	166,671.81	100,506.04

As Per Bank							
Month End Balance	3,002,837.34	3,639.31	139,291.23	67,122.55	960,895.21	166,671.81	100,506.04
*Bank Deposit Error	60,200.08						
Cash in Transit	3,318.98						
Subtotal	3,066,356.40	3,639.31	139,291.23	67,122.55	960,895.21	166,671.81	100,506.04
Less Outstanding Cheques	223,525.38						
Month End Balance	2,842,831.02	3,639.31	139,291.23	67,122.55	960,895.21	166,671.81	100,506.04

Outstanding Cheques							
Number	Amount	Number	Amount	Number	Amount	Number	Amount
Payroll Cheques							
802	80.00	1041	603.63				
1010	620.00	1042	3,128.33				
1011	40.00	1043	1,676.55				
1014	120.00	1044	1,368.24				
1037	1,838.74	1045	1,368.24				
1038	2,756.03	1046	1,915.60				
1040	2,603.69						
General Cheques							
5723	428.50	5822	187.11	5845	663.95	5868	1,132.95
5726	1,979.25	5823	60,205.74	5846	1,735.53	5869	532.79
5748	250.00	5824	1,000.00	5847	7,416.63	5870	433.75
5757	150.00	5825	760.73	5848	556.04		
5793	1,475.37	5826	848.16	5849	230.60		
5794	1,938.30	5827	1,706.41	5850	225.00		
5798	1,881.76	5828	229.23	5852	53.71		
5800	611.10	5829	678.59	5853	126.00		
5802	735.00	5831	3,684.45	5854	1,990.94		
5806	10,850.08	5832	19.53	5855	151.19		
5807	443.76	5833	379.02	5856	322.50		
5808	12,220.97	5834	1,579.20	5857	1,892.57		
5809	2,182.95	5835	78.74	5858	97.30		
5812	4,389.42	5836	289.03	5859	1,764.00		
5814	531.80	5837	33,531.26	5860	226.28		
5815	1,720.95	5838	400.00	5861	180.35		
5816	126.00	5839	1,728.65	5862	306.04		
5817	766.12	5840	420.00	5863	63.95		
5818	1,471.06	5841	13.69	5864	198.44		
5819	298.17	5842	52.45	5865	1,663.39		
5820	425.25	5843	16,491.43	5866	157.50		
5821	67.96	5844	14,013.00	5867	44.74		
Outstanding Cheques	223,525.38						

Submitted to Council this 15th day of February 2018.

Interested Earned/October4,087.86

GIC - 5-yr @ VCU11,998.85

GIC -1-yr @ ATB21,003.39

Total Cash and Investments4,313,959.41

Perry Robinson, Mayor

Jim Fedyk, CAO

*Bank Error corrected at Bank on Jan.11/18

15-Feb-18
Mayor

15-Feb-18
CAO



BYLAW 537/18 – TOWN OF SEDGEWICK BOULEVARD BYLAW

EXECUTIVE SUMMARY

A *Boulevard Bylaw* regarding maintenance responsibilities of Town boulevards with emphasis on boulevard trees has been prepared by administration for review by Council.

Council gave first reading to the Bylaw on January 18th, 2018.

BACKGROUND

The Town currently has a policy (Policy F.2.c) in place that names the adjacent property owner as responsible for the landscaping and weed control within boulevards, back alleys and side-yard perimeters. The policy dictates the Town to be responsible for the repair of sidewalks and fire hydrants.

There are two issues with the current policy that require attention:

- 1) Policies are for the purpose of the Town imposing duties upon itself and do not carry authority in regards to the behaviour of the public as it is not legislation. For this, a bylaw is required.
- 2) The current policy fails to address boulevard trees. Maintenance of boulevard trees is a common complaint of the public and administration is seeking direction from Council on how to deal with these complaints.

The Boulevard Bylaw supports the current policy by continuing to place the responsibility of grass cutting and weed control upon the adjacent property owner.

In regards to trees, the Bylaw restricts the planting, pruning or removal of trees on boulevards by anyone other than the Town. Trees that qualify for pruning or removal by the Town and at the Town's expense include the following:

- Dead or diseased
- Safety hazard to the public
- Interfere with pedestrians or traffic
- Interfere with road signage
- Interfere with lines, poles, etc. or other works of the municipality

Under the proposed Bylaw, adjacent property owners may make application to the Town to remove or prune a tree with the decision rendered by the CAO. The removal of healthy trees would be avoided except under extenuating circumstances which would be at the discretion of the CAO. If approved, the removal or pruning of the tree would be at the owner's expense unless meeting any of the above criteria.

If an application is denied, there would be an appeal procedure where Town Council would make the final decision.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

FEBRUARY 15TH, 2018
BOULEVARD BYLAW

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may give second and third reading to Bylaw 537/18, The Town of Sedgewick Boulevard Bylaw.
2. Council may direct administration to amend the proposed Bylaw 537/18, The Town of Sedgewick Boulevard Bylaw and bring back for Council's review at a future meeting.

RECOMMENDATION

1. That Council give second and third reading to Bylaw 537/18, The Town of Sedgewick Boulevard Bylaw.

ATTACHMENTS

1. Policy F.2.c –Boulevard Maintenance
2. Bylaw 537/18
3. Photo of boulevard trees



POLICY SECTION: F. Public Works
TITLE: 2. Operational
SUB-SECTION c. Boulevard Maintenance

POLICY: The Council of the Town of Sedgewick wish to ensure that boulevards, back alley and side yard perimeters and areas around fire hydrants are maintained in a condition that:

- Maximizes public safety
- Allows response to emergencies by Fire, Ambulance and Police Services

Therefore the Town of Sedgewick will provide direction for the maintenance of these areas to achieve these objectives.

PURPOSE: To set procedures for the maintenance and upkeep of boulevards, back alley and side yard perimeters and areas around fire hydrants.

PROCEDURE:

1. Maintenance of boulevards, back alley and side-yard perimeters and access to fire hydrants are the responsibility of the adjoining property owner.
2. The property owner is responsible for:
 - landscaping and weed control of the adjoining boulevard and the back alley and side-yard perimeters
 - snow removal around fire hydrants on an adjoining boulevard.
3. The Town of Sedgewick will be responsible for:
 - maintenance and repair of sidewalks on the boulevard
 - maintenance and repair of fire hydrants

	Date	Resolution Number
Approved	May 20, 2010	2010.05.139
Amended	February 17, 2011	2011-02-382
Amended		
Amended		



Street View - Jul 2013



TOWN OF SEDGEWICK
BYLAW NO. 537/18
TOWN OF SEDGEWICK BOULEVARD BYLAW

**A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA,
CONCERNING BOULEVARDS, BOULEVARD TREES AND MAINTENANCE THEREOF
WITHIN THE TOWN OF SEDGEWICK.**

WHEREAS Section 7 of the Municipal Government Act, being Chapter M-26, 2000 permits a municipality to provide a system for the establishment and maintenance of public lands including boulevards;

AND WHEREAS the Town deems it important to maximize public safety and aesthetic appeal of the Town's boulevards; and

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

1. Definitions

- 1.1. "Back Alley" means the area at the rear of a property between the portion of road ordinarily travelled by vehicles and the adjacent property line.
- 1.2. "Boulevard" means the area between the curb line of the street (or in the absence of a curb, the portion of road ordinarily traveled by vehicles) and the adjacent property line, except any portion occupied by a sidewalk usually used for the purposes of utility location.
- 1.3. "CAO" means the Chief Administrative Officer of the Town of Sedgewick.
- 1.4. "Property Owner" means the owner of the property adjacent to a boulevard.
- 1.5. "Town" means the Town of Sedgewick

2. General Maintenance

- 2.1. A person shall maintain any boulevard or back alley adjacent to the property they own or occupy by:
 - i) Keeping any grass on the boulevard cut to a length of no more than 10 centimeters.
 - ii) Preventing weeds or other vegetation from growing uncontrolled;
 - iii) Removing any accumulation of fallen leaves or other debris; and
 - iv) Removing snow and ice from sidewalks and within the immediate vicinity of fire hydrants.
- 2.2. No person other than the Town or those contracted by the Town shall pave all or any portion of a boulevard or back alley unless and until a permit to do so has been issued by the Town.
- 2.3. The Town shall be responsible for the repair of boulevard sidewalks and fire hydrants.

3. Trees

- 3.1. No person shall plant a tree on a boulevard or back alley except for Town staff or those contracted by the Town.
- 3.2. Plantings located on boulevards or back alleys that have not been approved by the Town may be removed. The first option will be to allow the person/s responsible to remove the tree. If the Town is required to remove the tree, the cost of the removal will be billed to the person/s responsible for the unauthorized planting.
- 3.3. A person shall not remove, destroy or injure a tree that is planted or growing on a boulevard.
- 3.4. A person shall not prune, repair, trim or perform any work on a boulevard tree except for Town staff or those contracted by the Town.
- 3.5. Boulevard trees that are deemed dead or diseased by the Town or in the opinion of the Town warrant removal due to interfering with lines, poles, conduits, pipes, sewers or other works of the municipality shall be removed at the Town's expense.
- 3.6. It shall be at the Town's discretion whether a remaining stump should be removed.
- 3.7. Boulevard trees that are deemed by the Town to pose a safety hazard to the public or interfere with pedestrians, traffic or road signage shall be removed or pruned to the degree necessary to remove the hazard at the expense of the Town.
- 3.8. A property owner may request the removal of a tree adjacent to their property by submitting an application to the CAO. The Town shall avoid the removal of healthy trees except in extenuating circumstances. If approved, trees that are not deemed dead or diseased by the Town shall be removed at the property owner's expense.
- 3.9. A property owner may request the pruning of a tree adjacent to their property by submitting an application to the CAO. If approved, trees that are not deemed dead or diseased by the Town or do not qualify for removal based on the criteria listed in section 3.5 or 3.7 shall be pruned or trimmed at the property owner's expense.
- 3.10. Applications for tree removal or pruning that are denied may be appealed by submitting a written letter to Town Council no later than 14 days after the denial of the application is made. The decision of Council shall be final.
- 3.11. Removed trees shall be replaced with new trees when desirable at the discretion of the Town.
- 3.12. No person shall attach any sign or other device to a boulevard tree.

4. Trees Broken or Uprooted During Storms

- 4.1. Privately owned trees that are broken or uprooted during storms with the tree or portions thereof falling on a boulevard or other Town property shall be removed by the owner at their expense.
- 4.2. If the tree is not removed within five (5) days the Town may remove the tree and charge the cost to the owner.
- 4.3. Should the tree need to be removed immediately for safety reasons, the Town shall call for its immediate removal, failing which the Town will remove it and charge the cost to the owner.

5. Violations and Penalties

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

6. Severability

- 6.1. 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

- 7.1. 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 ____, 2018.

Second Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this ____ day of ____, 2018.

Third Reading passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this ____ day of ____, 2018.

TOWN OF SEDGEWICK

MAYOR

CHIEF ADMINISTRATIVE OFFICER



POLICY 18-03 – THE COMMUNITY BBQ POLICY

EXECUTIVE SUMMARY

In 2017, the Town purchased a Grill Chef 8-burner propane BBQ to be used for Town events and to be lent out to user groups for their fundraising activities.

BACKGROUND

Administration has prepared a Community BBQ Policy and rental agreement to govern the use of the BBQ by community groups, charities and not-for-profit agencies within the Town of Sedgewick. The purpose of the Policy is to establish guidelines for the process of lending the BBQ and protect the Town from issues of liability. The Policy includes the following criteria:

- The BBQ will be lent out on a first-come, first-served basis by booking through the Town office.
- Renters will enter into a contract in order to book the BBQ.
- The BBQ will be confined to within Town limits or Sedgewick Lake Park unless otherwise approved by the CAO.
- No damage deposit will be required to use the BBQ.
- A fee of \$5 (GST included) will be charged at the time of booking to pay for propane use. If the final amount used exceeds the minimum charge, the additional amount will be invoiced to the renter.
- Renters will be invoiced for any damage to the BBQ and for a cleaning fee if the BBQ is not properly cleaned upon return.
- Only Town staff will be permitted to transport the BBQ.
- The BBQ will undergo a pre and post inspection.
- The Renter will receive written instructions for operating the BBQ and also a verbal orientation upon delivery

The Policy and draft agreement have been attached for Council's feedback.

BUDGET IMPLICATIONS

The intention of a propane fee is for the program to break-even.

ALTERNATIVES

1. Council may approve Policy 18-03, as presented.
2. Council may approve an amendment of Policy 18-03.
3. Council may direct administration to bring back a revised policy to a future Council meeting.

RECOMMENDATION

1. That Council approve Policy 18-03 as presented.



TOWN OF
SEDGEWICK

REQUEST FOR DECISION

FEB. 15, 2018

POLICY 18-03 – THE COMMUNITY BBQ POLICY

ATTACHMENTS

1. Policy 18-3, The Community BBQ Policy
2. Equipment Rental Agreement – Community BBQ



1. Policy Purpose

- 1.1.** The purpose of this policy is to provide, maintain and establish guidelines for one 8 burner Community Barbeque that will be made available to community groups for use within the Town of Sedgewick.

2. Definitions

“BBQ” means the Community Barbeque, a Grill Chef Model BIG-8122 Liquid Propane Gas Grill.

“CAO” means the Chief Administrative Officer for the Town of Sedgewick.

“Renter” means the organization that will be taking control of the Barbeque during the Term.

“Term” means the period of time that the Renter has possession of the Barbeque. The Term shall not end until the Equipment has been returned and accepted by the Town of Sedgewick.

3. Guidelines

3.1. Eligible Renters

The Community BBQ will be rented to community groups, charities and not-for-profit agencies within the Town of Sedgewick on a first-come, first-served basis. The BBQ will not be rented to private individuals or for-profit organizations unless substantial proof is provided that the use is for a fundraiser with all proceeds directed to a registered charity or not-for-profit organization.

The Town of Sedgewick reserves the right to refuse any Renter who is not in good standing with regards to debts owed to the Town or any Renter that does not operate out of the Town.

3.2 Eligible Locations

The Community BBQ must remain within the corporate town limits of the Town of Sedgewick or Town-owned property (i.e. Sedgewick Lake Park) unless otherwise approved by the CAO.

3.3 Bookings

The BBQ will only be booked through the Town office and may only be reserved up to four (4) months in advance of the Term. The BBQ must be reserved at least seven (7) days in advance of the Term. The rental season will be from May 1st to October 15th unless otherwise approved by the CAO.

The BBQ will only be available to rent when it is not otherwise being used by, or needed by, the Town. The Town reserves the right to refuse or cancel a booking under the following circumstances:

- the Town has a need for the BBQ;
- the BBQ is not in a condition to be rented out; or
- the Town does not have sufficient or trained staff on duty to deliver the BBQ.

In these situations the Town will provide as much notice as possible.

3.4 Fees

There will be a minimum charge of \$5 to cover propane costs with costs exceeding this amount invoiced to the Renter. Propane tanks will be delivered at full capacity at the beginning of the rental. There will be no requirement for a damage deposit, but any damage to the BBQ will be invoiced to the Renter.

3.5 Agreement

Renters must enter into and sign a written agreement in order to confirm their booking and prior to the delivery of the BBQ. The Town of Sedgewick will provide cooking utensils and cleaning materials. The Renter is responsible for cleaning the BBQ at the end of the rental Term and returning the BBQ in the same condition that as it was when delivered. Renters will be charged a cleaning fee of \$25 in the event that the BBQ is not returned in a clean condition.

