TOWN OF SEDGEWICK

Agenda

Regular Meeting of Council

Thursday, January 18th, 2017
Town of Sedgewick Council Chambers
6:00pm

1. Call to Order

2. Adoption of Agenda

3. Public Hearings

   3.1 LUB Application #17-01 - Rezoning of Plan 8221051; Block 31; Lot 5

4. Delegations

   4.1 Sedgewick Recreation Centre - Year End Financial Statement
   -Connie McArthur and Shaunet Petiot

5. Minutes — Regular Meeting (December 21st, 2017)

6. Old Business

   6.1 LUB Application #17-01 – Application to Amend Land Use Bylaw No. 461
   6.2 Electronic Messaging Sign

7. New Business

   7.1 Development Permit Application #2017-13
   7.2 2018 Strategic Plan
   7.3 Recreation Centre Naming Rights
   7.4 Bylaw 537/18 – Town of Sedgewick Boulevard Bylaw
   7.5 Appointment of Fire Chief
   7.6 Reserve Reallocation
   7.7 Council Conference Table
   7.8 Flagstaff Intermunicipal Partnership - 2018 Budget

8. Reports

   8.1 Committee Reports

   Mayor P. Robinson
   - Flagstaff Intermunicipal Partnership – January 8th, 2018

   Councillor G. Imlah
   - Nothing to report

   Councillor S. Levy
   - Sedgewick Public Library – Minutes from January 9th, 2018

   Councillor T. Schmutz
   - Nothing to report

   Councillor G. Sparrow

- Nothing to report

8.2 Staff Departmental Reports

Public Works Report – For the period ending January 18th, 2018

8.3 Chief Administrative Officer Report

CAO Report – For the period ending January 18th, 2018

9. Correspondence

9.1 Alberta Municipal Affairs – Acceptance of MSI Capital Project
9.2 Alberta Infrastructure – Canada Infrastructure Plan Fact Sheet
9.3 Nazarene Church – Donation of Gazebo

10. In-Camera

11. Round Table/Question Period

12. Adjournment

SEDGEWICK AGRICULTURAL RECREATION CENTRE

FINANCIAL STATEMENTS

August 31, 2017

(Unaudited)

SHAUNET PETIOT
CERTIFIED GENERAL ACCOUNTANT

Box 504
Daysland, AB T0B 1A0

Telephone: (780) 374-3744
Cell phone: (780) 608-8245

REVIEW ENGAGEMENT REPORT

To the Members and Directors of Sedgewick Agricultural Recreation Centre:

I have reviewed the statements of financial position of Sedgewick Agricultural Recreation Centre as at August 31, 2017 and the statement of operations and fund balance, and cash flow for the year then ended. My review was made in accordance with Canadian general accepted standards for review engagements and accordingly consisted primarily of inquiry, analytical procedures, and discussion related to information supplied to me by the organization.

A review does not constitute an audit and consequently, I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Shaunet Petiot, CPA, CGA.

CHARTERED PROFESIONAL ACCOUNTANT
CERTIFIED GENERAL ACCOUNTANT

Daysland, Alberta
December 4, 2017

SEDGEWICK AGRICULTURAL RECREATION CENTRE
STATEMENT OF FINANCIAL POSITION
(Unaudited)
As At August 31, 2017

	2017	2016
Current Assets		
Cash - general account	**$ 87,078**	$ 113,600
- Friends of account	**56,388**	37,362
- ATM and float	**540**	9,050
Accounts receivable	**4,960**	2,310
Wild Rose Co-op Gift cards on hand	**6,500**	-
Sales tax receivable	**682**	1,091
	156,148	163,413
Wild Rose Co-op member equity	**8,756**	8,625
BRCU shared investment plan	**158**	153
	$ 165,062	$ 172,191
Current liabilities		
Accrued liabilities	**$ 2,000**	$ 1,750
Fund balance		
Unrestricted	**163,062**	170,441
	$ 165,062	$ 172,191

This financial statement has been reviewed and approved by:

Cory Gagnon, President

Dec 11/17
Date

Connie McArthur, Treasurer

Dec. 11/17
Date

SEDGEWICK AGRICULTURAL RECREATION CENTRE
STATEMENT OF OPERATIONS AND FUND BALANCE
(Unaudited)
For the Year Ended August 31, 2017

	2017	2016
Revenue		
Bowling *(Schedule 1)*	**$ 32,933**	$ 32,994
Arena *(Schedule 1)*	**112,248**	89,535
Curling *(Schedule 2)*	**30,190**	24,851
Concession *(Schedule 2)*	**108,405**	107,534
Facility rental *(Schedule 3)*	**15,250**	16,243
Grants - Ag Society	**17,500**	17,500
- Town of Sedgewick	**42,500**	42,500
- Recreation funding grant - kitchen upgrade	**5,376**	-
Fundraising and donations	**107,184**	119,571
Other income	**2,329**	2,170
	473,915	452,898
Expenditures		
Bowling *(Schedule 1)*	**4,848**	5,926
Arena *(Schedule 1)*	**134,416**	94,272
Curling *(Schedule 2)*	**22,659**	16,844
Concession *(Schedule 2)*	**87,218**	78,826
Facility *(Schedule 3)*	**107,915**	110,800
Advertising	**929**	-
Bank charges	**115**	148
First aid and safety	**4,031**	2,356
Fundraising	**103,277**	94,526
Office	**1,676**	1,781
Professional fees	**14,210**	13,500
	481,294	418,979
Excess (deficiency) of revenues over expenditures	**(7,379)**	33,919
Fund balance - beginning	**170,441**	136,522
Fund balance - ending	**$ 163,062**	$ 170,441

SEDGEWICK AGRICULTURAL RECREATION CENTRE
STATEMENT OF CASH FLOW
(Unaudited)
As At August 31, 2017

	2017	2016
Operating Activities		
Total excess of revenues over expenditures	**$ (7,379)**	$ 33,919
Changes in non-cash working capital		
Accounts receivable	**(2,650)**	(63)
Wild Rose Co-op gift cards on hand	**(6,500)**	10,000
Sales tax receivable/payable	**409**	(637)
Accrued liabilities	**250**	-
	(8,491)	9,300
	(15,870)	43,219
Investing Activities		
Increase in patronage accounts	**(136)**	(187)
	(16,006)	43,032
Cash - beginning of year	**160,012**	116,980
Cash - end of year	**$ 144,006**	$ 160,012

SCHEDULE 1

SEDGEWICK AGRICULTURAL RECREATION CENTRE
STATEMENT OF OPERATIONS BY CATEGORY
(Unaudited)
For the Year Ended August 31, 2017

	2017	2016
BOWLING		
Income		
Lease	$ **30,000**	$ 30,000
Bowling revenues	**2,933**	2,994
	32,933	32,994
Expenditures		
Advertising	**80**	-
Repairs	**642**	1,685
Janitorial	**720**	495
Scorecards and equipment	**-**	825
Gas	**1,688**	1,184
Power	**1,718**	1,737
	4,848	5,926
	$ **28,085**	$ 27,068
ARENA		
Income		
Minor hockey	$ **71,823**	$ 59,020
Rec hockey	**4,831**	4,932
Hockey academy	**645**	810
Public skating and CanSkate	**4,220**	4,315
Lacrosse rental	**2,425**	1,400
Zumba room rental	**240**	-
Facility rental	**13,693**	14,208
Advertising	**5,800**	4,850
Sale of 1990 Zamboni	**8,571**	-
	112,248	89,535
Expenditures		
Arena repairs and maintenance	**9,124**	15,928
Compressor repairs and maintenance	**6,659**	19,306
Zamboni repairs and maintenance	**604**	927
Ice plant repairs & maintenance	**8,190**	942
Program expenses	**5,302**	3,648
Gas	**3,376**	2,488
Electricity - arena	**5,741**	5,760
Electricity - power plant	**25,749**	24,579
Square payouts	**-**	1,400
Wages	**13,331**	14,294
Capital projects - Zamboni	**46,245**	5,000
- Zamboni boiler system	**7,600**	-
- ATM machine purchase	**2,495**	-
	134,416	94,272
	$ **(22,168)**	$ (4,737)

SCHEDULE 2

SEDGEWICK AGRICULTURAL RECREATION CENTRE
STATEMENT OF OPERATIONS BY CATEGORY
(Unaudited)
For the Year Ended August 31, 2017

	2017	2016
CURLING		
Income		
Lease	**$ 5,000**	$ 5,000
Share of curling lounge - 10%	**3,318**	2,336
Rentals	**47**	1,000
Utility and repair recoveries	**21,825**	16,515
	30,190	24,851
Expenditures		
Curling rink repairs and maintenance	**4,443**	329
Lounge repairs and maintenance	**834**	-
Gas	**2,313**	2,017
Electricity - curling rink	**2,975**	2,460
Electricity - power plant	**12,094**	12,038
	22,659	16,844
	$ 7,531	$ 8,007
CONCESSION		
Income	**$ 108,405**	$ 107,534
Expenditures		
Merchandise	**45,998**	46,982
Supplies	**269**	740
Equipment - deep fryer	**2,689**	-
Repairs	**2,901**	1,425
Concession renovations	**1,012**	-
Training and fees	**200**	175
Wages	**34,149**	29,504
	87,218	78,826
	$ 21,187	$ 28,708

SCHEDULE 3

SEDGEWICK AGRICULTURAL RECREATION CENTRE
STATEMENT OF OPERATIONS BY CATEGORY
(Unaudited)
For the Year Ended August 31, 2017

	2017	2016
FACILITY		
Income		
Rental	**$ 15,250**	$ 16,243
Expenditures		
Facility repairs and maintenance	**10,603**	11,742
Capital purchases - flooring	**-**	510
- lap top	**-**	701
Elevator	**1,637**	2,515
Security	**817**	1,155
Custodian supplies	**3,158**	4,652
Equipment repairs and maintenance	**507**	851
Travel	**-**	252
Insurance	**221**	245
Gas	**13,422**	9,381
Electricity	**17,583**	16,940
Telephone	**2,046**	2,138
Waste Management	**1,152**	1,465
Wages	**56,769**	58,253
	107,915	110,800
	$ (92,665)	$ (94,557)

SEDGEWICK AGRICULTURAL RECREATION CENTRE
NOTES TO THE FINANCIAL STATEMENTS
August 31, 2017
(Unaudited)

1. PURPOSE OF THE ORGANIZATION

The Sedgewick Agricultural Recreation Centre is a non-profit organization formed under the Societies Act of Alberta. The organization assists in the operation of the Sedgewick Recreation Centre. The society is exempt for income tax purposes for income tax purposes under Section 149(1) of the Income Tax Act (Canada).

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the CPA Canada Handbook and include the following significant accounting policies:

(a) Fund accounting
The General Fund accounts for current operations and programs as well as the organization's general operations. Unrestricted contributions (donations and grants) and restricted contributions to be used for operations are reported in this fund.

(b) Recognition of contributions
The organization follows the restricted fund method whereby externally restricted contributions (grants and donations) are recognized in the fund corresponding to the purpose for which they were contributed. Unrestricted contributions are recognized as revenues in the General Fund.

Because of the uncertainty surrounding the collectability of grants, the organization recognizes them when they are received.

(c) Contributed services
The organization would not be able to carry out its activities without the services of the many volunteers who donate a considerable amount of number of hours. Because of the difficulty in compiling these hours, contributed services are not recognized in these financial statements.

(d) Recognition of other revenues
The revenues from the recreation centre are recognized at the time of sale and those from fundraising activities when such activities are held.

(e) Capital assets
Capital assets are recorded as expenditures in the year of acquisition. The expenditure is recognized in the general fund, allocated to the specific division for which the asset is purchased.