The rental agreement drafted by the Town shall include at a minimum the following terms:

- Description of equipment
- Term of agreement and location of event
- All associated fees and terms of payment
- Restrictions and responsibilities for renting the equipment
- Agreement termination clause
- Indemnification clause
- Equipment inspection form
- Safe operating procedures

3.6 Term

The Term of rental shall not exceed 4 hours unless approved by the CAO.

3.7 Transit

Only Town of Sedgewick staff shall transport the BBQ to and from the event's location.

3.8 Operation

The Renter shall be provided written operating instructions for the BBQ. Town of Sedgewick staff shall also provide verbal instruction on the operation of the BBQ upon

delivery. Usage of the BBQ will not be supervised by the Town of Sedgewick and the Renter shall be responsible for following safe operating procedures during the Term of the rental. Individuals under the age of 16 years old will not be permitted to operate the BBQ. Individuals between the ages of 16 and 18 will require adult supervision in order to operate the BBQ.

3.9 Inspection

A pre and post inspection shall be performed by Town of Sedgewick staff prior to and following each rental. Any damage sustained during the rental, other than normal wear and tear, will be noted and certified by the Renter. The Renter will be responsible for the cost to repair any damage or if required replace the BBQ. Renters are not responsible for damage sustained during transport.

4. Persons Affected

Town of Sedgewick staff and the general public

5. Revision/Review History

TOWN OF SEDGEWICK

DATE

MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

EQUIPMENT RENTAL AGREEMENT – COMMUNITY BBQ

BETWEEN

[THE TOWN OF SEDGEWICK]
(the "Owner")

AND

(the "Renter")
of Sedgewick, Alberta

1. **Schedules** The following Schedules form part of this Agreement:
 - (a) **Schedule "A" – Additional Terms**
 - (b) **Schedule "B" – Barbeque Inspection Form**
 - (c) **Schedule "C" – Safe Operating Procedures**
2. **Equipment** The equipment rented under this Agreement is described as follows (the "Equipment"):
 - **Grill Chef Model BIG-8122 Liquid Propane Gas Grill**
3. **Grant** The Owner has agreed to rent to the Renter, and the Renter has agreed to rent from the Owner, the Equipment, subject to the terms, covenants, and conditions contained in this Agreement.
4. **Term** The term of the rental under this Agreement will be from _____ (time) on the ____ day of _____ month), 20____ (the "Start Date") to _____ (time) on the ____ day of _____ (month), 20____ (the "Term").

For clarification, the Term of this Agreement shall not expire until the Equipment has been returned to and accepted by the Owner.

*Please note the maximum rental time is four hours, not including travel time.
5. **Location** The Owner agrees to deliver the Equipment to the following location at the start of the Term and pick up the Equipment at the same location at the end of the Term. The Renter understands that they are not to transport the Equipment at any time.

Location: _____
6. **Payment**
 - 1) The Renter agrees to pay the Town of Sedgewick upon signing this contract the amount of \$5 to cover the cost of propane. If the cost of propane used exceeds \$5, the Renter will be invoiced for the excess amount with payment to be made to the Town of Sedgewick within 30 days.
 - 2) The Renter agrees to be invoiced for any damage to the BBQ that is deemed to have occurred during the above term and to make payment to the Town of Sedgewick within 30 days. If the condition of the BBQ is beyond repair, the Renter agrees to replace the BBQ.
 - 3) The Renter agrees to be invoiced an amount of \$25.00 in the event the BBQ is returned to the Owner without being properly cleaned and make payment to the Town of Sedgewick within 30 days.

EQUIPMENT RENTAL AGREEMENT – COMMUNITY BBQ

4) The Town will not require a damage deposit associated with the use of the BBQ.

7. **Equipment Inspection** The Renter and Owner will complete the **Barbeque Inspection Form** attached as **Schedule “B”** to this Agreement prior to taking possession of the Equipment, and again upon the return of the Equipment.
8. **Safe Operating Procedures** The Renter agrees to read and comply with the Safe Operating Procedures attached in **Schedule “C”** and with all instructions related to transport, use storage and operation of the Equipment.
9. **Termination** The Town of Sedgewick reserves the right to terminate this contract at any time and for any reason. No compensation will be provided by the Town in the event of the termination of this contract or cancellation of a booking.

I, _____, affirm that I possess the authority to represent the Renter in this agreement and do thereby agree with all terms of this agreement on this _____ day of _____ (month), 20____.

Renter

Town of Sedgewick

Signature

Signature

Mailing Address

Date

Phone

EQUIPMENT RENTAL AGREEMENT – COMMUNITY BBQ

SCHEDULE “A” - ADDITIONAL TERMS

1. Insurance, Operating Costs and Repairs

- 1.1 The Owner shall exercise reasonable care in the use and servicing of the Equipment, and shall maintain, repair, overhaul, service and keep the Equipment in a condition equivalent to its condition at the Start Date, reasonable wear and tear only excepted, and in a fully operative condition and in good working order and ready for use for the intended purpose of the Equipment including, without restriction, replacing all damaged, lost or broken portions thereof with parts of equivalent quality.
- 1.2 The Equipment shall be at the risk of the Renter from the Start Date until the Owner takes physical possession of the Equipment and, except as hereinafter described, the Renter assumes the risk of liability and shall pay for any loss or damage arising from or pertaining to the possession or operation or use of the Equipment from any cause whatsoever and, without limiting the generality of the foregoing, liability or loss arising from fire, theft, loss, or destruction, of the Equipment or any part thereof.
- 1.3 In the event that the Equipment or part thereof is damaged, the Renter shall immediately notify the Owner, providing details of the damage suffered and the operable condition of the Equipment. Upon receipt of such notice, the Owner may, in its sole discretion, require the Renter to do any one or more of the following:
- (a) return the Equipment to the Owner for inspection, assessment and repair;
 - (b) attend to the repair of all or any portion of such damage, as may be directed by the Owner; all at the Renter's sole cost and expense.

2. Alterations

- 2.1 Except with the prior written consent of the Owner, the Renter shall not make any modifications or alterations to the Equipment. All modifications, alterations, parts, mechanisms, additions, and repairs made by the Renter to the Equipment shall be made at the Renter's expense and risk and the cost of rectifying them shall be borne by the Renter. The modifications, alterations, parts, mechanisms and repairs, whether conducted with or without consent of the Owner, shall

immediately belong to and become the property of the Owner at no expense or cost whatsoever to the Owner.

3. Title to the Equipment

- 3.1 Title to the Equipment shall at all times remain in the name of the Owner. The Renter shall have no right, title or interest in the Equipment other than the right to maintain possession and use of the Equipment for the Term, subject always to the Renter's compliance with all terms, covenants, and conditions contained within this Agreement.

4. Renter's Covenants

- 4.1 So long as this Agreement remains in effect, the Renter covenants:
- (a) to cause the Equipment to be operated in a lawful manner and only by competent, qualified operators;
 - (b) to cause the Equipment to be used only in a prudent and safe manner and only for the purpose for which they were designed;
 - (c) to not share the Equipment with any other person, nor lend, rent, lease or sublet the Equipment to any other person or user, without the express written consent or approval from the Owner;
 - (d) to promptly notify the Owner of any accident, damage, deficiencies or theft related to the Equipment, and/or of deficiencies in the Equipment.

5. Waiver and Indemnity

- 5.1 The Renter hereby:
- (a) waives any and all claims, rights or causes of action of every nature and kind at law or equity or under any statute that it has or may have in the future against the Owner or its councilors, officers, employees and agents; and
 - (b) forever releases the Owner or its councillors, officers, employees and agents from any and all liability;

related to injury, death, property damage, property loss or any other loss or expense that may be suffered by the Renter or, to the extent legally possible, its employees, agents, next of kin or legal representatives, resulting directly or indirectly from, or in any way attributable to the condition of the Equipment and the sufficiency

EQUIPMENT RENTAL AGREEMENT – COMMUNITY BBQ

of the instructions or training provided by the Owner, or in any way attributable to the transportation, operation, maintenance, repair, use, misuse, nonuse of the Equipment by the Renter, its directors, officers, contractors, employees, servants, or agents or any other person that handles or uses the Equipment prior to its return to the Owner in accordance with this Agreement.

- 5.2 The Renter shall be liable for, and shall indemnify and save harmless the Owner, its councilors, officers, employees and agents from any claim, damages, liability, cost, fee, penalty, action, cause of action, demand, damage to property, injury to person or death (including, without limitation to, legal fees of the Owner on a solicitor and his own client full indemnity basis), whether in contract or in tort, suffered or incurred by the Owner, its councilors, officers, servants, employees or agents or by any other person, firm, partnership, corporation or entity resulting directly or indirectly from, attributable to, by reason of, arising out of, or in any way related to the transportation, operation, maintenance, repair, use, misuse, or nonuse of the Equipment by the Renter or any other person during the Term, whether or not the Renter has permitted the person to use the Equipment, or from any breach of this Agreement or any other negligent act or omission or willful misconduct of the Renter or any of its directors, officers, servants, agents, contractors, or employees.

6. General

- 6.1 The headings to the articles and sections of this Agreement are solely for the convenience of the parties and are not an aid in the interpretation of the Agreement.
- 6.2 No consent or waiver, express or implied, by the Owner to or of any breach or default by the Renter in the performance by the Renter of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by the Renter. Failure on the part of the Owner to complain of any act or failure to act of the Renter, or to declare the Renter in default, irrespective of how long such failure continues, shall not constitute a waiver by the Owner of its rights hereunder.
- 6.3 If any term, covenant or condition of this Agreement or the application thereof to any party or circumstance is invalid or unenforceable to any extent, the remainder of

this Agreement or application of such term, covenant or condition to a party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.

- 6.4 This Agreement shall be governed by and construed according to the laws of the Province of Alberta. All legal proceedings arising from this Agreement shall be tried and directed by the court of competent jurisdiction in Alberta.
- 6.5 Time is of the essence of this Agreement and each of its provisions.
- 6.6 The terms and conditions set forth within this Agreement, together with the Schedules, shall constitute all of the terms and conditions of this Agreement, and there are not other terms, conditions, covenants, agreements, representations or warranties, either express or implied, arising between the parties hereto except as expressly set forth herein.
- 6.7 The Renter shall at all times and in all respects abide by all laws, bylaws, legislative and regulatory requirements of any governmental or other competent authority relating to the use or misuse of the Equipment.
- 6.8 The Renter's obligations contained in this Agreement shall survive the expiration or termination of this Agreement for any reason whatsoever until satisfied in full, and shall not be merged upon the execution of any other documentation by the parties.
- 6.9 This Agreement shall ensure to the benefit of and be binding upon the parties hereto, their respective executors, administrators, successors and permitted assigns.

EQUIPMENT RENTAL AGREEMENT – COMMUNITY BBQ

SCHEDULE “B” – BARBEQUE INSPECTION FORM

DATE RENTED _____

RENTER _____

The following items have no dents, rust, abrasions or other signs of physical damage:

	PRE	POST
PROPANE CYLINDER		
PROPANE CYLINDER VALVE		
REGULATOR HOSE, JOINTS, AND CONNECTIONS		

The following items are in satisfactory condition:

	PRE	POST	AMOUNT
PROPANE LEVEL			\$
BURNER ASSEMBLY, PORTS AND VALVES			*attach receipt
EXTERIOR AND INTERIOR CLEANLINESS			
ALL NON-CONSUMABLE INVENTORY IS INTACT			

If the Barbeque is damaged during a rental, please describe the damage below and attach photos.

EMPLOYEE: _____ SIGNED: _____
(PRINT NAME)

RENTER: _____ SIGNED: _____
(PRINT NAME)

- This form is to be returned to the Town of Sedgewick office at the end of the rental term.

EQUIPMENT RENTAL AGREEMENT – COMMUNITY BBQ

SCHEDULE “C” – SAFE OPERATING PROCEDURES

Location

1. This grill must be operated outdoors in a well-ventilated area. Never operate the grill indoors or in a gazebo or porch.
2. Do not operate in a moderate to high wind. The cooking performance will be adversely affected by wind.
3. For optimum performance, only operate at 15 degrees Celsius or above.
4. Do not operate the grill under overhead combustible material.

***Maintain minimum clearance from combustibles. Minimum clearance is 1.0 meters on all sides.**

Operation

This grill is designed to be used with two 20lb propane tanks for 8 burner operation. A tank placed on the right will operate the four right-side burners and a tank placed on the left will operate the four left-side burners.

Lighting

1. Set control knobs to OFF and open the LP gas tank valve slowly until $\frac{1}{4}$ to $\frac{1}{2}$ open.
2. Push and turn the RIGHT control knob slowly to “HI”. Keep the control knob pushed in until the jet-fire igniter lights the burner.
3. If the burner does not light, turn the control knob to OFF, wait 5 minutes for gas to clear, then retry.
4. Adjust control knobs to your desired cooking temperature.
5. To light the burners on the left side, repeat step 7 and 8 by pushing and turning the fourth burner from the left.
6. When finished cooking/cleaning, turn the burner controls to ‘off’ and close the gas supply valve.

Cooking

1. Pre-heat the grill at least 10 minutes prior to putting food on the grill. Clean the grill with a wire brush during the pre-heat.
2. Wear protective leather gloves, safety glasses and an apron if cooking greasy or fatty foods. Always wear close-toed footwear.
3. Keep face clear of burner or smoke.
4. Do not wear loose hanging clothing in the proximity of a lit burner
5. Ensure that all food is thoroughly cooked before serving

Cleaning

Always wear protective gloves and safety glasses when cleaning

1. It is the responsibility of the Renter to clean the grill thoroughly with a wire brush or similar tool after using the grill.
2. The grill shall be returned to the Owner in the same condition and degree of cleanliness as it was in at the start of the Term.



SUBDIVISION COST-ESTIMATE

EXECUTIVE SUMMARY

Associated Engineering has completed a preliminary cost estimate based on Option 1 of the subdivision plan as prepared by ParioPlan that was adjusted after feedback from Council.

BACKGROUND

Using feedback from Council which included a preference for larger lots, Associated Engineering has prepared a cost estimate to develop a subdivision of 37 lots and also a separate estimate to complete phase I of the project which would be 12 lots.

The estimate for construction of the entire subdivision is \$2.9 million which includes a 25% contingency and the portion of the work to be completed in Phase I is estimated at \$921,000. In addition, engineering costs for Phase I are estimated at \$55,000.

Although Phase I is within the budget set by Council, the average cost per lot for the entire subdivision is over \$80,000. It should be noted that the lots in the current plan are 1.5 to 3.5 times greater than the minimum lot size requirements as per the Municipal Development Plan. It should also be noted that the design completed by Stantec in 2015 included 35 lots.

Another option is to revert back to the first design prepared as Option 1 (Option 1A) by ParioPlan. By adding 8 lots on the north side of 54th Avenue, total lots for the subdivision would be at 45. This would bring down the average cost per lot to approximately \$65,000. This would not affect Phase I a great deal other than perhaps adding an additional lot that could be serviced on the north side of 54th Ave, bringing the total number of lots completed in Phase I to 13.