(f) Financial instruments
The organization initially measures its financial assets and financial liabilities at fair value. The organization subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and trade receivables.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

(g) Allocation of common expenses
Sedgewick Agricultural Recreation Centre allocates utilities by division:
- utilities are prorated based on a percentage of estimated use determined by the board of directors.

3. CAPITAL EXPENDITURES

The organization has included the following capital expenditures in the financial statements:

2017	Zamboni	51,245
2017	Boiler system for Zamboni	7,600
2017	ATM machine purchase	2,495
2017	Deep fryer	2,689
2016	Lap top computer	701
2015	Sound system	10,861
2015	Deep fryer	2,869
2014	Grill	5,669
2014	Lighting project	67,935
2014	Computer and desk	1,953
2013	Outdoor sign board	10,768
2012	Heater upgrade	24,583
2011	2 tank slush machine	3,295
2010	Security system	8,952
2009	Cimco	54,654

During the year, the 1990 Zamboni was sold for net proceeds of $8,571, recognized in the arena income for the current year.

4. LEASE AGREEMENT

The land and building are owned by the Town of Sedgewick. The facility is leased to the Sedgewick Agricultural Recreation Centre, with no annual rent, building insurance or property taxes.

5. FINANCIAL INSTRUMENTS

The Sedgewick Agricultural Recreation Centre is exposed to various risks through its financial instruments. The following analysis presents the organization's exposures to significant risk at the reporting date.

Credit risk
The organization's main credit risks relate to its accounts receivable and grants receivable.

Minutes

Regular Meeting of Council

December 21st, 2017
Town of Sedgewick Town Office
6:00pm

TOWN OF SEDGEWICK

Council Present
Mayor Perry Robinson
Councillor Grant Imlah
Councillor Stephen Levy
Councillor Tim Schmutz
Councillor Greg Sparrow

Also Present	
Jim Fedyk	CAO
Andrew Christopher	Associated Engineering

1. Call to Order – 6:03 pm

2. Agenda

2017-12-220	MOTION by Clr. Imlah		**CARRIED**
That the agenda be approved as presented.			

3. Delegations

3.1 Associated Engineering – Andrew Christopher

Tim Schmutz entered the meeting at 6:16pm
Andrew Christopher departed the meeting at 6:44pm

4. Minutes

2017-12-221	MOTION by Clr. Levy		**CARRIED**
That the Regular Meeting Minutes from November 16th, 2017 be approved as presented.			

5. Financial Statement

2017-12-222	MOTION by Clr. Sparrow		**CARRIED**
That the financial statements ending April 30th, May 31st, and June 30th 2017 be accepted as information.			

6. Old Business

6.1 Bylaw #535 – Procedural Bylaw

2017-12-223	MOTION by Clr. Imlah		**CARRIED**
That second reading be given to Bylaw #535, the Procedural Bylaw.			
2017-12-224	MOTION by Clr. Levy		**CARRIED**
That third and final reading be given to Bylaw #535, the Procedural Bylaw.			

7. New Business

7.1 Bylaw #534 – Application to Amend Land Use Bylaw #461

2017-12-225	MOTION by Mayor Robinson		**CARRIED**
That Council give first reading to Bylaw No. 534, an Amendment to Land Use Bylaw #461 with a public hearing to take place on January 18th at 6pm at the Town office Council Chambers.			

7.2 Sedgewick Library – 2018 Sedgewick Library Budget

2017-12-226	MOTION by Clr. Levy		**CARRIED**
That Council approve the 2018 Sedgewick Library budget including a $7500 operational grant from the Town of Sedgewick as presented.			

Mayor
21-Dec-2017

CAO
21-Dec-2017

7.3 Recreation Board – 2018 Recreation Centre Budget			
2017-12-227	MOTION by Clr. Sparrow		**CARRIED**
That Council approve the 2018 Recreation Centre budget with total expenses of $468,484 as presented.			

7.4 Bylaw #536 – Fees and Charges Bylaw			
2017-12-228	MOTION by Clr. Imlah		**CARRIED**
That Council give first reading to Bylaw No. 536, the Fees and Charges Bylaw.			
2017-12-229	MOTION by Clr. Levy		**CARRIED**
That Council give second reading to Bylaw No. 536, the Fees and Charges Bylaw.			
2017-12-230	MOTION by Clr. Schmutz		**UNANIMOUSLY CARRIED**
That Council proceed to third reading to Bylaw No. 536, the Fees and Charges Bylaw.			
2017-12-231	MOTION by Mayor Robinson		**CARRIED**
That Council give third and final reading to Bylaw No. 536, the Fees and Charges Bylaw.			

7.5 Battle River Watershed Alliance – Request for Funding			
2017-12-232	MOTION by Clr. Sparrow		**CARRIED**
That Council approve funding the Battle River Watershed Alliance by $428.50 for 2018.			

7.6 NIC.212 Services – Contract Renewal for Bylaw Enforcement Services			
2017-12-233	MOTION by Clr. Imlah		**CARRIED**
That Council approve entering into an agreement with NIC.212 Services Ltd. for bylaw enforcement services from January 1st to December 31st, 2018.			

7.7 Councillor Blogs			
2017-12-234	MOTION by Clr. Levy		**DEFEATED**
That Council approve the addition of councillor blog links to the new website.			

7.8 Emergency Services Committee – Request for Funding			
2017-12-235	MOTION by Clr. Imlah		**CARRIED**
That Council approve that an application to the ACP grant be made through the Emergency Services Committee with the Town of Killam as managing partner with funding to go towards the start-up of the Regional Emergency Services Society and that if the grant should not be successful, the Town of Sedgewick shall contribute up to $2200 by January 31st, 2018 towards the formation of the society.			

7.9 Policy 17-02 – Human Resources Policy			
2017-12-236	MOTION by Clr. Levy		**CARRIED**
That Council approve Policy 17-02, the Human Resources Policy as amended.			

7.10 2018 Operational Budget			
2017-12-237	MOTION by Clr. Schmutz		**CARRIED**
That Council approve the 2018 Operational Budget as presented.			

7.11 2018 Capital Budget			
2017-12-238	MOTION by Clr. Robinson		**CARRIED**

Mayor
21-Dec-2017

CAO
21-Dec-2017

That Council approve the 2018 Capital Budget, as presented.

7.12 Electronic Messaging Sign			
2017-12-239	MOTION by Clr. Levy		**CARRIED**
That Council defer the issue of Electronic Messaging Sign to the January 18th regular meeting of Council.			

7.13 Associated Engineering – Services Agreement			
2017-12-240	MOTION by Clr. Imlah		**CARRIED**
That Council approve entering into a three-year engineering services agreement with Associated Engineering.			

8. Reports

8.1 Committee Reports			
2017-12-241	MOTION by Clr. Schmutz		**CARRIED**
Clr. Schmutz departed the meeting at 8:38pm. Clr. Schmutz re-entered the meeting at 8:40pm.			
That the Committee Reports be accepted as information.			

8.2 Staff Departmental Reports			
2017-12-242	MOTION by Clr. Levy		**CARRIED**
That the Public Works Report be accepted as information.			

8.3 CAO Report			
2017-12-243	MOTION by Mayor Robinson		**CARRIED**
That the CAO Report be accepted as information.			

9. Correspondence

9.1 Bonness Oilfield – Re: Spruce Drive
9.2 Kal-Tire – Re: Spruce Drive

2017-12-244	MOTION by Mayor Robinson		**CARRIED**
That Council direct administration to contact Bonness Oilfield to inform them that there is a dust suppressant program planned for Spruce Drive in 2018 and to ask them if they have investigated any engineering requirements themselves for sanitary sewer.			

2017-12-245	MOTION by Mayor Robinson		**CARRIED**
That Council direct administration to contact Kal-Tire to inform them that there is a dust suppressant program planned for Spruce Drive in 2018 and to explain that the paving issue will be discussed again by Council in the event job is able to coincide with other paving projects that are planned in either 2018 or 2019.			

2017-12-246	MOTION by Clr. Schmutz		**CARRIED**
That the correspondence items be accepted as information.			

10. In-Camera

10.1 Legal			
2017-12-247	MOTION by		**CARRIED**

Mayor
21-Dec-2017

CAO
21-Dec-2017

	Mayor Robinson		
That the meeting go "In-Camera" at 9:24pm, pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss the Agenda Item "Legal" with all persons except Town Council and the CAO excluded from the meeting.			

2017-12-248	MOTION by Mayor Robinson		**CARRIED**
That the meeting return to an open meeting at 9:36pm.			

11. Round Table/Question Period

None

12. Adjournment

2017-12-249	MOTION by Mayor Robinson		**CARRIED**
That the meeting be adjourned at 9:49 pm.			

Perry Robinson, Mayor

Jim Fedyk, CAO

Mayor
21-Dec-2017

CAO
21-Dec-2017

APPLICATION TO AMEND LAND USE BYLAW #461

EXECUTIVE SUMMARY

The Town of Sedgewick has received an application to amend Bylaw #461, the Land Use Bylaw. On December 21st, 2017, Council gave first reading to Bylaw 534, an Amendment to Land Use Bylaw #461.

BACKGROUND

Plan 8221051, Block 31, Lot 5 Is currently zoned as "I" Industrial District and intended for such uses as community halls, museums, schools, etc. Historically the property has been a Legion Hall.

An application was received from the owner to rezone the property to "C1" Commercial Central District which is inclusive of restaurants and food and/or beverage service facilities. The future intended use of the property is as a restaurant/lounge.

Town Council may amend the Land Use Bylaw pursuant to the provisions of the Municipal Government Act.

On December 21st, 2017 Council gave Bylaw 534 first reading and held a public hearing on January 18th, 2018.

After considering the Municipal Development Plan and any representation made at a public hearing, Council may make such changes as it considers necessary to the proposed amendment, if any, and proceed to pass the proposed amendment or defeat the proposed amendment.

Attached is proposed Bylaw No. 534, an Amendment to Land Use Bylaw #461.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may give second and third reading to Bylaw No. 534, an Amendment to Land Use Bylaw #461.
2. Council may defeat second or third reading of Bylaw No. 534, an Amendment to Land Use Bylaw #461.

RECOMMENDATION

1. That Council give second and third reading to Bylaw No. 534, an Amendment to Land Use Bylaw #461.

ATTACHMENTS

1. LUB Application 17.01
2. Map
3. Bylaw No. 534

Application for Amendment to the Land Use Bylaw – Town of Sedgewick

Application # _____

I/we hereby make an application to Sedgewick Town Council to amend the Land Use Bylaw.

Applicant(s):

Name: Clayton Hinkey-The Leaf Corp Phone: 780-385-5555

Address: Box 364 Sedgewick AB T0B 4C0

Registered Owner of Land:

Name: The Leaf Corp Phone: 780-385-5555

Address: Box 277 Hardisty AB T0B 1V0

Land Description:

Plan 8221051 Block 31 Lot (s) 5

OR _____

Amendment Proposed:

Current Zoning: ~~Unknown~~ Institutional Proposed Zoning: Commercial Central C1

Reason in support of Application for Zoning Amendments:

Creating business to replace empty building in business area. No structural changes or building footprint changes

Attachments:

1. Certificate of Title: X
2. Area Structure Plan: No change
3. Site Plan with Map: No change
4. Other: _____

Application Fee: $250

Digitally signed by Clayton Hinkey
Date: 2017.10.18 19:27:53 -06'00'

Registered Owner Signature — Oct 17 2017 — Date

Digitally signed by Clayton Hinkey
Date: 2017.10.18 19:28:27 -06'00'

Applicant's Signature — Oct 17 2017 — Date

Town Use Only

Date of Council Meeting: Dec. 21/17

Public Hearing Date: Jan. 18/17

Final Rezoning Decision: _____

50 ST
(Amherst St)
49 ST
49 AVE
(Tupper St)
48 ST
(Thompson Ave)
(Laurier St)
47 ST
(Macdonald St)
46 ST
(Mackenzie St)
48 AVE
(Railway Ave)
812 0395
062 0271
982 5409
822 1051
7MR
46A

TOWN OF SEDGEWICK
BYLAW NO. 534/17
AMENDMENT TO LAND USE BYLAW #461

A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW #461

WHEREAS the Council of the Town of Sedgewick deems it necessary to amend the Land Use Bylaw; and

WHEREAS the Municipal Government Act, R.S.A 2000, Chapter M26 as amended provides that a Municipal Council may amend its Land Use Bylaw;

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

1. That Plan 8221051 - Block 31 – Lot 5 be rezoned from "I" Institutional to "C1" Commercial Central.

This bylaw shall take effect on the date of passing third and final reading.

FIRST READING passed in open Council duly assembled in the Town of Sedgewick, in the Province of Alberta this 21st day of December, AD. 2017.

SECOND READING passed in open Council duly assembled in the Town of Sedgewick, in the Province of Alberta this 18th day of January, AD. 2018.

THIRD AND FINAL READING passed in open Council duly assembled in the Town of Sedgewick, in the Province of Alberta, this 18th day of January, AD. 2018.

TOWN OF SEDGEWICK

_____
MAYOR

_____
CHIEF ADMINISTRATIVE OFFICER

DRAFT

ELECTRONIC MESSAGING SIGN

EXECUTIVE SUMMARY

At the December 7th Strategic Priorities meeting, Council directed administration to look further into the costs of installing an electronic messaging sign near Highway 13, but within corporate Town limits.

BACKGROUND

Council was informed at the September 21st, 2017 Council Meeting that Alberta Transportation does not permit the attachment of electronic signs to Welcome Signs and does not allow electronic message signs within the development control zone of rural provincial highways. The Town of Sedgewick sign is located predominantly within the provincial right-of-way.
The cost of two 7' x 2.5' single color electronic LED signs (one for each direction) is approximately $10,000.
Administration has received a quote for the installation of a 25' tall pylon sign that would house the electronic sign for $30,000. This estimate includes Line locating, first calls, hydrovac, installing piles, cut and cap, building sign posts, sign frame, painting and installation.
The pylon sign would be placed several feet to the north of the Welcome Sign and would require permission from the property owner to install there.
An additional option would be to add three light boxes beneath the electronic portion of the sign of approximately 2' in height each that could be sold to local businesses in the form of advertising that could help with the cost of building the pylon sign.

Considerations:

- *Is there a better place to install the sign?*
- *Are the proposed dimensions adequate?*
- *Single Color, multi color, graphics, video?*
- *Should advertising panels be added to the sign?*
- *If Council would like to move forward, where will funding for the sign come from?*

BUDGET IMPLICATIONS

$44000 from capital reserves

ALTERNATIVES

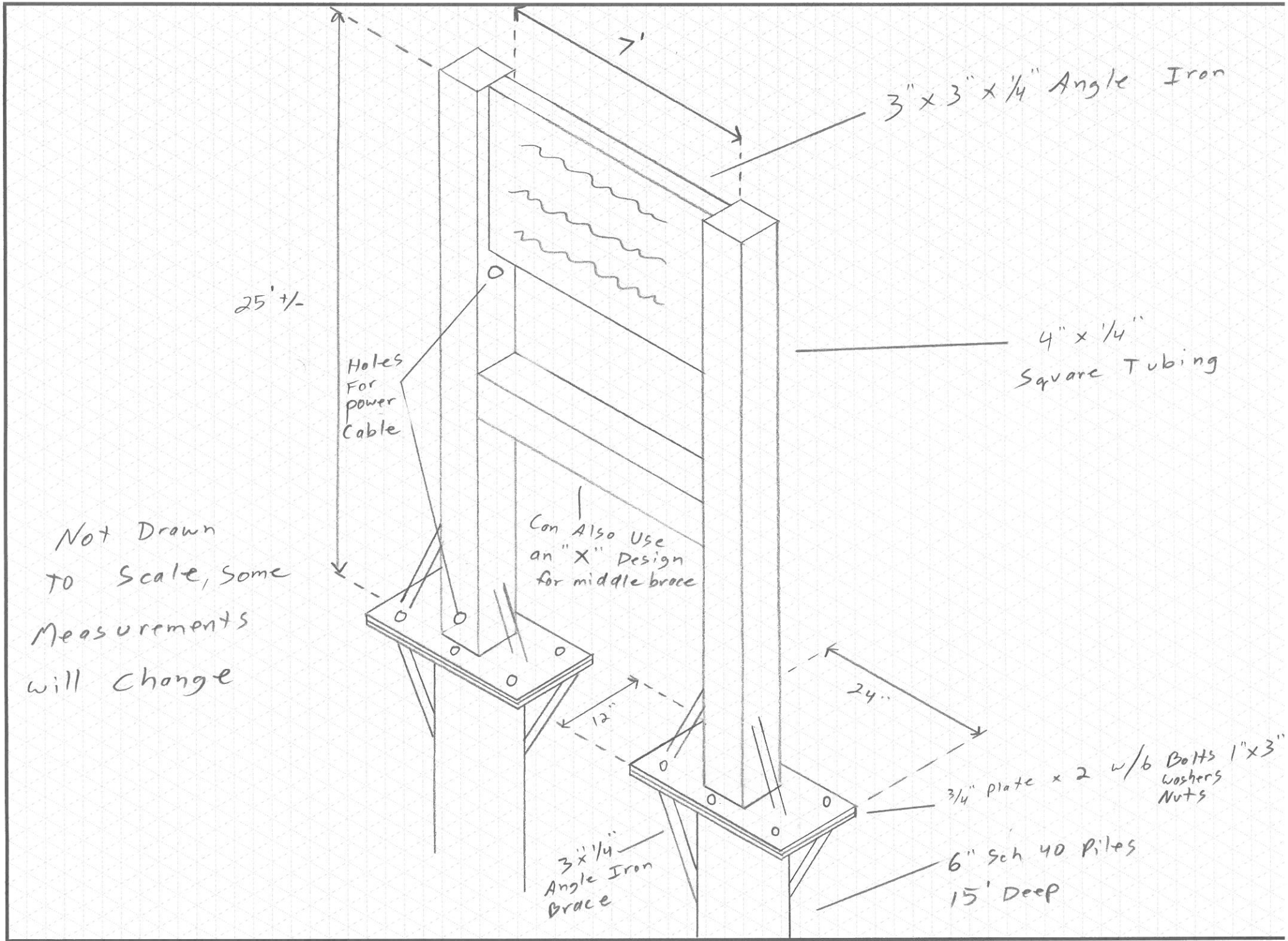
1. Council may approve the addition of an electronic sign to the 2018 capital budget at an amount of $40,000 plus $4000 in contingency to be taken out of capital reserves.
2. Council may approve the addition of an electronic sign to the 2018 capital budget at a different amount to be taken out of capital reserves.
3. Council may direct administration to bring back to Council further information regarding the electronic sign.
4. Council may accept the above as information.

RECOMMENDATION

1. That Council approve the addition of an electronic sign to the 2018 capital budget at an amount of $40,000 plus $4000 in contingency to be taken out of capital reserves.

ATTACHMENTS

1. Electronic sign diagram
2. Site photos



APPROVED FROM CONSTRUCTION

SEDGEWICK
GROW WITH US
KAL TIRE
KAL TIRE

KAL TIRE
Firestone
SEASON'S GREETINGS
SINCE 1904
SEDG
GROW

KAL TIRE
Bridgestone
Firestone

APPLICATION FOR DEVELOPMENT PERMIT #2017-13

EXECUTIVE SUMMARY

The Town of Sedgewick has received an application for Development Permit from Sedgewick Building Supplies.

BACKGROUND

On December 29th, 2017 the owner of 732 1137297 Alberta Ltd. (Sedgewick Building Supplies) submitted a Development Permit application to construct a cold storage building at SW09-44-12W4.

The parcel is zoned as Direct Control "DC" district. The purpose of DC district is to provide for developments that due to their unique characteristics, innovative ideas or because of unusual site constraints, require specific regulations unavailable in other land use districts.

All uses within DC districts are subject to approval by Council upon a review of the merits of the proposal, land use planning considerations and must conform to the Municipal Development Plan.

In making their decision, Council may refer to other sections of the Land Use Bylaw to determine requirements for specific types of proposed land uses.

For example, the cold storage building would be considered a discretionary use within either the Commercial Central District or Light Industrial Business district. The proposed building meets all setback and height requirements of either of these districts and administration would find no reason to refuse the application.

In making a decision based on discretionary use, Council:

1) may approve the application based on the merits of the application,
2) may refuse the application even though it meets the requirements of the LUB, or
3) must refuse the application if it does not conform to the LUB.

The application conforms to the LUB. A permit does not come into effect until 14 days after the date the approval is posted or published in the newspaper.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may approve Development Permit #2017-13 without further conditions.
2. Council may approve Development Permit #2017-13 with conditions.
3. Council may deny the application for Development Permit #2017-13.

RECOMMENDATION

1. That Council approve Development Permit #2017-13 without further conditions.

ATTACHMENTS

1. Application for Development Permit #2017-13

TOWN OF
SEDGEWICK
4818-47 Street
Sedgewick, AB T0B 4C0

Phone: 780-384-3504
Fax: 780-384-3545
Office Hours: 8:30 - 4:30 Mon-Fri
Closed from 12:00 Noon - 1:00PM

Application #: 2017-13 Date: December 29, 2017

APPLICATION FOR DEVELOPMENT PERMIT

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

Applicant(s): Sedgewick Building Supplies Inc.

Mailing Address: 4902 - 47 Avenue Phone Number: (780)384-3023

Email: sedgebl@persona.ca office.sbsi@xplornet.com Cell Number: (780)385-0877

Civic address of development property: 4608 & 4610 - 50 Street; Sedgewick, Alta

Legal Description: Lot(s): _____ Block: ____ Plan: _____ or PRT SW09-44-12W4

Registered Owner: 732 1137297 Alberta Ltd.

Mailing Address (if different than above): _____

Existing Use: 4608 - Industrial TI / 4610 - Commercial TI Land Use District: DC Contractor: T.B.A.

Type of building/development: 48" on Centre - Pole Building

Size: 48' X 112' Percentage of lot occupied: _____ Basement: _____

Heating Type: Cold Storage Roofing: Metal Exterior Finish: Metal

Setbacks: From front lot line: 208 ft (W) from side lot line (indicate N, S, E, W): 12' (N)

From side lot line (indicate N, S, E, W): 105' (S) from rear lot line: 40 ft (E) Height: 16'

Start date: April/May 2018 Completion date: Sept 2018 Project cost total: $ 100,000.00

Notes:
Installation of water and sewer services must be completed at basement excavation time.

It is the sole responsibility of the applicant to make an Alberta One Call – 1-800-242-3447.