In making their decision, Council may wish to know that the Town of Killam has had some interest in their new lots, but have not sold any to date. Feedback that they have received from the public is that there is particular interest in lots that only have 1 neighbour and that have back yard access. They have found that their largest lots have had the least interest, but note that even their smaller lots are a fair size (approx. 700 to 800 sq. m.). The price of their lots (\$34,000 to \$70,000) has not been a point of concern.

BUDGET IMPLICATIONS

Council's decision will have minimal effect on the cost of the project. It will have an effect on future revenues as the lots are sold. For example an average price of \$65,000 versus \$80,000.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

FEB. 15TH, 2018

SUBDIVISION COST ESTIMATE

ALTERNATIVES

1. Council may authorize Associated Engineering to initiate the design and construction administration of Phase I (Option 1B) based on a total of 37 lots in the subdivision.
2. Council may authorize Associated Engineering to initiate the design and construction administration of Phase I (Option 1A) based on a total of 45 lots in the subdivision.

RECOMMENDATION

1. Councillors should make a decision based on the average cost that lots will be sold for and their comfort level in this regard.

ATTACHMENTS

1. Preliminary cost estimate for Option 1 including design of Option 1B
2. Design of Option 1A

February 5, 2018
File: 2018-3149.00.E.05

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

Re: SEDGEWICK SUBDIVISION- PRELIMINARY COST ESTIMATE

Dear Mr. Fedyk:

Please find enclosed a preliminary construction cost estimate for the proposed subdivision in the Town of Sedgewick. Included in the attached cost estimate are considerations for site work (earthworks), road work, water services, sanitary services, storm water management, and landscape. These costs were calculated using the subdivision plan (Option 1) provided by ParioPlan

1 BACKGROUND INFORMATION

In 2016, the Town of Sedgewick commissioned the design of a proposed subdivision in the proximity of 50th Street and 52nd Avenue. The subdivision as planned at the time was not implemented due to the estimated value of construction. In 2017 the Town requested Associated Engineering to explore alternative layouts for the proposed subdivision. Specifically, the Town is looking for a modern lot layout which considers a phased implementation approach.

Associated Engineering engaged a planning subconsultant, ParioPlan to develop the alternative options. The Town selected Option 1 as the preferred subdivision layout. See Appendix A for the referenced ParioPlan subdivision plan. The purpose of this letter is to outline the costs to proceed with the preferred layout, and the necessary steps in proceeding.

2 ANALYSIS

We have prepared a cost estimate and phasing plan for Option 1 that presents the Town with a total of 37 new lots. Utilizing construction rates for subdivision work in and around Edmonton, the calculated construction cost for developing the entire subdivision is estimated at **\$2,900,000.00**. A detailed summary of the cost estimate is attached for your reference. It is important to note that the lots selected are larger than a typical urban development. The area of the individual lots is 1.5 to 3.5 times greater than that of minimum lot size requirements stipulated by the Town of Sedgewick. The Town requested the larger lots to make them more attractive based on the current market.

February 5, 2018
Jim Fedyk
Town of Sedgewick
- 2 -

It is understood that the Town would like to phase the development over time starting with having a minimum of 10 lots serviced in 2018. The layout of the subdivision and the existing deep utility connections lends itself to building the first phase of development on the north side of the proposed subdivision. Phase 1 includes 12 lots and the construction of 54th Avenue.

The construction cost for Phase 1 is estimated to be **\$900,000.00**. Refer to the attached detailed cost estimate breakdown of Phase 1 and Figure 2.0 showing the proposed boundary.

Under Phase 1, the sanitary and storm sewer will be extended to the west from 50th Street with the sanitary tie-in to the existing manhole northeast of the intersection. The watermain will connect to the existing line on 51st Street will be extended to the east. During initial development the line may need to be flushed regularly until enough lots are developed to maintain adequate cleansing flows.

The road surface will need to be connected to 51st Street. The road should be extended to the intersection of 51st Street on the west side. It provides access to the watermain right of way for maintenance as well as to the eastern boundary of the race track adjacent to the proposed development. However, paving the road way can stop prior to the intersection and a gravel surface maintained beyond the limit of the road to allow vehicles to turn around.

Grading of the proposed Phase 1 area is limited to the lots and the construction of 54th Avenue. Available information suggests a significant depth of top-soil that will need to be stripped. The organic soils could be placed in a berm adjacent to 50th Street to provide some landscaping noise attenuation. Remaining volumes of top soil should be temporarily stockpiled in the future phases area, and used to maintain temporary drainage in the meantime. Keeping the stock pile on site reduces the initial costs but it will need to be moved when the future phases develop.

3 NEXT STEPS

Should the Town choose to proceed with the above noted Phase 1 lot development there will be additional engineering required. Engineering is required for the preparation of detailed design drawings and specifications package for tender. Additionally, the Town may require contract administration and construction inspection to ensure conformance to the construction specifications

As the developer the Town will also be required to complete a Tentative Plan of Subdivision and to register the plan with Alberta Land Titles. Following construction of Phase 1, the lots will need to be pinned and registered for the Town to transfer title as the lots are sold. This scope of work must be completed by a Registered Alberta Land Surveyor. Associated Engineering can engage a sub-consultant to undertake this work.

February 5, 2018
Jim Fedyk
Town of Sedgewick
- 3 -

The engineering costs are estimated as follows:

Table 1
Engineering Costs

Item	Cost
Detailed Design and tender package preparation. (Phase 1 Only)	\$25,000
Tentative plan of Subdivision	\$5,000 ¹
Tendering Oversight, Contract Administration and Construction supervision (Phase 1 only)	\$15,000 ²
Legal Lot Registration	\$10,000 ¹
Total	\$55,000.00

1. Tentative estimate to be confirmed with a Legal Surveyor.
2. Assume weekly onsite inspection.

4 CONCLUSION AND RECOMMENDATIONS

It is understood that the Town would like to proceed with construction of the initial phase in 2018. Associated Engineering can work with the information available to initiate the detailed design with the intent of having a tender package ready in early April and engaging a contractor to complete the construction before the end of the 2018 construction season.

Based on the analysis presented above, we recommend the following:

1. That the Town of Sedgewick authorize Associated Engineering to initiate the design and construction administration of Phase 1 as noted above following the terms of our Standing Offer Agreement.



Associated
Engineering

GLOBAL PERSPECTIVE.
LOCAL FOCUS.

February 5, 2018
Jim Fedyk
Town of Sedgewick
- 4 -

5 CLOSURE

We trust the above will meet with your favourable approval. Should you have any questions or require additional information, please call at your convenience

Yours truly,

Nelson Dos Santos, P.Eng.
Division Manager Civil Infrastructure

Bruna Price, E.I.T.
Project Engineer

NS/bp

Proposed Subdivision Cost Estimate



Client
Town of Sedgewick

Project
Sedgewick Subdivision

Subject
Cost Estimate- Total Subdivision

Proj. No. 2018-3149 *Date* February 6, 2018

Item	Description	Unit	Total	Unit Price	Extension
1.0	MOBILIZATION / DEMOBILIZATION				
1.1	Mobilization / Demobilization	LS	1	\$ 280,000.00	\$ 280,000.00
	TOTAL PART 1.0 - MOBILIZATION / DEMOBILIZATION				\$ 280,000.00
2.0	REMOVALS AND EARTHWORKS				
2.1	Removal of Asphalt	m ²	1450	\$ 5.00	\$ 7,250.00
2.2	Common Excavation, Stockpile	m ³	24000	\$ 10.00	\$ 240,000.00
	TOTAL PART 2.0 - EARTHWORKS				\$ 247,250.00
3.0	STORM SEWERS				
3.1	Storm Sewer Pipe	lm	210	\$ 250.00	\$ 52,500.00
3.2	Manhole, 1200 mm dia. With slab top (frame and cover included)	vm	20	\$ 2,500.00	\$ 50,000.00
3.3	Catch basin leads	ea	80	\$ 150.00	\$ 12,000.00
3.4	Catch basins (frame and cover included)	ea	7	\$ 2,500.00	\$ 17,500.00
	TOTAL PART 3.0 - STORM SEWERS				\$ 132,000.00
4.0	WATERMAINS				
4.1	Supply and Install Watermain, 200 mm PVC DR 18	lm	270	\$ 200.00	\$ 54,000.00
4.2	Supply and Install 200 mm Gate Valve c/w Valve Box	ea	4	\$ 2,500.00	\$ 10,000.00
4.3	Supply and Install Fittings .1 Tees	ea	2	\$ 1,200.00	\$ 2,400.00
4.4	Supply and Install Fire Hydrants	ea	5	\$ 10,000.00	\$ 50,000.00
4.5	Water Service, Complete Including Trenching, Pipe Installation, Main Stop, Saddle, Curb Stop, Plug and Compacted Backfill .1 20 mm Internal Diameter	ea	37	\$ 1,000.00	\$ 37,000.00
	TOTAL PART 4.0 - WATERMAINS				\$ 153,400.00
5.0	SANITARY SEWERS				
5.1	Sanitary Sewer, 200 mm PVC SDR 35	lm	670	\$ 175.00	\$ 117,250.00
5.2	Manholes, 1200 mm (including frame and cover)	vm	50	\$ 2,500.00	\$ 125,000.00
5.3	Sanitary Service, Complete Including Trenching, Pipe Installation, Plug and Compacted Backfill .1 100 mm Diameter	ea	37	\$ 1,000.00	\$ 37,000.00
	TOTAL PART 5.0 - SANITARY SEWERS				\$ 279,250.00

Proposed Subdivision Cost Estimate



Client
Town of Sedgewick

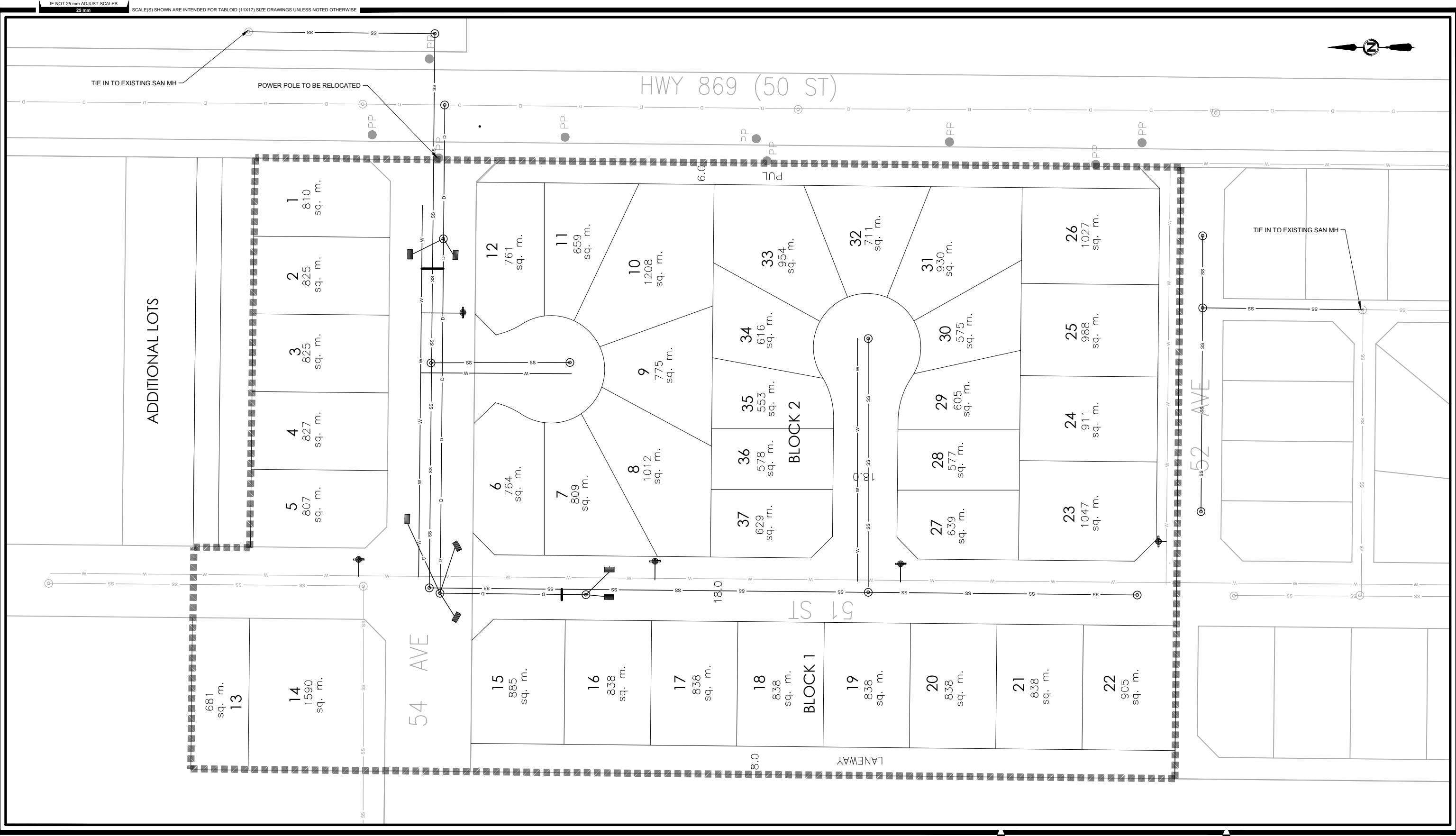
Project
Sedgewick Subdivision

Subject
Cost Estimate- Total Subdivision

Proj. No. 2018-3149 *Date* February 6, 2018

Item	Description	Unit	Total	Unit Price	Extension
6.0	SURFACE WORK				
6.1	Supply and Install Concrete Structures				
	.1 Rolled Face Curb and Gutter	lm	1250	\$ 200.00	\$ 250,000.00
	2. Mono Walk - 1.5 m width	lm	1250	\$ 250.00	\$ 312,500.00
	.3 Type A1 Pararamp	m ²	45	\$ 150.00	\$ 6,750.00
6.2	Subgrade Preparation - 300 mm Depth	m ²	9200	\$ 10.00	\$ 92,000.00
6.3	Granular Base - 250 mm Depth	m ³	2300	\$ 60.00	\$ 138,000.00
6.4	Hot Mix Asphalt				
	.1 Top Lift - 40 mm Depth	m ²	9200	\$ 20.00	\$ 184,000.00
	.2 Bottom Lift -60 mm Depth	m ²	9200	\$ 25.00	\$ 230,000.00
	TOTAL PART 6.0 - SURFACE WORK				\$ 1,213,250.00
7.0	LANDSCAPE				
7.1	Landscape	LS	1	\$ 20,000.00	\$ 20,000.00
	TOTAL PART 7.0 - LANDSCAPE				\$ 20,000.00
	TOTAL PART 1.0 - MOBILIZATION / DEMOBILIZATION				\$ 280,000.00
	TOTAL PART 2.0 - EARTHWORKS				\$ 247,250.00
	TOTAL PART 3.0 - STORM SEWERS				\$ 132,000.00
	TOTAL PART 4.0 - WATERMAINS				\$ 153,400.00
	TOTAL PART 5.0 - SANITARY SEWERS				\$ 279,250.00
	TOTAL PART 6.0 - SURFACE WORK				\$ 1,213,250.00
	TOTAL PART 7.0 - LANDSCAPE				\$ 20,000.00
	Subtotal				\$ 2,325,150.00
	25% Contingency				\$ 581,287.50
	Total				\$ 2,906,437.50