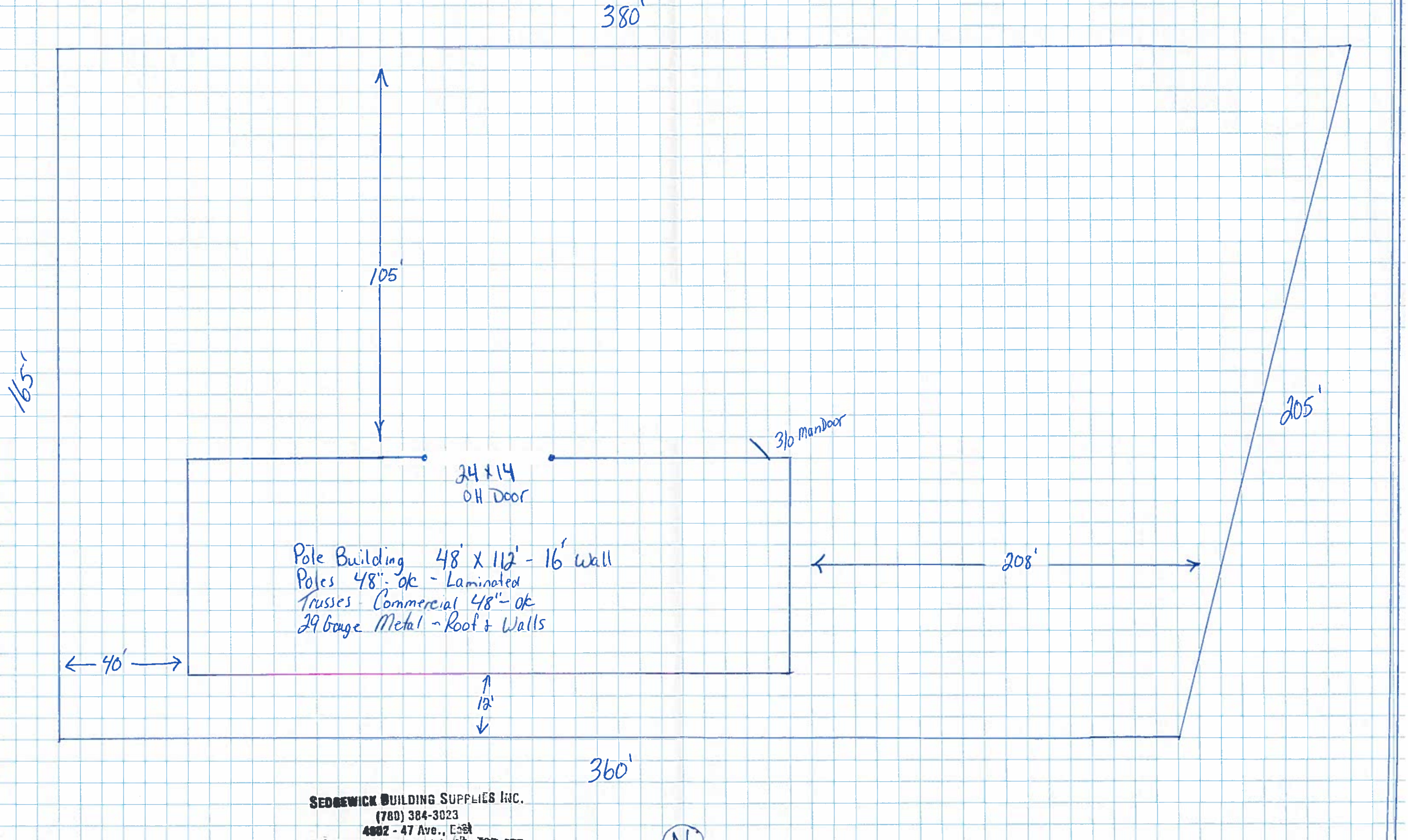
Site plan must be included with a development permit application.

Fees: Residential $25.00-$50.00 Commercial $50.00

Bruce Kirkpatrick
Signature of Applicant

_____ _____
Appointed Official Signature of Applicant

DEV-2017



SEDGEWICK BUILDING SUPPLIES INC.
(780) 384-3023
4802 - 47 Ave., East
P.O. Box 248, Sedgewick, AB T0B-4C0

2018 STRATEGIC PLAN

EXECUTIVE SUMMARY

Council held a Stategic Planning session on December 7th, 2017 and developed six (6) strategic priorities.

BACKGROUND

During the meeting Council chose to develop a new Vision and Mission statement as well as a list of keys to success. Council also performed a SWOT analysis and identified increasing and decreasing pressures before ranking their priorities.

BUDGET IMPLICATIONS

Varies

ALTERNATIVES

1. Council may approve the 2018 Strategic Plan, as presented.
2. Council may approve the 2018 Strategic Plan with amendments.

RECOMMENDATION

1. That Council approve the 2018 Strategic Plan, as presented.

ATTACHMENTS

1. 2018 Strategic Plan

SEDGEWICK

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2018

STRATEGIC PLAN

Strategic Planning Session

On December 7th, 2017, Sedgewick Town Council met to discuss their strategic plan moving forward.

The session began with a review of the current Vision, Mission and Values Statement. This was followed by a SWOT analysis of the community and organization and a determination of increasing and decreasing pressures.

From these exercises Council produced a wish list, later paring it down to long-term and short-term goals.

Community Profile

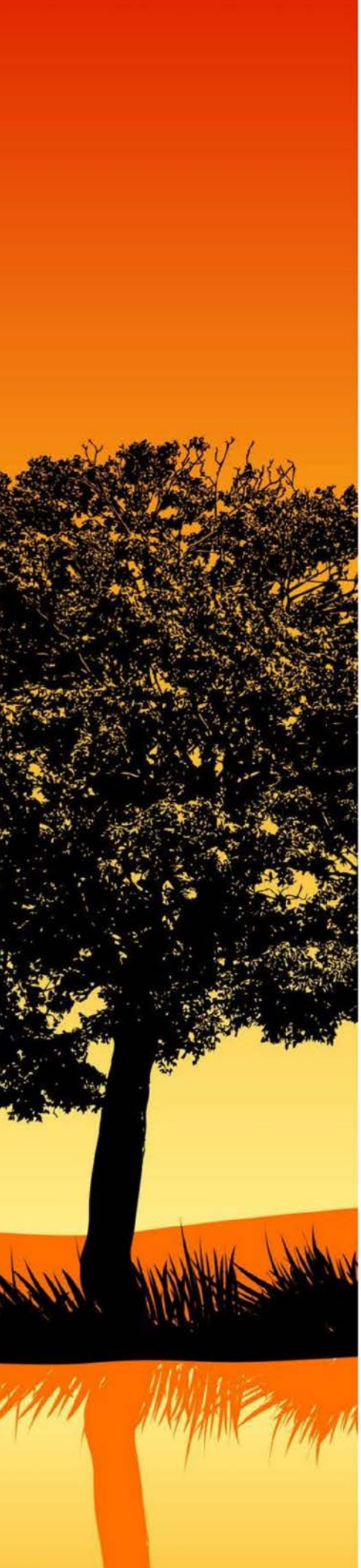
Sedgewick is a vibrant community of 811 people and 401 private dwellings located at the junction of Highways 13 and 869. Sedgewick was incorporated as a village in 1907 and as a town in 1966.

The following is according to the 2016 census:

	Total	Male	Female
0 to 14 years	140	90	55
15 to 64 years	525	270	255
15 to 19 years	55	25	30
20 to 24 years	50	30	20
25 to 29 years	55	25	25
30 to 34 years	50	25	25
35 to 39 years	45	25	20
40 to 44 years	40	20	20
45 to 49 years	50	30	20
50 to 54 years	65	30	40
55 to 59 years	65	30	35
60 to 64 years	45	30	20
65 years and over	145	70	75

Council

Sedgewick if governed by an elected Council composed of four councillors and one mayor. The term of Council is from October 2017 to October 2021.



Vision and Mission Statements

After reviewing the 2016 Strategic Plan and current vision, mission and value statements, Council decided to adopt new statements that more closely reflected the current Council's beliefs.

Collectively, Sedgewick Town Council believes the secret to a successful community in the long term is quality of life. Council feels a critical component to their success over the next four years will be to focus on quality of life issues to the benefit of current and future residents. By treating this concept as the blueprint of the community it will aid their decision making and lead to a productive term.

Vision Statement

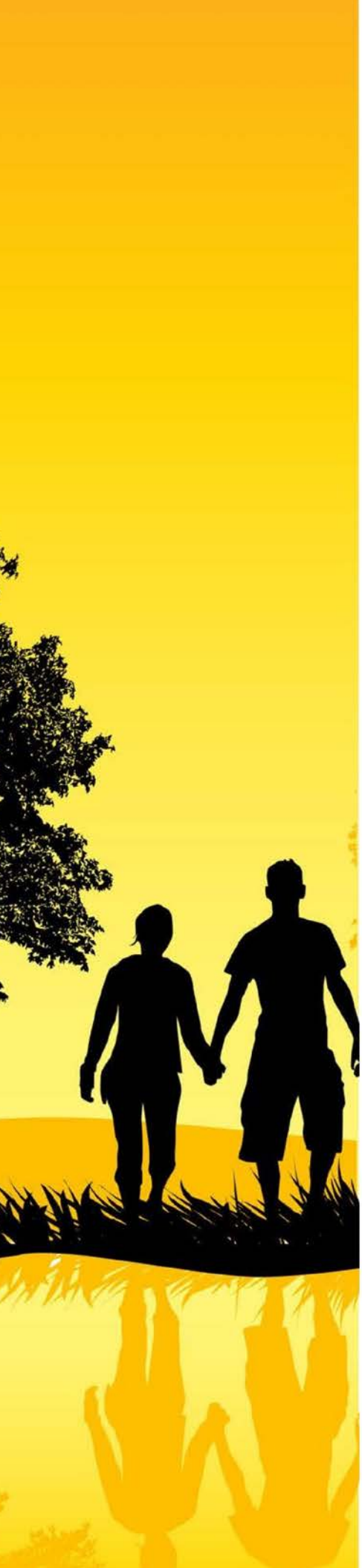
Quality of Life…. at every stage of life!

Mission Statement

To preserve and enhance our resident's collective quality of life by making Sedgewick a desirable and safe place in which to live, work, shop, study, play, raise a family and grow old.

We are a progressive community poised for growth!

With these statements, Council will be reminded of their objective and how it will lead to their goal of growth. It is Council's intention to be progressive and open to new ideas while challenging historical ones. In doing so, those that choose to call Sedgewick home will benefit from a desirable lifestyle as they move through life's stages.



Keys to Success

In order to achieve the organization's new mission, Council decided that it was important to adopt action verbs that would be their keys to success.

Council is determined to keep the following goals at the forefront over the course of their term.

ADVOCATING for the *quality of life* of our residents

CONNECTING with neighbours when opportunity exists to improve *quality of life*

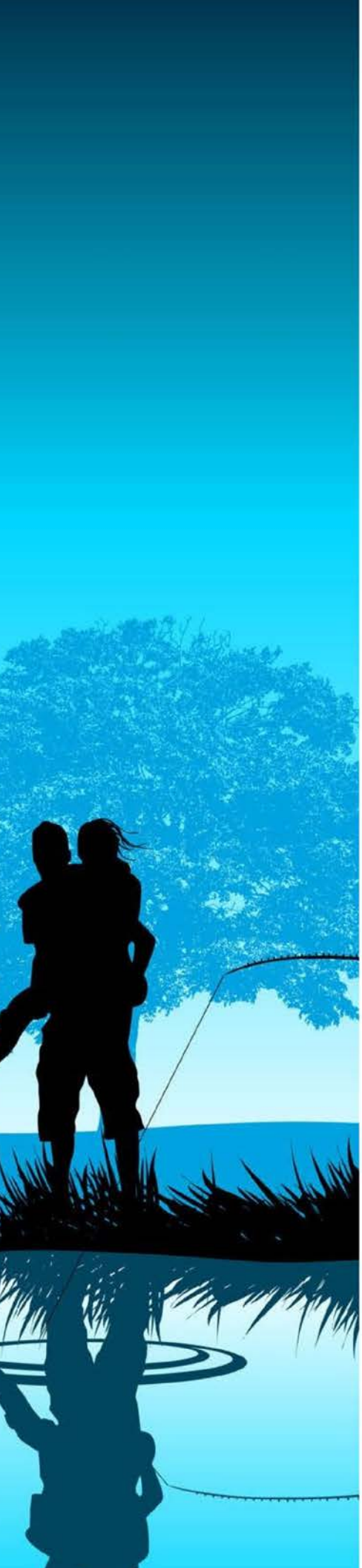
DELIVERING a fiscally responsible level of service that ensures *quality of life*

ENABLING the volunteer sector in making contributions to our *quality of life*

INVITING others to share in our *quality of life*

GROWING as a community so future generations can enjoy a similar *quality of life*

Committing to these statements will help Council achieve their vision for our community.