PLOT DATE: 2/6/2018 12:53:53 PM
SAVE DATE: 2/6/2018 12:34:51 PM
DWG PATH: p:\2018\314900_sedgewick_subdiv\engineering\05.00_design\100_civil\3149-00-c-701.dwg



AE PROJECT No.	2018-3149
SCALE	1:1000
APPROVED	N. DOS SANTOS
DATE	20180202
REV	
DESCRIPTION	ISSUED FOR XXXXXX

FIGURE 1.0
TOWN OF SEDGEWICK
CIVIL
SUBDIVISION DESIGN

Phase 1 Cost Estimate



Client

Town of Sedgewick

Project

Sedgewick Subdivision

Subject

Cost Estimate - Phase 1

Proj. No. 2018-3149

Date February 6, 2018

Item	Description	Unit	Total	Unit Price	Extension
1.0	MOBILIZATION / DEMOBILIZATION				
1.1	Mobilization / Demobilization	LS	1	\$ 90,000.00	\$ 90,000.00
	TOTAL PART 1.0 - MOBILIZATION / DEMOBILIZATION				\$ 90,000.00
2.0	REMOVALS AND EARTHWORKS				
2.1	Removal of Asphalt	m ²	150	\$ 5.00	\$ 750.00
2.2	Common Excavation, Stockpile	m ³	7600	\$ 10.00	\$ 76,000.00
	TOTAL PART 2.0 - EARTHWORKS				\$ 76,750.00
3.0	STORM SEWERS				
3.1	Storm Sewer Pipe	lm	160	\$ 250.00	\$ 40,000.00
3.2	Manhole, 1200 mm dia. With slab top (frame and cover included)	vm	15	\$ 2,500.00	\$ 37,500.00
3.3	Catch basin leads	ea	60	\$ 150.00	\$ 9,000.00
3.4	Catch basins, (frame and cover included)	ea	5	\$ 2,500.00	\$ 12,500.00
	TOTAL PART 3.0 - STORM SEWERS				\$ 99,000.00
4.0	WATERMAINS				
4.1	Supply and Install Watermain, 200 mm PVC DR 18	lm	170	\$ 200.00	\$ 34,000.00
4.2	Supply and Install 200 mm Gate Valve c/w Valve Box	ea	3	\$ 2,500.00	\$ 7,500.00
4.3	Supply and Install Fittings				
	.1 Tees	ea	1	\$ 1,200.00	\$ 1,200.00
4.4	Supply and Install Fire Hydrants	ea	1	\$ 10,000.00	\$ 10,000.00
4.5	Water Service, Complete Including Trenching, Pipe Installation, Main Stop, Saddle, Curb Stop, Plug and Compacted Backfill				
	.1 20 mm Internal Diameter	ea	12	\$ 1,000.00	\$ 12,000.00
	TOTAL PART 4.0 - WATERMAINS				\$ 64,700.00
5.0	SANITARY SEWERS				
5.1	Sanitary Sewer, 200 mm PVC SDR 35	lm	260	\$ 175.00	\$ 45,500.00
5.2	Manholes, 1200 mm (including frame and cover)	vm	20	\$ 2,500.00	\$ 50,000.00
5.3	Sanitary Service, Complete Including Trenching, Pipe Installation, Plug and Compacted Backfill				
	.1 100 mm Diameter	ea	12	\$ 1,000.00	\$ 12,000.00
	TOTAL PART 5.0 - SANITARY SEWERS				\$ 107,500.00

Phase 1 Cost Estimate



Client

Town of Sedgewick

Project

Sedgewick Subdivision

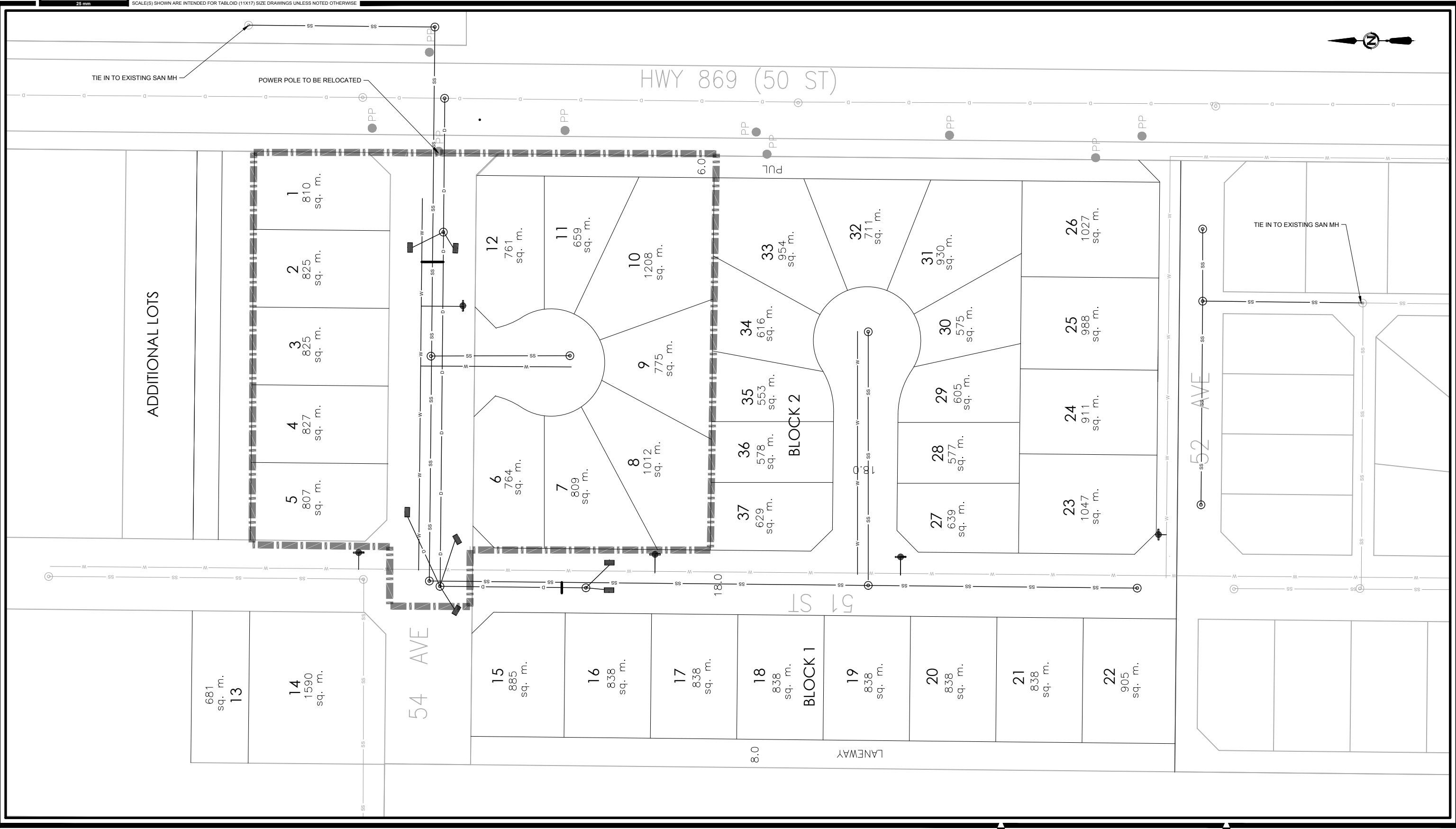
Subject

Cost Estimate - Phase 1

Proj. No. 2018-3149

Date February 6, 2018

Item	Description	Unit	Total	Unit Price	Extension
6.0	SURFACE WORK				
6.1	Supply and Install Concrete Structures				
	.1 Rolled Face Curb and Gutter	lm	250	\$ 200.00	\$ 50,000.00
	2. Mono Walk - 1.5 m width	lm	250	\$ 250.00	\$ 62,500.00
	.3 Type A1 Pararamp	m ²	35	\$ 150.00	\$ 5,250.00
6.2	Subgrade Preparation - 300 mm Depth	m ²	2300	\$ 10.00	\$ 23,000.00
6.3	Granular Base - 250 mm Depth	m ³	575	\$ 60.00	\$ 34,500.00
6.4	Hot Mix Asphalt				
	.1 Top Lift - 40 mm Depth	m ²	2300	\$ 20.00	\$ 46,000.00
	.2 Bottom Lift - 60 mm Depth	m ²	2300	\$ 25.00	\$ 57,500.00
	TOTAL PART 6.0 - SURFACE WORK				\$ 278,750.00
7.0	LANDSCAPE				
7.1	Landscape	LS	1	\$ 20,000.00	\$ 20,000.00
	TOTAL PART 7.0 - LANDSCAPE				\$ 20,000.00
	TOTAL PART 1.0 - MOBILIZATION / DEMOBILIZATION				\$ 90,000.00
	TOTAL PART 2.0 - EARTHWORKS				\$ 76,750.00
	TOTAL PART 3.0 - STORM SEWERS				\$ 99,000.00
	TOTAL PART 4.0 - WATERMAINS				\$ 64,700.00
	TOTAL PART 5.0 - SANITARY SEWERS				\$ 107,500.00
	TOTAL PART 6.0 - SURFACE WORK				\$ 278,750.00
	TOTAL PART 7.0 - LANDSCAPE				\$ 20,000.00
	Subtotal				\$ 736,700.00
	Contingency (25%)				\$ 184,175.00
	Total				\$ 920,875.00



AE PROJECT No.	2018-3149
SCALE	1:1000
APPROVED	N. DOS SANTOS
DATE	20180202
REV	
DESCRIPTION	ISSUED FOR DISCUSSION

FIGURE 2.0
TOWN OF SEDGEWICK
CIVIL
SUBDIVISION DESIGN
PHASE 1

February 5, 2018
Jim Fedyk
Town of Sedgewick
- 5 -

APPENDIX A

President:

Armin A. Preiksaitis
BES, RPP, FCIP

January 23, 2018

Our File No: 17-068

MEMORANDUM REPORT

PERSONAL & CONFIDENTIAL

EMAILED

Attention: Jim Fedyk
CAO, Town of Sedgewick
Box 129
Sedgewick AB T0B 4C0

Dear Mr. Fedyk:

RE: Alternative Subdivision Design Options for Lands Located at NE-8-44-12-W4 Plan 9121568 Block 27 in Sedgewick Alberta

1.0 INTRODUCTION

Based on our fee proposal dated December 5, 2017, we agreed the scope of work would be to complete the following:

Task 1 - Review background materials and conduct a Site Analysis.

Task 2 – Obtain and organize base mapping with topographic information.

Task 3 – Develop 1-2 Alternative Subdivision Design Options for Associated Engineering to apply servicing options to and develop costing for providing servicing.

Task 4 – Prepare and Submit Summary Report

2.0 POLICY AND REGULATORY ALIGNMENT

The Town of Sedgewick has a *Municipal Development Plan* (MDP) Bylaw #462 and the *Land Use Bylaw* #461 that apply to the Plan Area. The proposed Alternative Subdivision Design Options comply with both documents.

2.1. Municipal Development Plan Bylaw #462

Within the *Municipal Development Plan* several sections were applicable to the Plan Area and were complied with when developing the Alternative Subdivision Design Options, they include:

- **Section 7.5** - Provide for separation and buffering of residential neighbourhoods from incompatible land uses.
- **Section 8.6** – The maximum residential density should be approximately 16 dwelling units per gross developable hectare.
- **Section 20.1** - Provide for separation and buffering of residential neighbourhoods from incompatible land uses.
- **Section 26.3** - The Town intends to ultimately expand through annexation to the south (south of Highway 13) for commercial and light industrial purposes; to the west (west of 50 Street and south of the railway) for light industrial purposes; and to the north for residential purposes.”

2.2. Land Use Bylaw #461

The Alternative Subdivision Design Options adhered to all applicable policies and regulations found in the *Land Use Bylaw #461*, in particular, the *Minimum Parcel Area* (Section 64.3) of 550 square metres for interior parcels and 600 square metres for corner parcels found in *Section 64: R1A Residential Single Detached District*. The *Land Use Bylaw #461* also contains the *Land Use District Map* (Schedule “A”) that shows the planned districts within the Town of Sedgewick. The Plan Area is designated as both *R1A Residential Single Detached District* and *R3 Residential Sectional Home Subdivision District* (see Figure 1: Land Use District Map Excerpt).

An amendment to the *Land Use Bylaw #461* will need to be made to change the designated district *R3 Residential Sectional Home Subdivision District* to the proposed *R1A Residential Single Detached District*.

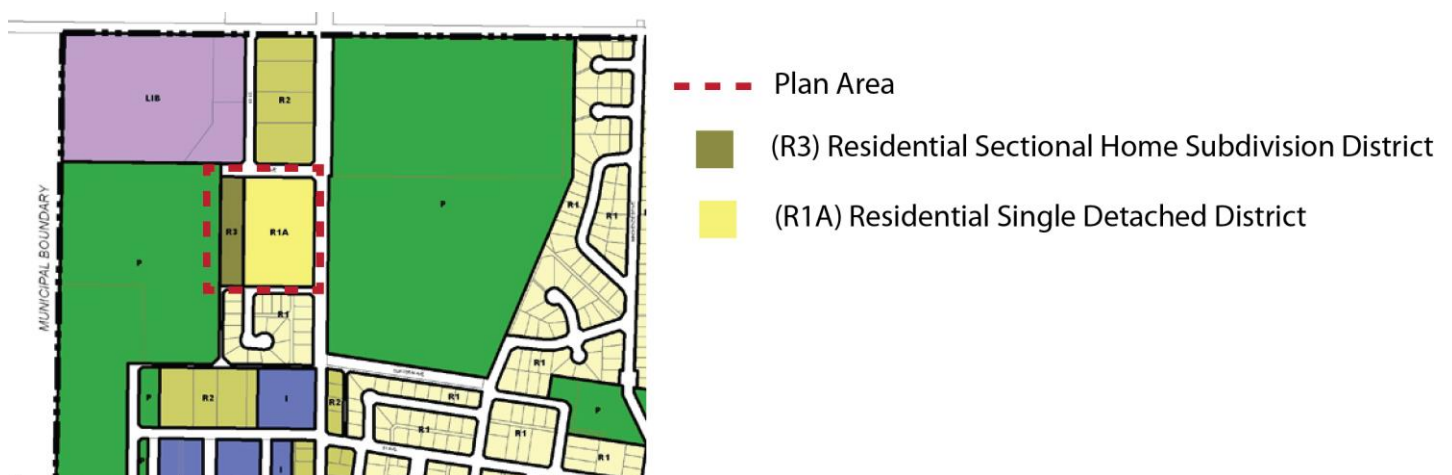


Figure 1: Land Use District Map Excerpt

3.0 DESIGN CRITERIA

Since Alternative Subdivision Design Options at this stage are conceptual, and information has not yet been verified through detailed geotechnical and engineering studies, we have included the following considerations in the designs:

1. We assumed there will be need for a PUL lot along Highway 869 to service properties and provide a buffer without the need for demolition of parts of the highway.
2. We assumed that the entire Plan Area would be zoned as (*R1A Residential Single Detached District*).
3. We assumed, after research in the *Land Use Bylaw 461* there are no minimum lot widths or depths for the *R1A Residential Single Detached District*, only a minimum lot area of 550 square metres for interior parcels and 600 square metres for corner parcels.
4. That any Municipal Reserve (MR) requirement will be deferred or a cash-in-lieu agreement reached for the required land.
5. After direction from the Town of Sedgewick, they would like a minimum of 30 lots and a design that reduces shortcutting and has a more neighbourhood feel.