Strategic Objectives (1-3)

From their wish list, Council prioritized the following as their most immediate goals to be achieved during their term.

1. Sewer/Water Infrastructure Replacement

Approximately 1/3rd of the Town of Sedgewick's sanitary sewer and water main lines remain to be replaced. As Council views this as a critical health and safety issue, they have placed the issue as their number 1 priority with the project commencing in 2018. This would include infrastructure under 48th, 49th and 50th Streets and 48th Avenue.

2. Main Street Revitalization

As their second priority, Council is determined to perform a makeover of 47th Street. Design will commence in early 2018 with stakeholders consulted shortly after.

3. Subdivision – Phase I

To spur growth, Council feels that a selection of new lots is needed where newcomers to our community can build the home of their dreams. The subdivision will be located north of Bluejay Crescent with phase I consisting of up to 20 generously-sized lots.

Strategic Objectives (3-6)

4. Support Recreation and Volunteers

Council sees our abundance of recreational amenities as a key driver to the success and growth of our community. Council will attempt to put in place measures aimed at taking advantage of current amenities and offering increased support to our volunteer and non-profit communities.

5. Installation of Electrical Messaging Sign

LED signs have become common in surrounding communities and have decreased in cost in recent years. An LED sign on Highway 13 will attract commuters to take advantage of Sedgewick events and create a busier commercial center.

6. Market the Naming Rights for the Sedgewick Recreation Centre

The Sedgewick Recreation Centre is a multi-use facility that Council feels is an important draw to our community. Taking advantage of corporate naming rights will help fund maintenance and repairs in coming years.

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RECREATION CENTRE NAMING RIGHTS

EXECUTIVE SUMMARY

At the Strategic Planning session held on December 7th, 2017, Council identified securing corporate naming rights for the rec centre as Strategic Priority #6.

BACKGROUND

Administration has prepared a Request for Proposal (RFP) for the naming rights of the Sedgewick Recreation Centre located at 5301 51st Avenue. Following are key points of the RFP:

RFP out to public	Before February 1st, 2018
Deadline for Submissions	March 9th, 2018
Proposed Official Name Dedication	July 1st, 2018
Minimum Term of Contract	10 years

The naming rights package calls for name and logo identification in all official arena-related references made by the Town including media correspondence, advertising (including print and any LED signage) and website/social media sites.

Options for physical signage include the exterior south wall, and the south, north and west entrances. Interior signage would be inclusive of within the main concourse and within the arena.

Council should consider whether any stakeholder consultation would be necessary prior to the RFP going public and what the expectation is for the current name of “Sedgewick Recreational Centre” including the mural on the south wall.

BUDGET IMPLICATIONS

Revenue dependent on proposals.

ALTERNATIVES

1. Council may approve issuing a Request for Proposal, as presented for the naming rights of the Sedgewick Recreation Centre.
2. Council may decide not to approve issuing a Request for Proposal, as presented for the naming rights of the Sedgewick Recreation Centre.
3. Council may approve issuing a Request for Proposal, with amendments for the naming rights of the Sedgewick Recreation Centre.

TOWN OF SEDGEWICK

REQUEST FOR DECISION

JANUARY 18TH, 2017

RECREATION CENTRE NAMING RIGHTS

RECOMMENDATION

1. That Council approve issuing a Request for Proposal, as presented for the naming rights of the Sedgewick Recreation Centre.

ATTACHMENTS

1. Request for Proposal – Naming Rights for Sedgewick Rec Centre

REQUEST FOR PROPOSAL

Town of Sedgewick
Box 129
4818 – 47th Street
Sedgewick, AB
T0B 4C0

sedgewick.ca

Naming Rights for the Sedgewick Recreation Centre

Issue Date:
_____, 2018

Closing Date:
No later than 2:00 p.m. on Friday, March 9th, 2018

Closing Location:
4818 – 47th Street, Sedgewick, Alberta

Contact Person:
Jim Fedyk, CAO
(780) 384-3504
cao@sedgewick.ca

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5. **Term of Contract 9**
6. **Revenue Proposal 9**
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1. PROPONENT INFORMATION, SPECIFIC TERMS AND CONDITIONS

1.1. SUMMARY OF REQUIREMENTS

The Town of Sedgewick requests Proposals from interested parties for the naming rights of their Recreation Centre which houses a 600+ spectator Arena, 4 sheet curling rink with lounge, 4 lane bowling alley, library, playschool, concession and concourse. The facility is located at 5301 51st Avenue, Sedgewick, Alberta.

1.2. TERMINOLOGY

The following terms and conditions will apply to this Request for Proposal (RFP). A submission of a Proposal will indicate acceptance of the terms that follow:

- **a)** "CAO" means the Chief Administrative Officer of the Town of Sedgewick;
- **b)** "Contract" means the written Agreement resulting from the RFP executed by the Town and the successful Proponent;
- **c)** "Contractor" means the successful Proponent selected from this RFP;
- **d)** "must", "mandatory", or "required" means a requirement that must be met in order for a Proposal to receive considerations;
- **e)** "Proponent" means an individual or a company that submits, or intends to submit, a Proposal in response to this RFP;
- **f)** "Town" means Town of Sedgewick; and
- **g)** "Town Council" means the Mayor and four Councillors of the Town of Sedgewick.

1.3. SUBMISSION OF PROPOSAL

The Proposal must be received in a sealed envelope by the Contact Person by registered mail, courier or hand delivery no later than 2:00 p.m. on Friday, March 9th, 2017.

Mailing Address:
PO Box 129
Sedgewick, AB
T0B 4C0

- Electronic submissions will not be accepted.
- Proposals received after the Closing Date will not be accepted.
- There will be no public opening for this RFP.

1.4. NUMBER OF PROPOSALS

Proposals must include two (2) hard copies of submission. Each copy shall be complete and shall not refer to any of the other copies for additional information, clarification or details.

1.5. INQUIRIES

All technical questions regarding this Proposal (including submission requirements, timing or similar contractual matters) should be directed to:

Jim Fedyk, CAO
Phone: (780) 384-3504
Email: cao@sedgewick.ca

1.6. PROPOSAL SUBMISSION FORMAT AND CHECKLIST

All proposal packages must be submitted with completed Proponent Acceptance Form (item 8), Schedule of Addenda, and Appendices A through D as contained with the RFP in order to be eligible for consideration.

The following format and sequence should be followed in order to provide consistency in Proponent response and ensure each Proposal receives full and fair consideration. All pages should be consecutively numbered.

a) Title Page, should reflect the RFP subject, showing Proponent's name, company, address and contact information.
b) A short (one or two page) letter of introduction, and summary of the key features of the Proposal signed by an authorized signatory.
c) Proponent Acceptance Form
d) Schedule of Addenda
e) Appendix A: Qualifications
f) Appendix B: Scope of Services
g) Appendix C: Term of Contract
h) Appendix D: Financial Proposal

1.7. EVALUATION CRITERIA

Evaluation of Proposals and selection will be by Town Council. Proposals will be evaluated in terms of the response to the requirements of this RFP, taking into consideration the Proponent's Qualifications, Scope of Services, Term of Agreement and Financial Proposal.

The Town retains sole discretion and may not necessarily accept the highest Proposal or any Proposal, and reserves the right to reject any or all Proposals received and to accept any Proposal which it considers the best overall value to the Town.

1.8. TIMING OF PROPOSAL

The following is a schedule for this RFP process:

- Deadline for Proponent questions — March 8th, 2017 10:00am
- Deadline for Proponent submission — March 9th, 2017 2:00pm
- Proposed Official Name Dedication — July 1st, 2017

1.9. NON-COMPLIANCE WITH RFP REQUIREMENTS

All items in Proposals that are not in full compliance, or that vary from the specific RFP requirements, shall be clearly identified as non-compliant and/or variances and shall include specific reference to the precise nature of the variance or non-compliance. Non-compliance or variation from the specific RFP requirements will not necessarily result in rejection of a Proposal. The acceptance or rejection of all non-compliant items and/or variances to the RFP requirements shall be at the sole discretion of Town Council without any obligation by the Town to either request clarifications, or enter into detailed discussions or negotiations with the Proponent.

1.10. PROPOSAL CONTENTS

All qualified Proposals will be initially evaluated by the Chief Administrative Officer to assess qualifications and capabilities of Proponents to meet the minimum standards specified in the RFP.

Throughout the evaluation process, the CAO, at his sole discretion, may request additional written clarifications and/or supplemental information from selected Proponents, as part of the initial Proposal evaluation process.

1.11. INITIAL PROPONENT SELECTION PROCESS

As a result of the initial evaluation of the written Proposals, the CAO may request oral presentations and enter into detailed discussions with selected Proponents, prior to completing the preliminary evaluation process.

1.12. SELECTED PROPONENT NEGOTIATIONS

The Town reserves the right to enter into contract negotiations with a selected Proponent based only on the evaluation of the written Proposals and/or an evaluation of the combination of the written Proposals, oral presentations and detailed discussions.

1.13. NO CONTRACT

By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind is formed under, or arises from this RFP, prior to the signing of a formal written Contract.

1.14. ALTERNATIVES

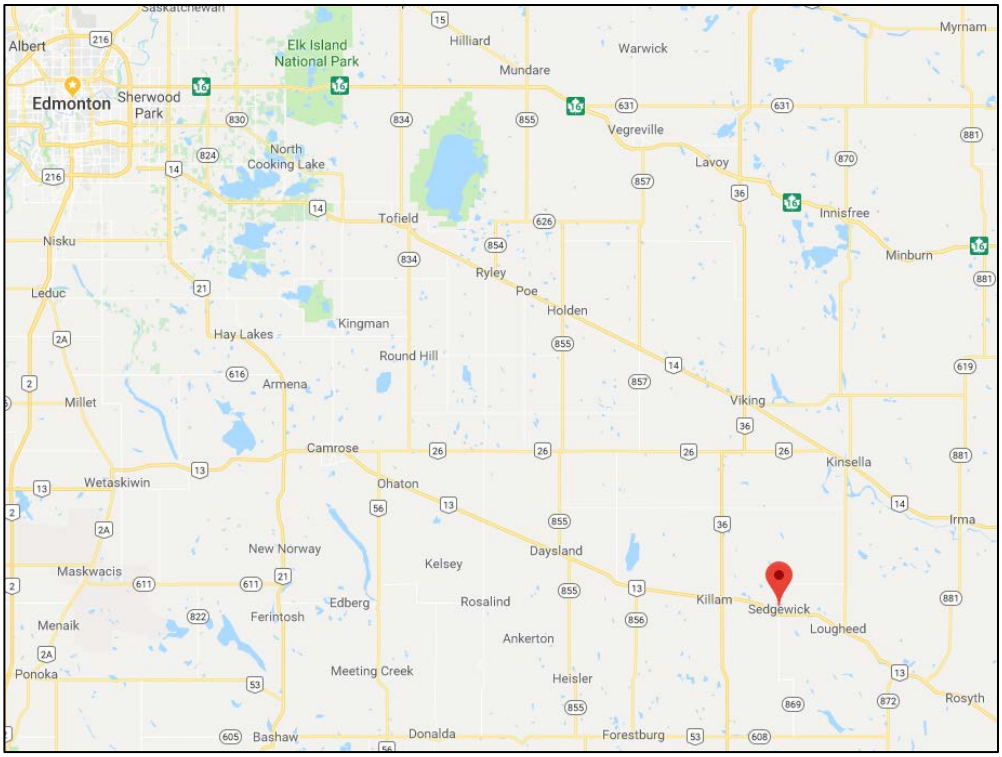
A Proponent may include in its Proposal items not specified in this RFP, which it would consider pertinent. All such alternatives must be listed separately from the Proposal and the benefits thereof must be separately stated. Such documentation must not exceed three (3) pages.