4.0 ALTERNATIVE SUBDIVISION DESIGN OPTIONS

The two Alternative Subdivision Design Options are designed to maximize the total developable area within the Plan Area for low density housing with a variety of lot sizes. The description below outlines unique characteristics of the Options and the land use statistics for your consideration.

4.1. Alternative Subdivision Design Option 1 (Please refer to Enclosure 1)

The Alternative Subdivision Design Option 1 incorporates the following key features:

- 30 lots ranging in size from 553 square metres to 1,208 square metres providing a variety of options for residents.
- A straight local road running from south to north connecting the existing 52 Avenue to the future 54 Avenue;
- Two cul-de-sacs, one along the future 54 Avenue and one in the centre of the parcel leading off the main local road;
- A laneway running along the western boundary to provide a buffer between the residential lots and the dirt race track that runs adjacent to the site;
- A Public Utility Lot running along the eastern boundary to provide a buffer between the residential lots and Highway 869;

- An additional seven (7) lots located along the north side of the proposed 54 Avenue that fall outside the target parcel area but could easily be built and serviced along with the proposed Subdivision Design. These were previously proposed but in the current re-evaluation they remain as presented.

2.1.1 Alternative Subdivision Design Option 1 Land Use Statistics:

Plan Area	Hectares	Acres	Percentage of Gross Area
Gross Area (total Plan Area)	3.35	8.28	100%
Public Utility Lot (PUL)	0.11	0.27	3%
Roadway	0.67	1.66	20%
Laneway	0.16	0.39	5%
Residential R1A District	2.41	5.96	72%

Residential Summary	# of Units	Units per Hectare
R1A Single Detached District	30	9

Additional 7 Lots North of 54 Avenue	Hectares	Acres	Percentage of Gross Area
Gross Area	0.75	1.84	100%
Roadway	0.11	0.27	15%
Residential R1A District	0.64	1.57	85%

4.2. Alternative Subdivision Design Option 2 (Please refer to Enclosure 2)

The Alternative Subdivision Design Option 2 incorporates the following key features:

- 34 lots ranging in size from 552 square metres to 1,002 square metres providing a variety of options for residents.
- A slightly curved local road running from south to north connecting the existing 52 Avenue to the proposed 54 Avenue;

- Two cul-de-sacs along the east side of the proposed curved local road and one eyelid in the centre of the local road on the west side;
- A laneway running along the western boundary to provide a buffer between the residential lots and the dirt race track that runs adjacent to the site;
- A Public Utility Lot running along the eastern boundary to provide a buffer between the residential lots and Highway 869;
- An additional seven (7) lots located along the north side of the proposed 54 Avenue that fall outside the target parcel area but could easily be built and serviced along with the proposed Subdivision Design. These were previously proposed but in the current re-evaluation they remain as presented.

2.1.2 Alternative Subdivision Design Option 2 Land Use Statistics:

	<i>Hectares</i>	<i>Acres</i>	<i>Percentage of Gross Area</i>
Gross Area (total Plan Area)	3.35	8.28	100%
PUL	0.11	0.27	3%
Roadway	0.78	1.93	23%
Laneway	0.16	0.39	5%
Residential R1A	2.3	5.69	69%

Residential Summary	# of Units	Units per Hectare
R1A Single Detached District	34	10

Additional 7 Lots North of 54 Avenue	<i>Hectares</i>	<i>Acres</i>	<i>Percentage of Gross Area</i>
Gross Area	0.75	1.84	100%
Roadway	0.11	0.27	15%
Residential R1A District	0.64	1.57	85%

4.3. Preferred Alternative Subdivision Design Option

We have prepared two (2) DRAFT Alternative Subdivision Design Options for the lands located at NE-8-44-12-W4 Plan 9121568 Block 27 within the Town of Sedgewick Alberta (the Plan Area). They are attached for your review (*Enclosure 1: Alternative Subdivision Design Option 1* and *Enclosure 2: Alternative Subdivision Design Option 2*). These were reviewed with the Town of Sedgewick on January 18, 2018 and they advised that **Option 1 was the preferred Alternative Subdivision Design Option** with a few minor modifications. ParioPlan made these modifications which included reducing the number of lots, increasing some of the lot sizes, and keeping the Public Utility lot to act as a buffer area for the final Option 1 Design.

5.0 LAND USE OPTIONS

As per *Section 64: R1A Residential Single Detached District in the Land Use Bylaw #461* the following are the permitted and discretionary uses that would be considered for the Plan Area:

Permitted Uses	Discretionary Uses
Accessory Building	Bed and Breakfast Facility
Dwelling, Single Detached (New Construction)	Utility Building
Home Occupation	Similar Use
Public Assembly	
Public Use	

6.0 SUMMATION

From our analysis and direction from the Town of Sedgewick, the preferred Alternative Subdivision Design Option 1 meets all the requirements of the *Municipal Development Plan, Land Use Bylaw*, and the criteria set out by the Town of Sedgewick for 30 lots with a more curvilinear layout. It provides a variety of lot sizes, good access to Highway 869 and the adjacent residential development, and contains buffers in the form of a laneway and public utility lot to separate residential lots from the racetrack and highway to reduce conflicts and unpleasant effects from those uses.

An additional seven (7) lots are shown on the north side of the proposed 54 Avenue. While these lots do not fall within the parcel boundaries, it would be cost efficient and quick to build and service these lots at the same time. These were previously proposed but in the current re-evaluation they remain as presented.

The next steps to proceed with subdivision are:

1. Complete a Land Use Bylaw amendment to re-district the (R3) Residential Sectional Home Subdivision District to (R1A) Residential Single Detached District.
2. Create a Tentative Plan of Subdivision for the first Phase of development then obtain subdivision approval from the Subdivision Authority.
3. Engage an Alberta Land Surveyor to prepare the Legal Plan of Subdivision and then register the newly created lots at Alberta Land Titles.

Respectfully Submitted,

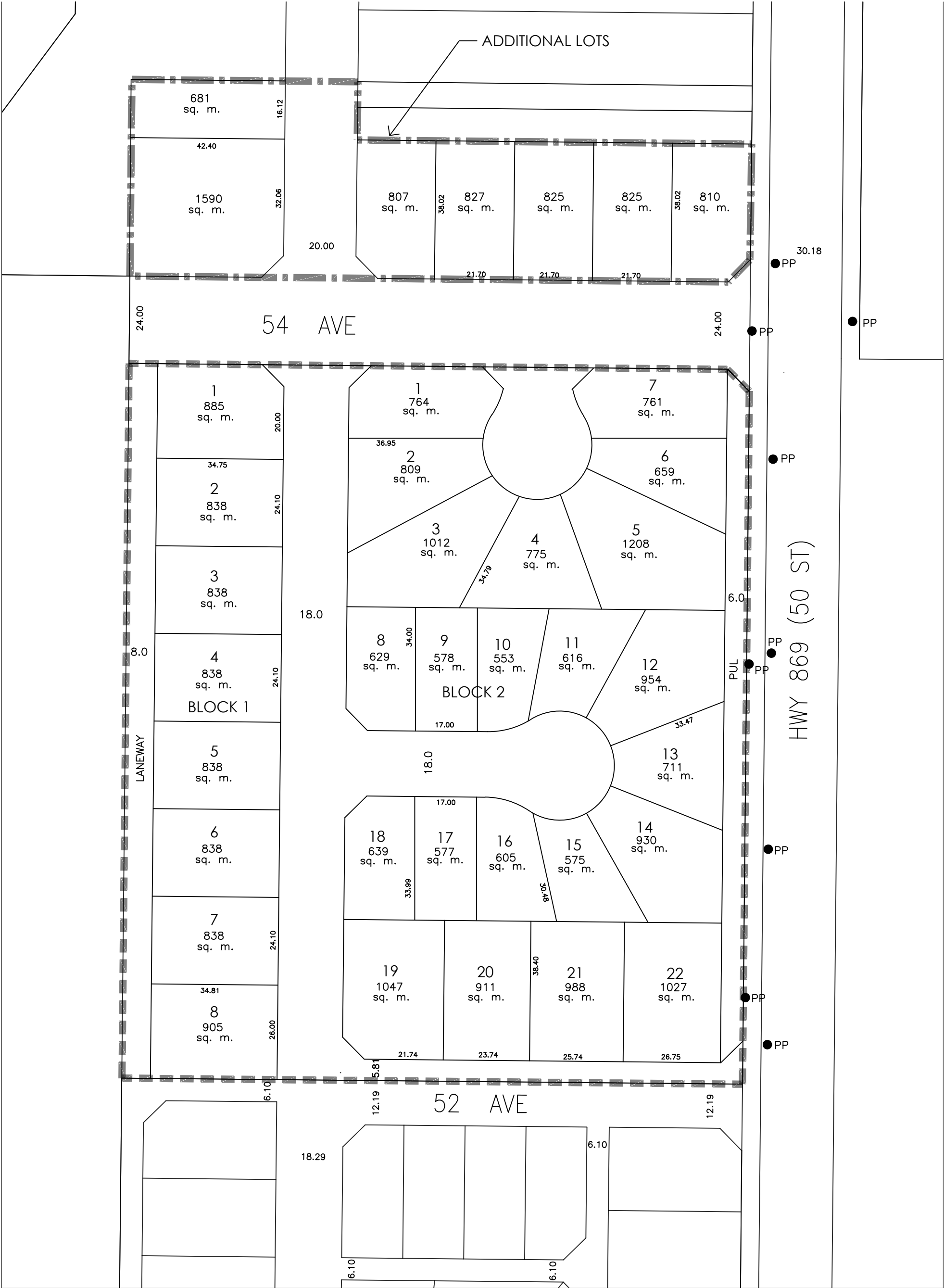
PARIOPLAN INC.



Armin A. Preiksaitis, BES, RPP, FCIP
President

CC: Nelson Dos Santos, P.Eng, Division Manager – Civil Infrastructure Division, Associated Engineering Alberta Ltd.

Enclosures: 1. Alternative Subdivision Design Concept 1
2. Alternative Subdivision Design Concept 2



Legend:

Main Plan Area

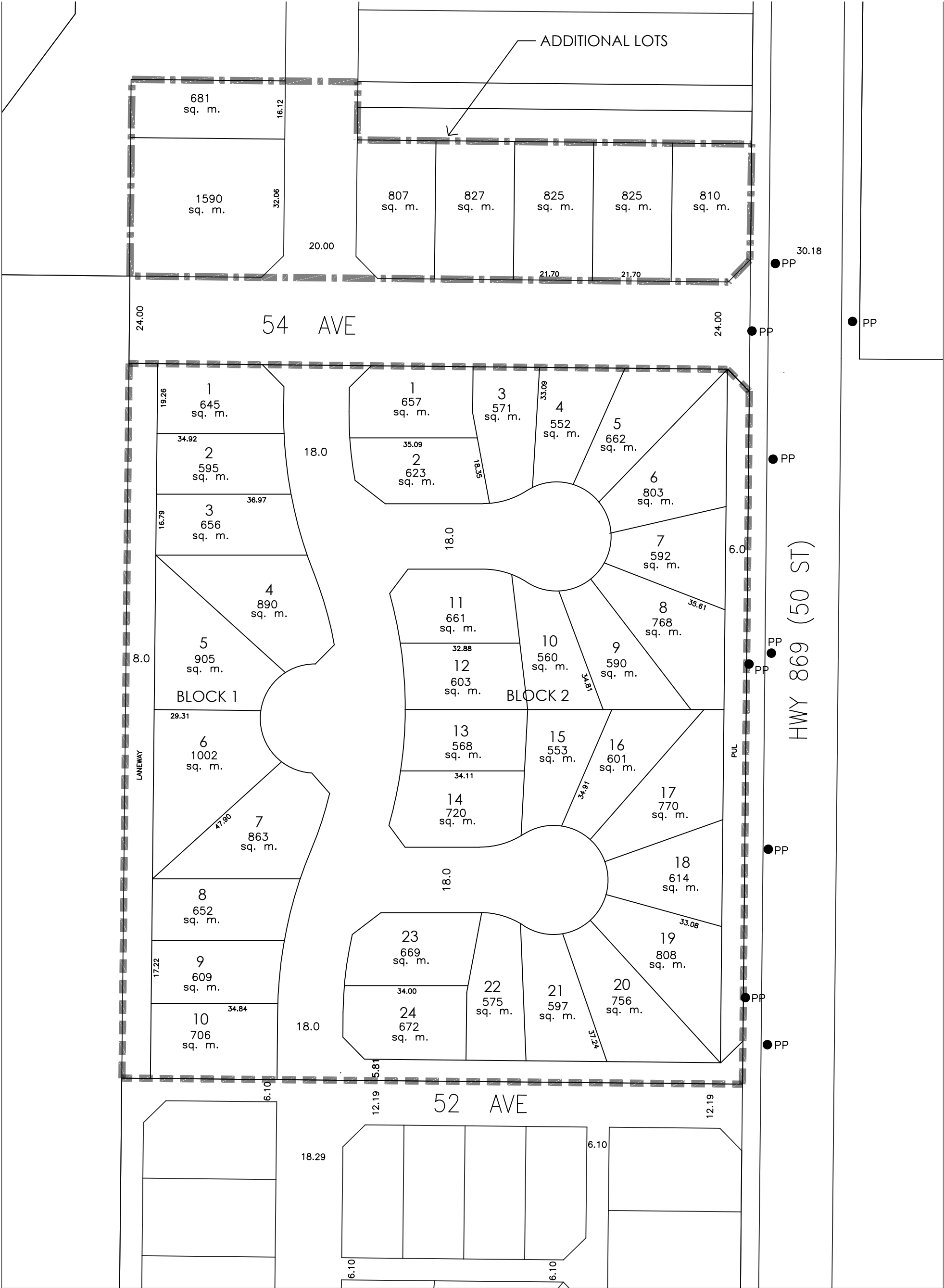
Additional 7 Lots North of 54 Avenue

	Hectares	Acres
PUL	0.11	0.27
Roadway	0.67	1.66
Laneway	0.16	0.39
Residential	2.41	5.96
Total Area:	3.35	8.28

	Hectares	Acres
Roadway	0.11	0.27
Residential	0.64	1.57
Total Area:	0.75	1.84

Alternative Subdivision Design
Option 1

Legal Description:
NE 8-44-12-W4
Block 27, Plan 912 1568



Legend:

■ ■ ■ Main Plan Area ■ ■ ■ Additional 7 Lots North of 54 Avenue

	Hectares	Acres
PUL	0.11	0.27
Roadway	0.78	1.93
Laneway	0.16	0.39
Residential	2.30	5.69
Total Area:	3.35	8.28

	Hectares	Acres
Roadway	0.11	0.27
Residential	0.64	1.57
Total Area:	0.75	1.84

Alternative Subdivision Design
Option 2



Town of Sedgewick



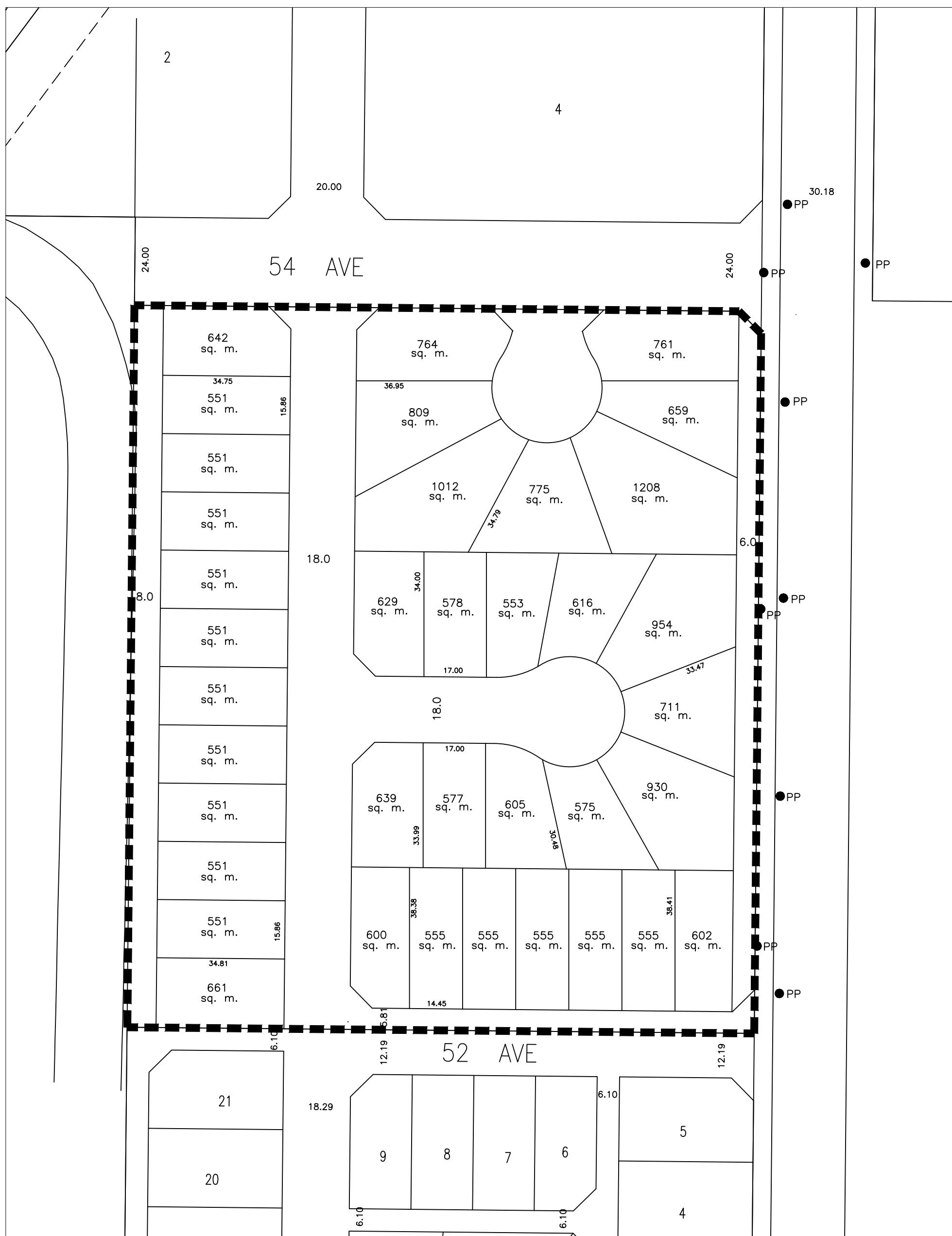
Job No: 17-068



Scale: 1:1000

Date: January 2018

Legal Description:
NE 8-44-12-W4
Block 27, Plan 912 1568



	Hectares	Acres
PUL	0.11	0.27
Roadway	0.67	1.66
Laneway	0.16	0.39
Residential	2.41	5.96
Total Area:	3.35	8.28

OPTION 1

37 LOTS
1:1000



SPRUCE DRIVE DUST SUPPRESSANT

EXECUTIVE SUMMARY

During 2018 budget deliberations, Council approved a budget of \$8000 for the application of dust suppressant on Spruce Drive. Administration had planned on making use of Flagstaff County's application program which uses the product MG30, a combination of calcium chloride and magnesium hydroxide. It has since been communicated that an oil-based product should be considered.

BACKGROUND

Spruce Drive is a gravel service road that runs approximately 720 metres in length and is between 7 and 8 metres wide. The 2018 operational budget includes \$8000 for the application of dust suppressant on Spruce Drive.

MG30

MG30 Dust Suppressant is a calcium chloride, magnesium hydroxide non-toxic solution used as a road spray for dust control. The solution couples the benefits of dust abatement with aggregate loss reduction. This means it has road surface stabilization characteristics that bind aggregate materials, increasing grade strength and thus keeping aggregate on the road. Calcium chloride itself has been proven to reduce gravel loss by up to 40% which reduces re-gravelling maintenance costs and provides a hardened road surface. Treated surfaces may still be bladed.

When magnesium hydroxide is added to the blend, it eliminates corrosiveness and doesn't allow the product to stick to metal. The downside is that MG30 can be sloppy in wet conditions.

MG30 is used by Flagstaff County and they will conveniently apply MG30 for the Town of Sedgewick through their dust suppressant program at the following rates:

- \$500 for every 100 meters of road (applied at 2 litres per square meter)

For the first year, two applications are suggested, one of 2 litres/sq. meter in the spring and another of 1litre/sq. meter in August. This would bring the estimated cost in 2018 to approximately \$5500. Thereafter the cost would fall to \$3500/year.

Clearview

Clearview is a bi-product of oil and has a 0% evaporation rate. It is non-corrosive and washes easily off of metal. Depending on traffic volume, an application of 2 litres per meter squared has a life span of 2 years. The product does not wash off the road and can be re-bladed after application.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

FEB. 15, 2018

SPRUCE DRIVE DUST SUPPRESSANT

BACKGROUND (CONTINUED)

An application of Clearview is substantially more than calcium chloride however it should not have to be applied annually. Camrose County uses Clearview exclusively and also makes use of it in the Hamlet of Ohaton. They have reported that sometimes upon application the product doesn't take well to certain roads, although in most situations it does. The more fines in the gravel, the better the product will perform.

Clearview Approximate Application Rates

- \$0.64/litre or \$1100 for every 100 meters of road (applied at 2 litres per square metre).

Ongoing cost would be approximately \$8000 for Spruce Drive every two years.

BUDGET IMPLICATIONS

Over 6 years the cost of applying MG30 will be approximately \$23,000 and the cost of applying Clearview will be approximately \$24,000.

ALTERNATIVES

1. Council may approve the application of MG30 Dust Suppressant on Spruce Drive in 2018, with a budget of \$8000.
2. Council may approve the application of Clearview Dust Suppressant on Spruce Drive in 2018, with a budget of \$8000.

RECOMMENDATION

1. That Council approve the application of Clearview Dust Suppressant on Spruce Drive in 2018, with a budget of \$8000.

ATTACHMENTS

1. Photo of MG30
2. Photo of Clearview

MG30



CLEARVIEW





TOWN OF SEDGEWICK

REQUEST FOR DECISION

FEBRUARY 15, 2018

MARCH COUNCIL MEETING DATE

MARCH COUNCIL MEETING DATE

EXECUTIVE SUMMARY

Council meets for their regular meeting of Council on the third Thursday of each month, which is March 15th. Mayor Robinson is away during that time.

BACKGROUND

With the absence of Mayor Robinson, Council will still have quorum based on the four remaining Councillors attending. It may be worthwhile to postpone the meeting however due to a number of issues that will be ready for Council's decision during that meeting, if the scheduling of all Councillors permits.

If the date is changed, it will be advertised on the website and on the Town's social media.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may reschedule the regular Council meeting from March 15th to March 22nd.
2. Council may keep the regular Council meeting on March 15th.

RECOMMENDATION

1. That Council postpone the regular Council meeting from March 15th to March 22nd.

ATTACHMENTS

1. None

FRSWMA Regular Monthly Board Meeting

January 22, 2018

Sterling Room of the County Office, Sedgewick, AB

Minutes

1.0) Attendance

DIRECTORS:

Elaine Fossen	Village of Forestburg
Rick Krys	Town of Killam
Dean Lane	Town of Hardisty
Stephen Levy	Town of Sedgewick
Josephine Mackenzie	Village of Alliance
Brandon Martz	Village of Heisler
Janice McTavish	Village of Rosalind
James Robertson	Town of Daysland
Deb Smith	Village of Lougheed

Regrets:

Jeanette Herle	Flagstaff County
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STAFF:

Murray Hampshire	Manager
David Dahl	FRSWMA
Cliff Hill	FRSWMA

2.0) Call to Order

Chair D. Smith called the meeting to order at 7:05 p.m.
She turned the floor over to Cliff Hill who provided a gracious thank-you to the Board for the generous Christmas gift cards, on behalf of all staff.

3.0) Agenda

Resolution # 336/2018. Director E. Fossen moved to accept agenda as presented.
CARRIED

4.0) Adoption of Minutes

Minutes of the Nov 27, 2017 Organizational Board Meeting were reviewed
Resolution # 337/2018. Director S. Levy moved to approve the minutes of the Nov 27, 2017 Organization Meeting, attached to and forming part of these minutes.
CARRIED

Minutes of the Nov 27, 2017 Regular Board Meeting were reviewed
Resolution # 338/2018. Director R. Krys moved to approve the minutes of the Nov 27, 2017 Regular Meeting, attached to and forming part of these minutes.
CARRIED

5.0) Reports

5.1) Operations update: Executive Director M. Hampshire provided operations update attached to and forming part of these minutes. Discussion ensued.
Resolution # 339/2018. Board member J. Robinson moved to accept operations report as presented.
CARRIED

5.2) Financial reports: Executive Director M. Hampshire provided Dec 31, 2017 P&L and Nov 22, 2017 cash position. Discussion ensued.
Resolution # 340/2018. Board member E. Fossen moved that we accept financial reports as presented.

CARRIED

6.0) Business

6.1) 2018 DRAFT Budget Status: Executive Director M. Hampshire provided status of 2018 budget approvals with letters of approval from all members.

Resolution # 341/2018. Director R. Kryz made a motion that Flagstaff Waste Board ratify the 'Draft 2018 Operating Budget' as the 'Approved & Amended 2018 Operating Budget' with a total operating revenue of \$2,442,750 and a municipal requisition totaling \$1,220,000, invoice quarterly to members on a per capita basis as provided in the budget documents. The Executive Director is further directed to provide a Final Approved Copy of the 2018 operating budget to all members.

CARRIED

7.0)

**Correspondence
and Information**

Resolution # 342/2018. Director D. Lane moved that the correspondence attached to and forming part of these minutes be accepted as information.

CARRIED

8.0) Adjourn

Resolution # 343/2018. Director D. Lane moved that the meeting adjourn at 7:51 pm.

Chair

Manager

Next Meeting

Regular Board Meeting – Feb 26, 2018 – 7:00 p.m.

Citizen's Advisory Committee – January 23, 2018

A few things that were discussed last night for those who were not able to make the meeting.

Current Annual Performance Plan (APP):

- 1 - Enhance Road Safety
- 2 - Property Crime
- 3 - Community Relations

- 1 - Enhance Road Safety

Two additional members have been Radar/Laser trained to enforce speeding infractions throughout Flagstaff County and the communities. Each member that has not been Radar/Laser trained has been enrolled for the next available Radar/Laser training, including our new member.

Members who have not been trained on the roadside breath demand (FST) has been enrolled for the next available training, including our new member.

Member's have been actively patrolling and enforcing Provincial Legislation. Provincial Stats are significantly up this quarter.

I have also looked into the Enhanced Position, Community Resource Officer's issued violations are being directed back to the county/communities paying for the position. (Who ever is paying for the position (police) is to be receiving a % of the fines issued). So all other RCMP detachment members violations issued, the fine amount is being directed back to the province, because the province pays for the police in the area.

- 2- Property Crime

Stats are still on the rise. We have trained one member in the Habitual Offenders Management Program.

- The Habitual Offender Management Program provides a framework, for RCMP "K" Division, to create and utilize appropriate structures, processes and partnerships to identify and address crime reduction opportunities in our communities. The goal of the program is to respond to those offenders who are responsible for committing a disproportionately high number of crimes in the community through intervention and enforcement processes.

We also have a member that will be trained as a Property Crime Examiner. This member will be able to attend scene, process scene's for evidence. Simple terms, they are trained as a CSI, but only for Property Crimes. They can photograph, dust for fingerprints, analyse shoe and tire impressions, seize DNA.

District and Division are working on processes and units to focus on Rural Property Crime. Crime Reduction Units, Warrant Apprehension Units and etc.

- 3 - Community Relations

Community Relations is always an ongoing aspect for the detachment. Members are and have been involved in public events, meetings and activities.

We discussed the next fiscal year's Annual Performance Plan, if we will stay focussed on the same three APP's or if we would look into new APP's. I suggested to definitely keep Enhance Road Safety and Property Crime and possibly replace Community Relations with Fraud or Intelligence/Organized Crime.

- Fraud does affect some citizens in the county and communities, targeting the elderly.
- Intelligence and Organized Crime goes hand and hand with Property Crime

Cst. HARRIS has assumed the role as the Community Resource Officer, since October 1, 2017. He will be occupying the position for the next four years. He has been actively involved in the schools, communities and societies (Rural Crime Watch). He has created a LEADS Program in the schools throughout the county, and has been incorporating aspects of DARE. Cst. HARRIS is not DARE Trained and there is no DARE training this year.

Status of the Detachment.

We are fully staffed at the constable rank, and are actually surplus one member. Our new member, Cst. Tanya TREMBLAY starts today and will be trained by Cst. Zach GAST (Acting Corporal) for the next six months. As you are all aware, our detachment was appointed a promotional sergeant back in November 2017, Sgt. Colin MOLINSKI. Sgt. MOLINSKI is looking to coming to Killam, and is wanting to raise his young family in a rural setting. Sgt. MOLINSKI is still waiting to sell his house at his current posting. Once his house is sold he will be transferring to Killam immediately.

We also touched base on additional enhanced positions to be paid for through the county and communities, such as a traffic position with secondary duties as a general duty member. Discuss point was with all of the property crimes affecting businesses in the area to have businesses support enhanced positions by funding through the county. Further discusses in the future.

We also discussed;

- Marihuana Legalizing - one member has been enrolled for DRE/SFST which is Drug Recognition Training. Government is in the early process of what requirements, laws, and etc. are to be considered.
- The Provincial changes coming to Impaired Driving (Fines/Suspensions) - this is still being evaluated by the Alberta Government, but changes are going to be happening from how police deal with impaired drivers.

"On May 18, 2017, the Court of Appeal [ruled](#) that part of the province's current impaired driving sanctions are unconstitutional, [Alberta Justice and Solicitor General](#) noted in a statement last week. Specifically, the ruling stated that suspending licences until a matter is resolved in court infringes on an individual's rights under the *Canadian Charter of Rights and Freedoms*."

- Property Crime convictions- time served, judges decisions, monitoring/ankle bracelets for released offenders on probation. Directed to talk with politicians / local MLA's.
- Citizens using Social Media to assist with property crimes
- Rural Crime Watch Society using an APP

Regards,

Trent C.