2. PURPOSE – COMMUNITY OVERVIEW AND BENEFITS IN THE NAMING RIGHTS PACKAGE

2.1. FACILITY OVERVIEW

Built in 1992, the Sedgewick Recreation Centre is a multi-purpose recreation facility located at 5301 - 51st Avenue in the Town of Sedgewick, Alberta. The facility continues to surprise first-time visitors with its functionality and contemporary feel and is the pride and joy of the community. The Rec Centre plays host to a number of sports and activities including minor and senior hockey, lacrosse, curling and bowling as well as other 'dry-floor' community events throughout the year. Also located within the building are a playschool, library, concession, lounge, VIP boxes and meeting rooms. The facility is a one-stop hub of leisure activity drawing in thousands of spectators throughout the year. Nestled within the Town's recreation grounds, nearby patrons will find ball diamonds, a race track, football field, and elementary/secondary school.

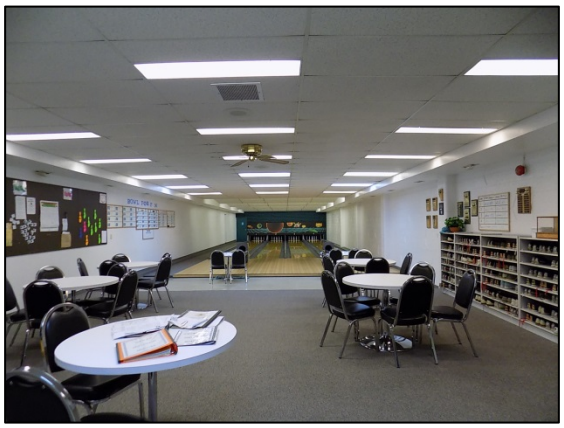
With a population over 800, the Town of Sedgewick lies strategically at the center of Flagstaff County on Highway 13 and serves a trading population of over 3000. The Town lies less than an hour southeast of Camrose, an hour southwest of Wainwright and less than two hours from Edmonton.


Edmonton
Sherwood Park
Elk Island National Park
Hilliard
Warwick
Mundare
Myrnam
Vegreville
Lavoy
Innisfree
Minburn
North Cooking Lake
Tofield
Nisku
Ryley
Poe
Holden
Leduc
Kingman
Hay Lakes
Round Hill
Armena
Millet
Viking
Camrose
Kinsella
Wetaskiwin
Ohaton
Irma
New Norway
Daysland
Kelsey
Maskwacis
Edberg
Rosalind
Killam
Sedgewick
Ferintosh
Lougheed
Menaik
Ankerton
Ponoka
Meeting Creek
Heisler
Rosyth
Bashaw
Donalda
Forestburg

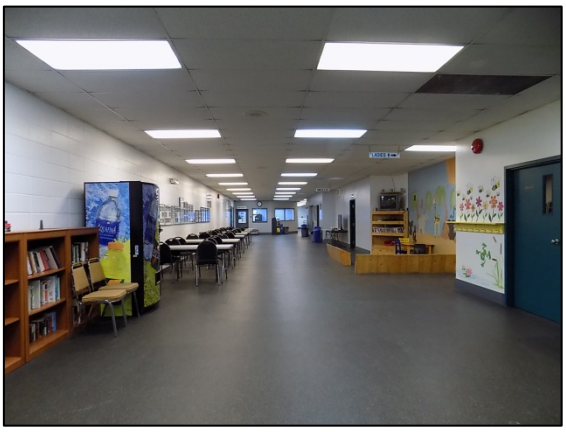
Football Field
Race Track
Ball Diamonds
Recreation Centre
Sedgewick Recreation Centre
52 Ave
50th St
51 Ave
High School
53 Ave
Central High Sedgewick Public School

Hockey Arena

Curling Rink

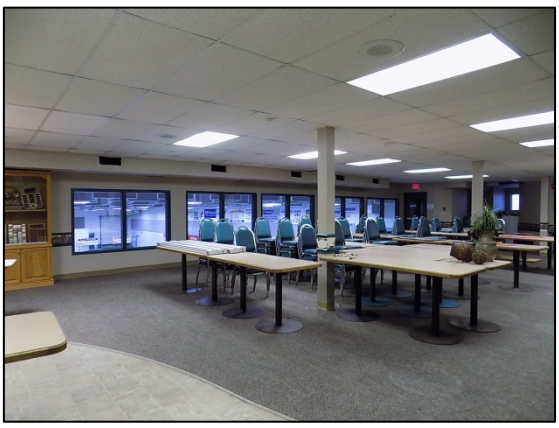


Bowling Alley



Lower Concourse

Exterior



Curling Lounge

2.2. BENEFITS IN THE NAMING RIGHTS PACKAGE

The naming of the facility shall be proposed by the successful Proponent and subject to the approval of the Town and shall be the exclusive name of the facility in all official facility references during the term of the Agreement. The successful Proponent will have the right to create and develop signage at their cost for the facility which is subject to approval by the Town.

a) Media

Name and logo identification in all official arena-related references made by the Town including, but not limited to, the following:

- Media correspondence
- Advertising –print and LED signage
- Website and social media sites

b) Signage

Exterior facility name and signage opportunities:

- South wall
- South, north and west entrances

Interior facility name and signage opportunities:

- Main Concourse
- Arena interior

3. QUALIFICATIONS AND REQUIREMENTS OF PROPONENT

3.1. Provide the name, a brief history and description of your Corporation.

3.2. Identify your designated staff member(s) who will be working with and coordinating marketing and advertising activities with the Town during the term of the contract.

3.3. Name and title of person(s) authorized to bind the Proponent in a contract along with the main office address, and telephone number (including area code).

3.4. Outline your corporation`s qualifications including its abilities, capacities, skills and financial strengths as they relate to this Proposal.

3.5. Submit any details of similar projects including name, addresses and telephone numbers.

3.6. Provide any additional information that would distinguish your firm in its service to the Sedgewick community.

3.7. Include all completed attachments and forms required with your Proposal.

3.8. The Town may make such investigations it deems necessary to determine the ability of the Proponent to perform financially. The Proponent shall furnish to the Town, within five (5) days of a request, all such information and data for this purpose as may be requested. The Town reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proponent fails to satisfy the Town that such Proponent is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

4. SCOPE OF SERVICES

4.1. Title Sponsorship entitles the Proponent to rename the Facility with a name chosen by the sponsor, subject to final approval by Town Council.

4.2. The Proponent will commit to provide all signage at their cost. All sign placements must be approved by the Town and be in accordance with all municipal approvals, zoning and building code requirements. No signs may be placed on the roof of the building. The naming rights contractor shall be responsible for contracting all work relative to the installation of all exterior and interior signage. All contractors and subcontractors performing work at the request of the naming rights contractor shall be required to provide certificates of insurance in compliance with the insurance requirements set forth in herein.

4.3. The Contractor shall provide all ongoing maintenance of the signage in a timely manner for the signs that are located on the exterior of the building. All other signs in the facility, once installed, are the responsibility of the Town.

4.4. It will be the responsibility of the naming rights Contractor to work with, and compensate, Alberta Transportation and/or the Town of Sedgewick to change any signs on highways or streets. The Town makes no representation concerning the requirements of such work.

4.5. Proponents shall state their objectives and strategy to introduce, build and increase awareness of the facility`s new name. This is a key component of the Proposal and must be clearly delineated.

5. TERM OF CONTRACT

5.1. The Proponent shall outline the proposed term of the Agreement. A minimum term of ten (10) years is required, beginning on or about July 1, 2018. Renewal options may be included.

5.2. The successful Proponent shall execute a contract with the Town that will be in substantial conformance with this RFP, Proponent's Proposal, and any applicable Federal, Provincial or Local law, rule or regulation.

6. REVENUE PROPOSAL

6.1. Each Proponent shall submit a revenue Proposal for the naming rights, quoting a minimum annual sum in addition to full details of a financial plan.

6.2. If proposing additional cash or marketing activities detail the structure of how those benefits would be allocated to the Town.

6.3. Proponents should ensure that they provide other relevant information that will assist the Town in evaluating your Proposal.

7. GENERAL CONDITIONS AND INSURANCE

7.1. DISCREPANCIES OR OMISSIONS

Proponents finding discrepancies or omissions in the RFP documents, or having any doubts to the meaning or intent of any part thereof, should immediately notify Jim Fedyk, CAO, in writing via email at

cao@sedgewick.ca who may send written instructions or explanations to all Proponents on record with the Town.

No responsibility will be accepted for oral instructions.

Addenda or correspondence issued during the RFP period shall be considered part of this document and become part of the final Contract documents.

7.2. IRREVOCABILITY OF PROPOSALS

Prior to the time and date of the RFP closing deadline, any Proponent may withdraw or change their Proposal without penalty or forfeiture, by giving notice in writing to:

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

Upon the closing deadline, all Proposals become irrevocable and no words or comments may be added to, or removed from, the Proposal unless request by the Town for purposes of clarification. By submission of a Proposal, the Proponent agrees that should its Proposal be deemed successful, the Proponent will enter into a Contract with the Town.

Proposals must remain valid for a period of ninety (90) days following the submission deadline.

7.3. LIABILITY FOR ERRORS

While the Town has used considerable efforts to ensure an accurate representation of the information in this RFP, the information in the RFP is supplied solely as a guideline for Proponent. The information is not guaranteed or warranted to be accurate by the Town, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

7.4. AGREEMENT WITH TERMS

By submitting a Proposal the Proponent agrees to all the terms and conditions of this RFP. Proponents who have obtained the RFP must not alter any portion of the document, with the exception of adding the information requested. To do so will invalidate the Proposal.

7.5. MODIFICATIONS OF TERMS

The Town reserves the right to modify the terms of the RFP at any time at its sole discretion.

7.6. PROPONENT EXPENSES

Proponents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the Town, if any. If the Town elects to reject all Proposals, the Town will not be liable to any Proponent for any claims, whether the costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with any final Contract or any other matter whatsoever.

7.7. ACCEPTANCE AND REJECTION OF PROPOSALS

The Town may not necessarily accept the lowest priced Proposal or any Proposal. At its sole discretion, the Town reserves the right to reject any or all Proposals received and to accept any Proposal which the Town considers advantageous, whether or not it is the lowest priced Proposal. Town Council shall give final approval prior to negotiations with a potential sponsor.

Submission of a Proposal by a Proponent and its subsequent receipt by the the Town does not represent a commitment on the part of the Town to proceed further with any Proponent or project. The Town is under no obligation to award a contract as a result of this RFP and reserves the right to terminate this RFP process at any time.

The Town reserves the right to accept the proposed offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities, or technicalities, and to accept the offered deemed most favourable to the Town.

Proposals must meet all the requirements herein to be eligible for consideration. Proposals that are unsigned, incomplete, conditional, illegible, unbalanced, obscure or that contain additions not called for, reservations, erasures, alteration, or irregularities of any kind may be rejected.

The Town reserves the right to obtain additional information from the Proponents to clarify the information in their submission.

In the event that only one Proposal is received, the Town reserves the right to return the Proposal unopened. Proposals received after the closing time will not be opened.

7.8. CONTRACT NEGOTIATIONS

The successful Proponent will be required to enter into a contract with the Town.

The Town reserves the right to negotiate specific terms of the contract with the preferred Proponent prior to the final award of the contract.

If the preferred Proponent and the Town cannot agree on contract language in the contract document, the process will be terminated and the Town may begin negotiations with the next preferred Proponent.