Sedgewick Rec Center Board Meeting

Call to Order-Cory called the meeting to order @ 7:00. In attendance Cory, Verna, Marta, Pam, Kari, Andrew, Connie, Aleska, Greg, Karen Keogh.

Approval of Agenda-Pam moved the approval of the agenda. Carried

Treasurer's Report-Connie gave the treasurer's report and reviewed the 2017 approved budget. Aleska made a motion to approve the reports as presented. Carried.

Minutes of Previous Meeting-Kari read the minutes of the December 11/2017 meeting. Andrew moved to adopt the minutes as read. Carried.

Business Arising- Glass-Cory will get wood and a skill saw for glass replacement.

-Bar-Curling will have a year end meeting to discuss the option of changing the bar over to rec center operation.

Correspondence-Letter from Vicki Holsworth regarding the ice time for power skating being shortened from 6:30-6:45.

Town Council Rep Report-Stephen Levy is working with indigenous and the library to bring people to July 1st for a Pow Wow. Greg moved the approval of his report. Carried.

User Group Reports/Concerns

Hockey-Regarding shinny-If we are open there should be public skating. Public skating/shinny Fridays until 5.

Bergie Tourney-There are 10 teams this year. Tables and chairs will be hauled up next week.

Lacrosse-April 16- Tyke, Novice, and Peewee teams.

New Business-Complaints-Joan Djos complaints-

1. No heat.
2. Sky boxes were locked
3. Kitchen staff cooking and eating at the same time.

Marta called her back to address the issues. Marta relayed that Michael could have opened the door if she asked. We are having some problems with the heaters. They are running, but not well. The staff that was eating was not cooking the food.

Rec Center Renaming-The Town of Sedgewick is sending out a proposal to have a company provide annual support to the rec center in exchange for having their business name put on the outside of the building for a predetermined number of years.

Family Day-The rec center should be opened at 9:00 and coffee ready. The public skating hours will be adjusted to reflect hockey practice times. The concession will make chili.

Manager's Report-Marta gave the manager's report. See attached. Andrew moved to approve the manager's report as presented. Carried.

In Camera-Personel

Next Meeting- Next meeting is set for Feb.

Adjournment-Meeting adjourned at 9:00.



TOWN OF SEDGEWICK

DEPARTMENTAL REPORT TO COUNCIL

MEETING DATE: FEB 15, 2018

DEPARTMENT: PUBLIC WORKS

SUMMARY

Snow removal has been a priority for the past 2 1/2 weeks (streets & alleys). We have removed the Christmas tree and Christmas decorations. There has been a few different issues in the water plant, alarms, well pumps and U.V. The main sewer line on Meadowlark Dr backed up on Feb 4.

ACCOMPLISHMENTS

- Due to the dumps of snow we got on Jan 26-27 (5"-8") and Feb 3-4(4"5") we have been pretty busy hauling snow for the past couple of weeks.
- We did manage to get the alleys cleaned both weeks for garbage pick up on Thursdays.
- The Christmas tree was removed from the park and the lights were removed. We also got the Christmas decorations down from mainstreet and the banners remounted.
- Well drawdowns were completed for the month of January (Checking the pumping and static levels of the aquifer)
- We did manage to get the U.V. reactors apart to inspect the bulbs and clean the glass tubes.
- On Jan 23 we cleaned and painted the floor in the lift station.
- On Sunday Feb 4 the main sewer line on Meadowlark Dr. was plugged up and it did go into a resident's basement. The issue was fixed.
- Second Floor Computers attended our water plant as we were having issues with Scada alarm all morning on Feb7, he figured the problem was with the internet.
- An electrical contractor attended our water plant on Feb 7 as we are having issues with the well pumps shutting off for no reason at random times. He checked things over and did find a loose wire connection and fixed it but the issue remains.

PRESENT AND FUTURE

- We've gotten an awful lot of snow so far and we are filling up our lots pretty quick so we are going to clean out a few more lots (north of Bluejay Cres., between other ball diamond and farther east of the old legion
- Will be doing well draw downs for the month of February
- We would like to look at either taking out the bollards on the new walking trail or change to a different style for easier maintenance on the walking trail
- Whether we get snow or not we will still be grading all of the streets in town because if it gets warm we will have to get it picked up before it gets too wet.

APPENDIX:

NONE

PREPARED BY:

DARYL JOHNSON, FOREMAN



TOWN OF SEDGEWICK

CAO REPORT TO COUNCIL

MEETING DATE: FEB. 15TH, 2018

SUMMARY

I have been working with the engineers to finalize design of the subdivision and camera-ing of the sewer mains. The Strategic Plan has been placed on our website and copies available at the Town office.

We are entering the audit and assessment season.

MEETINGS

- Attended Alberta Emergency Alert Training on January 23rd with Ian Malcolm and Richard Debock
- Attended website training with staff on January 18th
- Attended CAO meeting on January 25th
- Attended a meeting at Kal-tire on January 31st regarding location of an LED sign
- Attended a meeting in Lacombe with Mayor Robinson and Clr. Levy regarding working with the Parkland Regional Library in attracting indigenous events to Sedgewick
- Attended a regional meeting on February 8th with Urban Systems regarding Asset Management
- Attended a CAO meeting on February 9th
- Met with representative of the Wick Motel on February 13th regarding LUB requirements of rezoning for an assisted living facility
- Met with representatives of Flagstaff County regarding an IDP review

ACCOMPLISHMENTS

- Completed the order for a new Council conference desk
- The Rec Centre RFP has been distributed through the Alberta Purchasing Connection, Municipal World and letters to major businesses in the region
- Letter was sent to Nazarene Church supporting their idea of a gazebo on the walking trail
- Received subdivision construction estimate from Associated Engineering
- Installed a new phone system in the town office
- Have entered into an agreement with The Vector Group to completed the genset work at the water treatment plant
- Received order of three cemetery plaques that will replace plaques that have been lost. Will be installed in the spring.
- Have completed a memorandum of understanding template to use when user groups (e.g. rec board) ask us to sell merchandise (tickets, gift cards) out of the Town office. We have insurance coverage for up to \$10,000 in the event of theft/loss.

PRESENT

- Ordering the approved public works equipment (capital)
- Water Treatment Plant work to be completed no later than June 1st
- Auditor will be scheduled to attend in the next few weeks



TOWN OF
SEDGEWICK

CAO REPORT TO COUNCIL

MEETING DATE: FEB. 15TH, 2018

PRESENT AND

- Working on a Snow Removal and Grass Cutting Policy
- Working on a Council Code of Conduct Bylaw
- Will begin working on a Public Engagement Policy
- Will post job advertisement for Public Works temporary position (April to October)
- Will be preparing 2018 budget adjustments to present to Council

APPENDIX:

NONE

PREPARED BY:

JIM FEDYK, CAO

Sedgewick Community Hall Board Meeting
January 22, 2018

Called to order at 7:00 pm.

Members present: Steen Hardon, Lorna Polege, Barb St. Pierre,
Richard Debock, Kim Rempel, Cheryl Rempel

Reviewed financial statements.

Business discussed:

New Janitor Hire: Lorna Polege made a motion that we present Kelly Arntzen with the janitorial job description and offer her employment with a monthly \$150.00 retainer and an hourly rate of \$20.00 per hour to clean the hall following an event. Seconded by Barb St. Pierre. All in favor. Carried. See attached job description.

The town office must inform her of the hall rental schedule. Kelly's email address is: mickeykmm@outlook.com

It would also be very useful if the town office could email Cheryl with the town hall rentals. Cheryl's email is: crempel1988@gmail.com

Sedgewick Community Hall Room Rentals: Barb St. Pierre made a motion that yearly room rates for the clubs listed below will be as follows:

Masons Club	\$600.00
Sedgewick Lions Club	\$1000.00
Sedgewick Legion	\$600.00
Flagstaff Players Group	\$500.00

The motion seconded by Richard Debock. All in favor. Carried.

Robbie Burns Night: We will meet at the hall at noon to begin the prep work for the evening meal.

-The hall board has requested that the "key" to the locked cabinet that is located on the stage be added to the rental key baton. This cabinet contains the "mikes" and should be accessible to renters.

- a fresh battery for the cordless mikes should be placed in the cabinet.

-It was decided to leave one fan on in the main hall area to disperse the warm air.

-

- Barb and Cheryl will meet Friday at 2:00 pm to begin prep work on the Saturday night Robbie Burns meal.

- The hall board has approx.. \$2000.00 left from Recreation Grant money. We will get a quote for vinyl plank to be installed in the hall foyer, entry stairs and bathrooms. We have a sample chosen from the Killam Home Hardware- "Burly Wood". Steen will check with Ed Huus about installing it and Richard will contact Derek at Home Hardware with the square footage for the material.

Meeting adjourned at 9:00 pm.

	SEDGEWICK LAKE PARK ASSOCIATION			
	Proposed Budget 2018			
	2017 Budget	Actual	Variance	2018 Budget
REVENUE				
Camping Fees	\$ 86,450.00	\$ 80,841.00	\$ (5,609.00)	\$ 86,000.00
TeePee Time				\$ 300.00
Firewood Sales	\$ 3,800.00	\$ 4,892.00	\$ 1,092.00	\$ 5,000.00
Laundromat	\$ 300.00	\$ 310.00	\$ 10.00	\$ 300.00
Pool	\$ 600.00	\$ 440.00	\$ (160.00)	\$ 600.00
Bank Interest	\$ 400.00	\$ 317.86	\$ (82.14)	\$ 400.00
Employment Grants		\$ 6,492.00	\$ 6,492.00	\$ 4,500.00
Common Share Allocation		\$ 103.94	\$ 103.94	
Camp Kitchen Rental	\$ 100.00	\$ 50.00	\$ (50.00)	\$ 100.00
Bottle Refunds		\$ 238.50	\$ 238.50	
General Operating total	\$ 91,650.00	\$ 93,685.30	\$ 2,035.30	\$ 97,200.00
Spray Park				
Grants		\$ 2,500.00	\$ 2,500.00	
Donations		\$ 16,542.18	\$ 16,542.18	
Fundraising		\$ 7,634.20	\$ 7,634.20	
Total	91,650.00	120,361.68	\$ 28,711.68	\$ 97,200.00

	2017 Budget	Actual	Variance	2018 Budget
EXPENSES				
Management Wages	\$ 25,000.00	\$ 26,000.00	\$ 1,000.00	\$ 26,000.00
Casual Labour		\$ 2,169.69	\$ 2,169.69	\$ 1,600.00
Summer Students	\$ 16,000.00	\$ 17,380.48	\$ 1,380.48	\$ 17,000.00
Picnic Table/Firepit Replacement		\$ 2,390.24	\$ 2,390.24	
Advertising	\$ 700.00	\$ 276.49	\$ (423.51)	\$ 500.00
Insurance	\$ 1,450.00	\$ 1,570.95	\$ 120.95	\$ 2,000.00
Office Supplies	\$ 600.00	\$ 131.81	\$ (468.19)	\$ 300.00
Propane	\$ 1,500.00	\$ 1,379.70	\$ (120.30)	\$ 1,500.00
Board Supplies	\$ 100.00	\$ 69.35	\$ (30.65)	\$ 100.00
Tools and Supplies	\$ 250.00	\$ 629.42	\$ 379.42	\$ 900.00
Janitor Supplies	\$ 1,000.00	\$ 1,366.28	\$ 366.28	\$ 1,400.00
Waste Management	\$ 800.00	\$ 619.55	\$ (180.45)	\$ 700.00
Firewood	\$ 3,600.00	\$ 4,500.00	\$ 900.00	\$ 4,500.00
Landscaping	\$ 1,500.00	\$ 2,698.75	\$ 1,198.75	\$ 2,000.00
Equipment Maintenance & Repairs	\$ 1,500.00	\$ 3,163.90	\$ 1,663.90	\$ 1,000.00
Kid's Programming				
ATB Debit/C/C Fees	\$ 1,500.00	\$ 1,631.87	\$ 131.87	\$ 1,600.00
Building Repairs & Maintenance	\$ 1,000.00	\$ 2,851.05	\$ 1,851.05	\$ 3,000.00
Fuel	\$ 1,250.00	\$ 1,292.41	\$ 42.41	\$ 1,300.00
Vehicle Repairs	\$ 250.00	\$ 182.19	\$ (67.81)	\$ 200.00
Power	\$ 15,000.00	\$ 11,826.31	\$ (3,173.69)	\$ 15,000.00
Internet	\$ 500.00	\$ 468.10	\$ (31.90)	\$ 500.00
Telus	\$ 700.00	\$ 796.72	\$ 96.72	\$ 800.00
Freight		\$ 380.51	\$ 380.51	\$ 400.00
EI Expense		\$ 1,029.81		\$ 1,200.00
CPP Expense	\$ 11,000.00	\$ 2,002.80	\$ (7,967.39)	\$ 2,100.00
WCB	\$ 300.00	\$ 508.11	\$ 208.11	\$ 300.00
Treasurer Honorarium	\$ 1,200.00	\$ 700.00	\$ (500.00)	\$ 1,200.00
Safety Courses	\$ 500.00	\$ 893.50	\$ 393.50	\$ 500.00
Pool Expenses	\$ 3,450.00	\$ 3,347.56	\$ (102.44)	\$ 3,900.00
Computer		\$ 532.00	\$ 532.00	
Interest & Bank Charges		\$ 11.69	\$ 11.69	
Mileage, Meals, Accomodation		\$ 538.18	\$ 538.18	\$ 500.00
Miscellaneous		\$ 3,771.07	\$ 3,771.07	
Capital Purchases		\$ 5,530.09	\$ 5,530.09	
Lot Maintenance	\$ 500.00	\$ 5.98	\$ (494.02)	\$ 500.00
Memberships		\$ 563.23	\$ 563.23	\$ 200.00
Spray Park Operation				\$ 4,500.00
Total Operating Expenses	91,150.00	103,209.79	\$ 12,059.79	\$ 97,200.00

Sub total	\$ 91,150.00	\$ 103,209.79	\$ 12,059.79	\$ 97,200.00
	2017 Budget	Actual	Variance	2018 Budget
Spray Park Fundraising		\$ 8,682.90	\$ 8,682.90	
Total Expenses	91,150.00	111,892.69	20,742.69	97,200.00



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

RECEIVED

FEB 06 2018

AR92301

January 31, 2018

His Worship Perry Duncan Robinson
Mayor, Town of Sedgewick
PO Box 129
Sedgewick AB T0B 4C0

Dear Mayor Robinson,

The Alberta government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative, we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

I am pleased to inform you that the operating spending plan submitted by your municipality has been accepted. You may proceed to apply your municipality's 2017 operating allocation and any estimated 2016 carry-forward to the priorities identified in your plan.

As partners in supporting Alberta's communities, I look forward to working together to move your local priorities forward.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Jim Fedyk, Chief Administrative Officer, Town of Sedgewick

Backgrounder

Join the campaign for a more equitable police funding model

AUMA is calling on municipalities across Alberta to join us in advocating for the Government of Alberta to implement a new, more equitable police funding model.

Overview of current police funding model

Under the Police Act, the Alberta government is responsible for providing police services to those municipalities with populations of 5,000 or less, as well as to all municipal districts and counties, at no direct cost to them. The province meets this obligation by contracting the RCMP to police these communities through the Provincial Police Service Agreement (PPSA), signed by the Alberta and federal governments. Under the PPSA, the province is responsible for 70 per cent of the cost of policing, while the federal government pays 30 per cent. The PPSA also provides police services to Métis settlements, and to First Nations communities where other policing arrangements have not been made.