7.9. SOLICIATION

Proponents and their Agents are hereby warned that any attempt to solicit individual members of the Council and/or staff of the Town in regard to the award of this contract may jeopardize the favourable consideration of their Proposals.

7.10. CONFIDENTIALITY AND SECURITY

This document or any portion thereof may not be used for any purpose other than submission of a Proposal. The successful Proponent shall agree not to divulge or release any information that has been given to it or acquired by it on a confidential basis during the course of carrying out its duties or performing its services. It is the Town's policy to maintain confidentiality with respect to all confidential information-related to the Request for Proposals, however the Town is subject to the Freedom of Information and Protection of Privacy Act.

7.11. WORKERS COMPENSATION

The Contractor shall ensure compliance on this part with the *Worker's Compensation Act* and any regulations thereunder. This will extend to any contractors hired by the successful Proponent, who will be on Town property. See Scope of Services 4.2.

7.12. INDEMNITY AND LIABILITY INSURANCE

For the purpose of any contract the Town may enter into with the successful Proponent, the Contractor shall indemnify and hold harmless the Town, its employees and agents, from any or all claims, demands, actions and costs whatsoever that may arise, directly or indirectly out of any act or omission of the Contractor, its employees, or agents, in the performance by the Contractor of this Agreement. Such indemnification shall survive termination of this Agreement.

Further the Contractor must provide to the Town proof of $2 million General Liability Insurance with the Town named as an additional insured party. The Town reserves the right to modify the type of insurance coverage and amount coverage (which may include increasing the amount of coverage) required to be carried by the Contractor.

7.13. COMPLIANCE WITH LAWS AND PERMITS

The Contractor shall apply and pay for all necessary permits or licenses required for the execution of the work. The Contractor shall give all necessary notices and pay for all fees required by law and comply with all laws, ordinances, rules and regulations relating to the work and to the preservation of the public health. The Contractor shall be responsible for the safety of all workmen and equipment on the project in accordance with all applicable safety legislation passed by Federal, Provincial and Local Authorities governing safety.

7.14. CONTRACTOR ASSUMPTION OF RISK, LOSS OR DAMAGE

The Contractor shall assume all risk of loss or damage to the equipment or work performed, and shall assume all liability for death, personal injury, or property damage, arising out of work.

7.15. NO OBLIGATION ON THE PART OF THE TOWN

This RFP is not a tender call, and any submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by the Town. No Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the Town has accepted its Proposal and there is subsequent full execution of a written contract signed by both parties.

The highest or any Proposal will not necessarily be accepted. The Town reserves the right to waive informalities, to reject any or all Proposals for any reason, or to accept the Proposal deemed most favourable in the interest of the Town. In no event will the Town be responsible for the costs of preparation and submission of Proposals.

8. PROPONENT ACCEPTANCE FORM

We certify that we have read and understand the information provided in the RFP and all subsequent documentation. The information provided in our submission is accurate and we agree to be bound by all conditions, statements and representation contained within the RFP.

Failure to provide signatures below will result in immediate rejection of this submission. The person signing this RFP declares that they are a duly authorized signing authority with the capacity to commit their firm/company to the conditions of this Proposal.

Executed this_____day of_____, 2018

Authorized Signature _____

Printed Name _____

Title/Position _____

Company Name _____

Address _____

Phone Number _____

Fax Number _____

Email _____

Appendix A

Qualifications

This section must address Proponent's qualifications experience to carry out the requested service, inclusive, but not limited to: Details of involvement in similar projects, qualifications to do business in Alberta, number of years in business and length of experience. Also include Corporate Mission, Vision and Values as they relate.

Appendix B

Scope of Services

This section must address the Scope of Services in terms of the Proponent's plan to carry out the requested service.

Appendix C

Term of Contract

State term of contract including renewal options as outlined in 5.1 of this RFP.

Appendix D

Revenue Proposal

Outline financial Proposal including annual sums payable to the Town.

TOWN OF SEDGEWICK

REQUEST FOR DECISION
JANUARY 18TH, 2017
BOULEVARD BYLAW

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.

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.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may give first reading to Bylaw 537/18, The Town of Sedgewick Boulevard Bylaw.
2. Council may give first, second and third readings to Bylaw 537/18, The Town of Sedgewick Boulevard Bylaw.
3. 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 first 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		

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.

DRAFT

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

DRAFT

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

DRAFT

Street View - Jul 2013
5202 50 Av

APPOINTMENT OF FIRE CHIEF

EXECUTIVE SUMMARY

Effective January 1st, 2018 Joey Hebert has resigned as Fire Chief of the Sedgewick Fire Department but remains in the role of fire fighter. As per Bylaw 427, the Fire Services Bylaw, Council must appoint a replacement.

BACKGROUND

The recommendation of the fire department is that Tyson Armitage be the new Fire Chief.

Tyson's qualifications are as follows:
- NFPA 1001 Standard for firefighter qualifications lvl 2
- NFPA 1041 Fire service instructor lvl 1
- NFPA 1051 Wildland firefighting
- NFPA 1031 Fire inspector lvl 1
- Registered EMR in Alberta
- Emergency Services Technologist diploma from Lakeland College

His experience is as follows:
- 7 years as a volunteer on Sedgewick fire department
- 3 seasons as a forest firefighter for the Government of Alberta
- Instructed numerous NFPA standard courses
- Currently Fire Team Lead at Gibson Energy in Hardisty

It is administration's opinion that Tyson Armitage exhibits the leadership and holds the qualifications necessary to hold the role of Fire Chief.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may approve the appointment of Tyson Armitage as Fire Chief of the Sedgewick Fire Department effective January 1st, 2018
2. Council may direct administration to provide further information and/or an alternate recommendation at a later Council meeting.

RECOMMENDATION

1. That Council approve the appointment of Tyson Armitage as Fire Chief of the Sedgewick Fire Department effective January 1st, 2018.

ATTACHMENTS

1. None

RESERVE REALLOCATION

EXECUTIVE SUMMARY

Administration is suggesting closing three reserve accounts as the designated use of the funds may no longer be relevant.

BACKGROUND

The following reserves currently exist and have been static for a number of years:

GL #	Description	Amount	Last modified
49772990	Subdivision Rec Reserve	$3669.03	2007
49712902	OH&S Project Reserve	$1200	2005
49751901	Physician Recruitment Reserve	$2000	2005

In order to clean up reserve accounts, administration is recommending that the three reserve accounts above be closed by allocating the funds in the following manner:

From	To
Subdivision Rec Reserve	Future Development Reserve (Subdivision)
OH&S Project Reserve	General Operating Reserve
Physician Recruitment Reserve	General Operating Reserve

Council may re-designate reserve funds by resolution.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may 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 from GL# 49712902 to GL# 49700900
   Transfer $2000 from GL# 49751901 to GL# 49700900
2. Council may choose not to reallocate the reserve funds.

RECOMMENDATION

1. Council may 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

TOWN OF SEDGEWICK

REQUEST FOR DECISION
JAN. 18TH, 2018
COUNCIL CONFERENCE TABLE

COUNCIL CONFERENCE TABLE

EXECUTIVE SUMMARY

During the budget process, Council showed interest in designing a new custom meeting table/desk.

BACKGROUND

Administration has been working with a local contractor on the design of a new Council Chambers conference table. The purpose of a new table was to modernize Council Chambers and to free up floor space for delegations and visitors to Council. Also a large table was no longer required due to the number of councillors being reduced from 7 to 5.

Due to the narrow width of the room there are some definite limitations for a desk that is attempting to go beyond being a standard table. After some initial design and conversations, it was felt that changing the orientation of Council Chambers was the most practical way of installing a desk with a more 'corporate' feel.

The attached design shows a 5-sided desk with a built in shelf/ledge at the front of the desk counter which would house electrical outlets for laptops and give room for storage. An ancillary desk would be built for staff that would sit separate from the Council desk. A removable bridge (desk top) would connect the staff desk with the Council desk when more counter space is needed by staff.

The finishing materials selected for Council to consider are light maple panelling for the face of the desk and black laminate for the top counter and shelf. It is thought that this will brighten the room and add a sophisticated look.

Administration is looking for direction from Council if the design to this point is satisfactory or if there are other considerations.

BUDGET IMPLICATIONS

Approximately $6000 plus electrical. $5000 to be contributed from MSI Operating.

ALTERNATIVES

1. Council may approve the design of the Council Chambers conference table as presented.
2. Council may direct administration as to modifications or a different design for the Council Chambers conference table.

TOWN OF SEDGEWICK

REQUEST FOR DECISION

JAN. 18TH, 2018

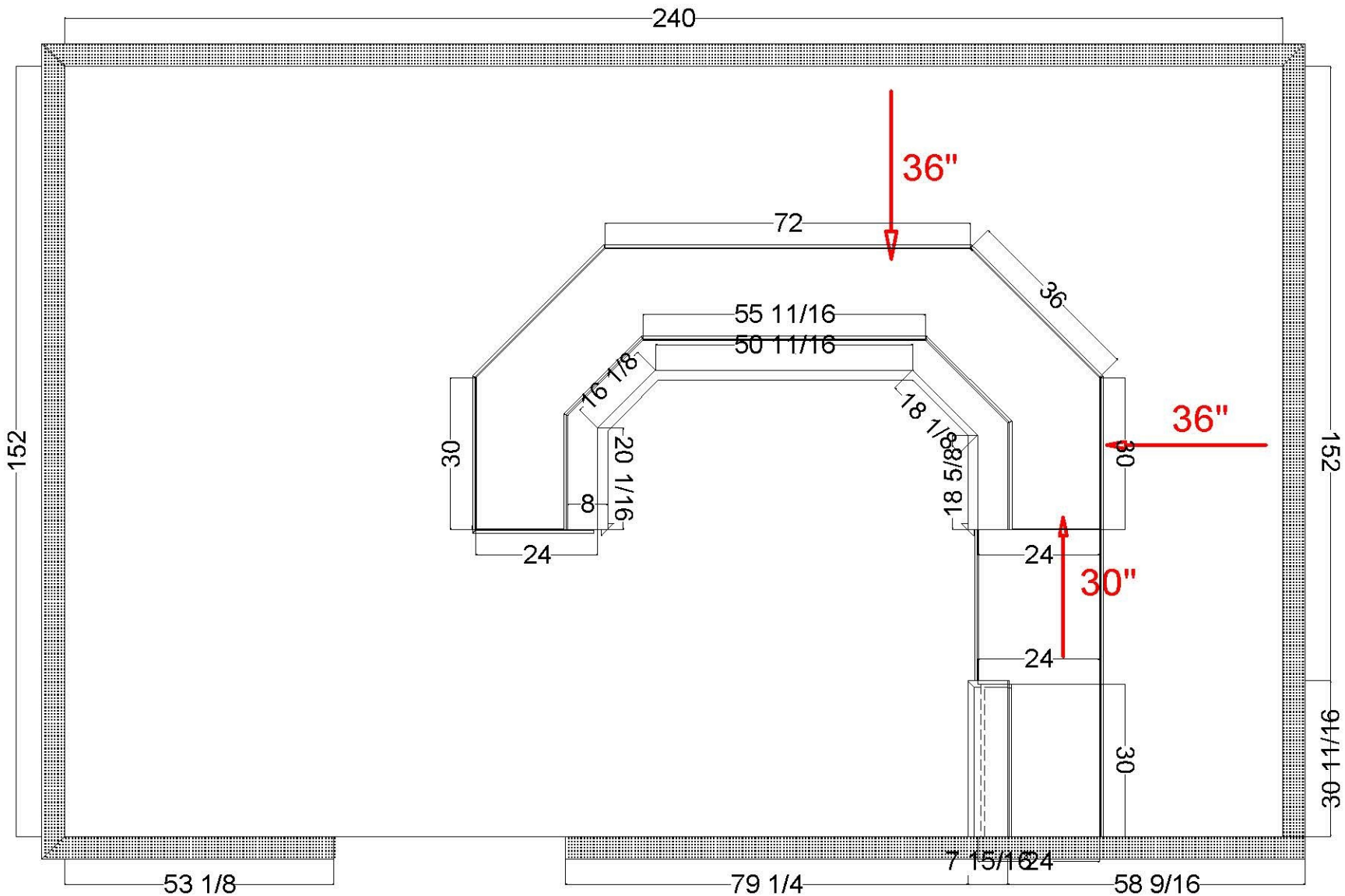
COUNCIL CONFERENCE TABLE

RECOMMENDATION

1. That Council approve the design of the Council Chambers conference table, as presented.

ATTACHMENTS

1. Diagram of Conference Table



240
36"
72
36
55 11/16
50 11/16
16 1/8
18 1/8
36"
30
20 1/16
18 5/8
30
152
152
8
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24
30"
24
30
30 11/16
7 15/16
24
53 1/8
79 1/4
58 9/16

TOWN OF SEDGEWICK

REQUEST FOR DECISION
JAN. 18, 2018
FIP REQUISITION

FLAGSTAFF INTERMUNICIPAL PARTNERSHIP REQUISITION

EXECUTIVE SUMMARY

At the January 8th, 2018 FIP meeting, the committee approved recommending an operating budget of $76,500 which includes a requisition of $7,581.76 for the Town of Sedgewick. This is approximately a 7% increase from 2017.