Some urban municipalities with populations of 5,000 or less have contracted the RCMP for enhanced policing to deal with special situations, or have either by themselves or in cooperation with other municipalities retained Peace Officers to provide an additional policing presence in their communities

Urban municipalities with populations over 5,000 have three options for providing police services in their communities:

- Develop a contract with the federal or provincial government or another municipality for the provision of policing services;
- Establish a stand-alone municipal police service; or
- Establish a regional police service with other municipalities, which may include the province.

The most common municipal policing arrangement in Alberta is the use of contract policing. Under this arrangement, the RCMP provides policing services to a municipality through the Municipal Police Service Agreement (MPSA). Under an MPSA, a proportion of the costs of policing are borne by the federal government, depending on the size of the municipality's population as shown in the following table.

Municipal Population	Policing Arrangement	Municipal Responsibility for Policing Costs
Over 5,000	Stand-alone or regional municipal police service	Municipality pays 100% Municipal costs offset by MPAG provided by the Government of Alberta
Over 15,000	Municipal Police Service Agreement with RCMP	Municipality pays 90% Federal government pays 10% Municipal costs offset by MPAG provided by the Government of Alberta
5,000 to 15,000	Municipal Police Service Agreement with RCMP	Municipality pays 70% Federal government pays 30% Municipal costs offset by MPAG provided by the Government of Alberta

The province provides funding to municipalities to help meet the costs of policing services through the Municipal Police Assistance Grant (MPAG) Program. All municipalities that pay some or all of the costs of their policing qualify for this program. Recipients must provide reports on how the grant funds were used. The grant is issued annually to all eligible municipalities and no application is required.

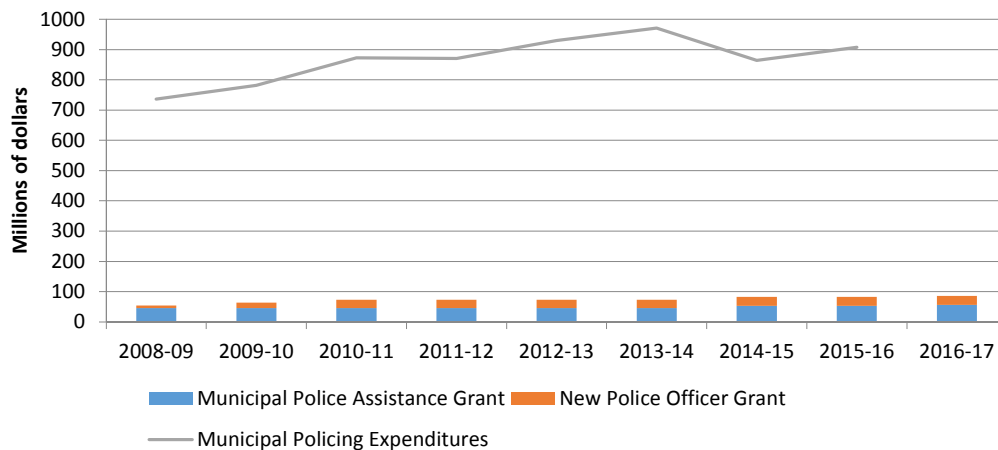
MPAG financial assistance is based on the following thresholds:

- Towns and cities with a population from 5,001 to 16,666 receive a \$200,000 base payment plus an additional \$8.00 per capita.
- Cities and urban service areas with a population from 16,667 to 50,000 receive a \$100,000 base payment plus \$14.00 per capita.
- Cities and urban service areas with a population over 50,000 receive grants of \$16.00 per capita.

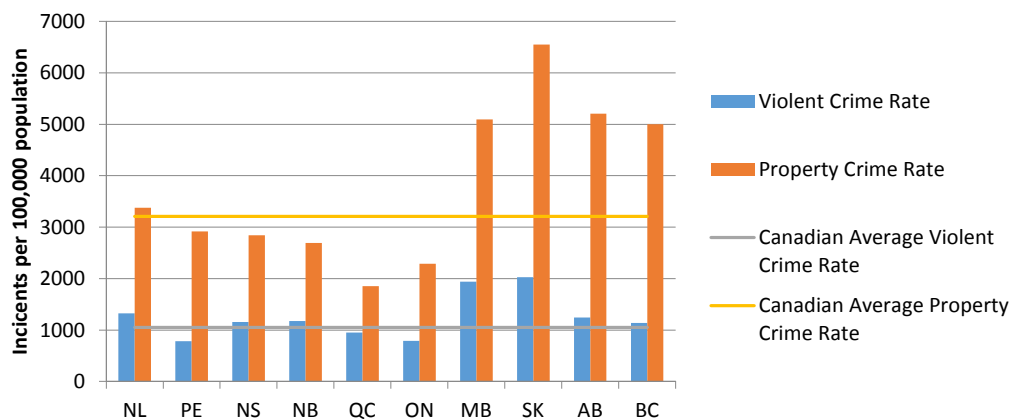
Why action is needed

Currently, policing costs are only paid by urban municipalities with a population greater than 5,000. Small urban and all municipal districts and counties are exempt. Although the province provides some support through the MPAG Program, there have been chronic shortfalls in funding as the program has not kept pace with growing populations and increasing crime rates, as shown in the following figures.

Provincial Policing Grants Compared to Municipal Policing Expenditures in Alberta



Canadian Crime Rates, 2016





While municipal policing expenditures in Alberta increased 23.3% from 2008 to 2016, the MPAG only increased 15.8 per cent in that time. Meanwhile, crime rates in Alberta have remained high, with both our violent crime rate and property crime rate above the national averages in 2016.

The solution

The inequitable responsibility for funding police services has frustrated many of AUMA's members for several years. In 2010, AUMA consulted with our members on potential approaches and made a number of submissions to the province, including the following principles for equitable police funding model:

1. A fair, flexible and equitable model should be developed that:
 - Ensures the level of provincial funding is sufficient to meet the standard levels of service.
 - Requires services beyond the standard level to be funded by the jurisdiction wanting the additional services.
 - Recognizes the unique needs of each municipality (i.e. specialized services).
2. The model should encourage efficiencies by:
 - Using other mechanisms to address municipal capacity issues.
 - Encouraging regional policing models.
3. The transition to a new model should:
 - Ensure an adequate impact assessment analysis is completed.
 - Ensure that effective education and consultation mechanisms are available to Alberta's municipalities.
 - Allow for an adequate notice period.
4. Revenues created from the new model should be reinvested in public safety:
 - Ensure any additional revenue collected from an "everyone pays" model is returned to the protection of public safety.
 - Ensure fine revenues stay in the communities they are generated in.

AUMA continues to support the "everyone should pay" concept. This means using a funding formula based on population and property assessment, with any resulting surplus funds being used for crime prevention and response. Under this model, approximately \$30 to \$35 million in police funding would be cost-shared among all municipalities.

Get involved

AUMA has developed a **letter template** that you can download and adapt to send to your MLA outlining the urgent need for a new, more equitable police funding model.

Comment [KS1]: Insert link to MLA template.

If you have any questions about the letter writing campaign or AUMA's approach to police funding, please email advocacy@auma.ca.



WE ARE
economics
OF SCALE

WE ARE THE
support
YOU NEED

WE ARE THE
experts
IN MUNICIPALITIES

WE ARE YOUR
advocate

Flagstaff Community Adult Learning

Building a sense of community through opportunities to learn.

February 1, 2018

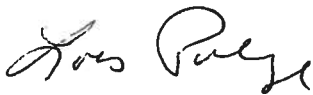
Shelly Armstrong, CLGM
Chief Administrative Officer
Flagstaff County
Box 358
Sedgewick, AB T0B 4C0

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

Dear Shelly,

We would like to once again thank Flagstaff County Council and the communities of Forestburg, Hardisty, Killam and Sedgewick for their financial support of the Flagstaff Welcoming Community project over the past year. I have enclosed an interim Outcomes and Financial Report for 2017, which highlights the work we have done with newcomers to our region, supporting their educational, job search and settlement needs. Your continued contributions to this project are making a significant difference in the lives of our community members—thank you!

Sincerely,



Lois Polege
Adult Learning Coordinator
Flagstaff Community Adult Learning

CC: Town of Hardisty
Town of Killam
Town of Sedgewick
Village of Forestburg

Learn Here.
Connect Here.
Belong Here.

5005 50 Street
Box 677
Killam, AB T0B 2L0
www.fcal.net

Flagstaff Welcoming Community Project 2017 – 2018: Live, Work, Play Interim Outcomes Report: January to December 2017

We have had a busy year working with newcomers to our community. Thank you again for your support which makes these services possible! Our outcomes are grouped under three categories: Classes, Job Search Support, and Newcomer Resources.

Classes

English Second Language Classes

- Forestburg: 3 students; 28 2-hour classes
- Sedgewick: 10 students for 9 1.5-hour classes; 9 students for 8 1.5-hour classes
- Lougheed: 10 students for 30 1-hour classes

Special events included a Christmas in January celebration, a tour of the Sedgewick Museum and Sedgewick Lake; a picnic at the Lougheed Trout Pond and a cookie baking day.

Lougheed Ladies Days – met 3 times, with an average of 5 women

- ParentLink presentations each month
- Poison Prevention (Alberta Health Services – Health Promotions)
- Financial Literacy presentation on banking
- Distribution of surplus household goods and clothing and the group took turns sharing cooking duties
- Due to changes in employment and schedules, this group has disbanded for now.

GED Prep Classes – spring and fall sessions

5 students for 37.5 hours; 3 students for 47.5 hours

3 of these students attempted the GED exams - and all 3 passed.

First Aid/CPR for Barriered Learners

8 students received their certificate. These were all parents with financial, transportation and literacy barriers which prevented them from accessing regular First Aid classes.

We held two **Newcomer Learning Day** conferences - in Strome and in Lougheed.

Strome: 9 adults, 17 children

- Raising Laying Hens
- Curling 101
- Rural Crime Watch Association

Lougheed: 6 adults, 10 children

- Badminton 101
- Using Money Jars for Budgeting
- Make Your Own Laundry Soap

Job Search Support

The **Job Board** is updated at least twice a week, including summer months.

- There are up to **610** unique online visitors per week to our webpage
- Print versions of job ads are posted in our Killam Learning Centre and also emailed to Alliance Library and Alliance Village Office, and to Forestburg Library

Resume and Job Search Coaching

- We provided **45** individual resume training sessions (approximately 2 hours each)
- We also provided interview strategies and cover letter training to 36 of these individuals, and reviewed job search strategies with 38
- 31 exams proctored
- General assistance with educational planning, online applications, email setup

Newcomer Resources

Two new **Info Sheets** were developed

- **How to Get Your SIN**
- **How To Get Your Alberta Health Care Insurance**

We continue to distribute

- **Welcome Bags** – 94 this year
- **“Things to Do”** handouts for 8 communities; these were revised and updated in June 2017. They are available on our website, most town websites and are included in the Welcome Bags.
- Previously developed brochures: **“Health Resources for Flagstaff County”** , **“Get Connected – Volunteer”** and the **“Settling in Checklist”**

In addition to the Welcoming Community Project, in 2017 FCAL also offered:

- More than 60 employability and general interest classes to over 300 learners
- Training and support to volunteer tutors for 9 adult learners, who worked together for more than 250 hours total
- Our annual Stronger Together Women's Conference with 93 women participating
- Building Blocks program (10 weeks of in home visits to equip parents to prepare their children for school) with 12 families, and 20 families participated in up to 30 group sessions with their children.
- Free public access computer lab/high speed internet and fax services
- We partnered with Business IQ Training to provide an accredited Microsoft Office Administrative Professional program to 5 students
- With the help of the Rural Alberta Business Centre we provided a 4 week “Business Plan Bootcamp” for 11 participants

Interim Financial Report

Flagstaff Welcoming Community Project

Jan 1 to Dec 31, 2017

Income

Flagstaff County	52500.00
Town of Hardisty	625.00
Town of Killam	625.00
Town of Sedgewick	625.00
Village of Forestburg	625.00
Total Income	\$55,000.00

Expense

Newcomer Classes

Advertising	504.00
Childcare	250.00
Facility Rental	605.00
Staff Payroll	18831.36
Supplies	1616.15
Travel	2083.32
Training	674.78
	<hr/>
	24564.61

Job Search Support

Advertising	730.72
Printing	1562.43
Staff Payroll	21935.96
	<hr/>
	24229.11

Newcomer Resources

Staff Payroll	5820.40
	<hr/>
Total Expenses	\$54,614.12

Balance	\$385.88
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RECEIVED
JAN 15 2018



265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – Fax: 403 752-3643
Email: safetyctr@abfarmsafety.com Website: abfarmsafety.com

January 11, 2018

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

The 2017-2018 school year is the 20th consecutive year of Safety Smarts delivery to children attending rural and remote elementary schools across our province. The generosity of many continues to make this unique farm safety extension effort possible and we are grateful for each and every dollar donated.

For the first time in its 20 year history, our in-school Safety Smarts program was externally evaluated during the 2016-2017 school year. More than 6800 people participated in the process. A single page evaluation infographic is enclosed.

We are very pleased by the evaluation findings and feel they validate our farm safety extension efforts and illustrate their impact on individuals. This infographic along with a 3 page overview and complete evaluation report can be found on the homepage of our website: abfarmsafety.com

In 2018 we are again inviting towns, villages and summer villages from across the province to consider contributing in support of farm safety education. A big thanks to those who contributed in 2017. Truly, the generosity of many make possible the continuation of this unique, impactful farm safety extension program.

As budget realities allow, we invite your council to consider a 2018 contribution of \$.15/resident to a maximum of \$300. It is our intention to continue extending an annual invitation to towns, village and summer villages in Alberta to become involved in strengthening rural Alberta through safety education.

If the timing of this letter does not work within your current budget year, please consider this request as you begin 2019 budget deliberations later in the year.

The most recent year-end Safety Smarts report can also be found on our website. Included in this report is an alphabetical listing of all 555 rural schools visited during the 2016-2017 school year along with the number of classes and students reached at each school.

We would be pleased to provide additional information directly to you, upon request.

Sincerely,

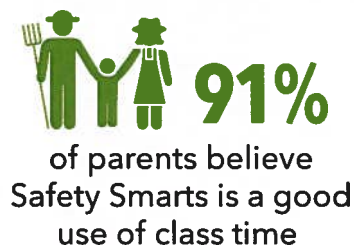
Laura Nelson
Executive Director
Farm Safety Centre

THE EVALUATION HEARD FROM



**“ Grandpa stressed don't touch the PTO...
the Farm Safety Lady explained why. ”**

Through in-person instruction and engaging activities,
children comprehend the possible consequences of their safety decisions.



Safety messages and slogans endure over time

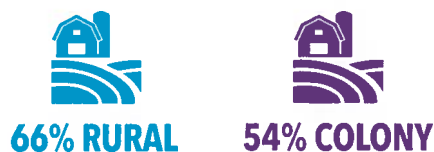
Current students remember



15 years after the presentations, young adults



Students intend to practice
safe behaviours



Teachers intend to integrate farm
safety messages throughout the year



In 2016-2017,
Safety Smarts
reached elementary
students in Rural
and Colony schools