BACKGROUND

In 2017 the requisition amount for the Town of Sedgewick was $7,090.37. $7000 has been initially budgeted for in 2018.

To determine the requisition for each community, the full amount is divided between municipalities based on their equalized assessment.

Increased expenses for 2018 include $2500 for SCADA upgrades, and $12,000 for the water operator's consortium project.

BUDGET IMPLICATIONS

Increase of $491.39 to 2018 budget.

ALTERNATIVES

1. Council may approve the 2018 FIP budget with a requisition from the Town of Sedgewick for $7,581.76.
2. Council may choose not to approve the 2018 FIP budget with a requisition from the Town of Sedgewick for $7,581.76.

RECOMMENDATION

1. That Council approve the 2018 FIP budget with a requisition from the Town of Sedgewick for $7,581.76.

ATTACHMENTS

1. Letter from FIP from January 9th, 2018
2. FIP requisition and 2018 operating budget

RECEIVED
JAN 15 2027

Flagstaff Intermunicipal Partnership Committee

Box 210
FORESTBURG, AB
T0B 1N0

January 9, 2018

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

Dear Sirs:

Re: FIP 2018 Operating Budget

During the January 8, 2018 Flagstaff Intermunicipal Partnership meeting, the committee approved the following motion:

Moved by Member Edward Kusalik to approve the 2018 Operating Budget with a requisition amount of $76,500:

Village of Alliance	*$737.39*
Town of Daysland	*$6,339.62*
Flagstaff County	*$37,640.16*
Village of Forestburg	*$5,501.60*
Town of Hardisty	*$8,465.90*
Village of Heisler	*$678.93*
Town of Killam	*$8,161.35*
Village of Lougheed	*$1,393.29*
Town of Sedgewick	*$7,581.76*

and recommend that all member municipalities approve the budget and requisitions as presented.

CARRIED

A copy of the budget has been provided for presentation to your council.

Please remit your confirmation of approval as soon as possible.

If you have any questions regarding the above, please do not hesitate to contact the undersigned.

Yours truly;

Debra A. Moffatt, CAO
Managing Partner
Flagstaff Intermunicipal Partnership

Enc.

FLAGSTAFF INTERMUNICIPAL PARTNERSHIP
2018 OPERATING BUDGET

		2017 Budget	2017 Actual Dec 28/17	**2018 Budget**		
REVENUE						
1-61-00-500	OTHER PARTNER REVENUE		-6,833.55	**0.00**		ARB/SDAB Hearing Costs
1-61-00-550	RETURN ON INVESTMENTS		-114.39	**0.00**		
1-61-00-750	REVENUE OTHER LOCAL GOVERNMENTS	-94,010.00	-94,010.00	**-76,500.00**	76,500.00	Regular Requisition
1-61-00-840	PROVINCIAL GRANTS	0.00	-181,681.62	**0.00**		
1-61-00-920	FROM RESERVES	-7,990.00	-40,000.00	**0.00**		
1-61-00-950	WATER OPERATORS CONSORTIUM PROJECT		-5,079.99	**-11,990.00**	11,988.00	IT Mtce Contract Year (Exp Aug/19)
TOTAL REVENUE		-102,000.00	-327,719.55	**-88,490.00**		
OPERATING EXPENSES						
2-61-00-110	SALARIES & BENEFITS	31,500.00	26,902.45	**30,870.00**		450 hours wages & benefits
2-61-00-150	MEETING EXPENSES	17,000.00	5,077.09	**14,000.00**	1,000.00	Rent & supplies for Regional Forums
					3,000.00	Meals & Miscellaneous
					5,000.00	Public Meeting Costs
					5,000.00	Speakers for Regional Forums
2-61-00-211	TRAVEL & SUBSISTENCE	14,000.00	3,229.61	**5,300.00**	1,300.00	FIP Clerk/Coordinator
					3,200.00	ARB Member Training
					800.00	SDAB Member Training
					1,750.00	Clerk Training (SDAB x 2 / ARB x 1)
2-61-00-222	PROFESSIONAL DEVELOPMENT	4,000.00	2,675.00	**6,200.00**	4,500.00	ARB Member Training
					1,200.00	SDAB Member Training
					-	Clerk Training (SDAB x 2 / ARB x 1)
					500.00	Miscellaneous
2-61-00-230	MANAGEMENT & PROFESSIONAL FEES	15,500.00	13,000.00	**15,500.00**	10,000.00	Management Fee
					3,500.00	Audit
					2,000.00	Legal & other Prof Fees
2-61-00-246	COMPUTER SUPPORT	1,170.00	665.88	**3,680.00**	679.20	Muniware
					2,500.00	SCADA Upgrades
					500.00	Miscellaneous
2-61-00-247	WEBSITE MAINTENANCE	270.00	0.00	**270.00**		
2-61-00-500	ARB/SDAB HEARINGS	0.00	0.00	**0.00**		
2-61-00-510	OVERHEAD EXPENSES	570.00	675.61	**680.00**	675.71	Win/911 Support
2-61-00-511	SUPPLIES	0.00	0.00	**0.00**		
TOTAL OPERATING EXPENSES		84,010.00	52,225.64	**76,500.00**		
PROJECT EXPENSES						
2-61-00-950	WATER OPERATORS CONSORTIUM PROJECT	0.00	13,168.00	**11,990.00**	11,988.00	IT Mtce Contract Year (Exp Aug/19)
2-61-00-951	REGIONAL GOVERNANCE PROJECT	245,000.00	100,703.17	**0.00**		
2-61-01-951	Reg Gov - Underground Infrastructure	350,000.00	145,278.45	**0.00**		
2-61-00-952	REGIONAL SAFETY PROGRAM	0.00	5,836.88	**0.00**		
TOTAL PROJECT EXPENSES		595,000.00	264,986.50	**11,990.00**		
TOTAL EXPENSES		679,010.00	317,212.14	**88,490.00**		
NET REVENUE (OVER)/UNDER REVENUE		577,010.00	-10,507.41	**0.00**		
NOTES:	Management fee includes telephone & internet charges, postage, photocopy charges, and supervisor fees as provided by the Managing Partner					

FIP REQUISITION

BASED ON 2018 OPERATING BUDGET

Operating Requisition						2018 Equalized Assessment					
	Total Equalized Assessment	2018 Requisition	*2017 Requisition*			residential	non-res	farmland	Total	*2017*	Difference
Alliance	$ 8,712,569.00	$ 737.39	*$ 698.17*	105.62%		6,216,876	2,495,693		8,712,569	*8,705,733*	6,836
Daysland	$ 74,904,880.00	$ 6,339.62	*$ 6,024.59*	105.23%		68,251,219	6,652,181	1,480	74,904,880	*75,122,421*	-217,541
Flagstaff	$ 444,732,122.00	$ 37,640.16	*$ 47,852.14*	78.66%		342,848,452	101,717,920	165,750	444,732,122	*596,683,162*	-151,951,040
Forestburg	$ 65,003,364.00	$ 5,501.60	*$ 5,326.87*	103.28%		57,379,452	7,593,912	30,000	65,003,364	*66,422,376*	-1,419,012
Hardisty	$ 100,027,689.00	$ 8,465.90	*$ 7,371.03*	114.85%		73,445,321	26,559,888	22,480	100,027,689	*91,911,625*	8,116,064
Heisler	$ 8,021,811.00	$ 678.93	*$ 649.14*	104.59%		6,943,303	1,078,508		8,021,811	*8,094,293*	-72,482
Killam	$ 96,429,304.00	$ 8,161.35	*$ 7,681.87*	106.24%		75,762,809	20,531,175	135,320	96,429,304	*95,787,667*	641,637
Lougheed	$ 16,462,237.00	$ 1,393.29	*$ 1,315.82*	105.89%		12,816,875	3,644,642	720	16,462,237	*16,407,343*	54,894
Sedgewick	$ 89,581,237.00	$ 7,581.76	*$ 7,090.37*	106.93%		73,332,012	16,238,635	10,590	89,581,237	*88,412,062*	1,169,175
	$ 903,875,213.00	$ 76,500.00	*$ 84,010.00*	91.06%		716,996,319	186,512,554	366,340	903,875,213	*1,047,546,682*	-143,671,469
	0.0000846										
						** Use only residential, non-residential & farmland					
Requisition	$ 76,500.00										

Sedgewick Public Library Board Meeting

Meeting Date: January 9, 2018

Call to Order

Board Chair Carol Williams called the meeting to order at 7:00 pm with the following members of the board present: Micaela McConnell, Shelley Wakefield, Stephen Levy, Sherry Mayne, Trish McGowan. Marie MacLeod sent her regrets.
Also Present: Barbara McConnell

1) Approval of the Agenda

Moved by: Stephen Levy Seconded by: Trish McGowan

THAT the agenda for January 9, 2018 be approved as circulated, Carried.

2) Previous Minutes

Moved By: Shelly Wakefield Seconded by: Sherry Mayne

THAT the Sedgewick Public Library Board minutes of:

December 12, 2017 Library Board Meeting

Be approved as circulated, including any revision to be made, Carried.

3) Delegations

4) **Business Arising From The Minutes**

Library Policies & Bylaws – Discussion occurred, to be continued at the next meeting.

5) Reports

a) Chair Report
Carol brought to the board's attention that she had received an email from the CAO Jim Fedyk approving our municipal appropriation request for the amount of $7500 from the Town of Sedgewick.

b) Treasurers' Report (attached)
Trish McGowan read the Treasurers' report. To date we have $9077.90 in our chequing/savings account.
Stephen Levy moves the report be adopted as read, Sherry Mayne seconds, Carried.

c) Librarians' Report (attached)
Barb McConnell read the Librarians' report which highlighted a Creative Art Journaling course being held on February 8/2018. She also talked about compiling stats for the upcoming 2017 Annual Library Survey and 2018 Annual Report for Public Library Services. There will also need to be a focus put into a Strategic Planning Meeting regarding our new Plan of Service.
Trish McGowan moves the Librarians' report be accepted as information, Carol Williams seconds, Carried.

d) Parkland & Town Council
Stephen Levy spoke about projects he is working on with collaboration from the Parkland Regional Library and Sedgewick Public Library. Stephen will be attending a Parkland Regional Library executive meeting on January 25, 2018.
Carol Williams moves Stephen's report be accepted as information, Trish McGowan seconds, Carried.

6) New Business

A resignation letter from Ronna Beausoliel our part time staff had been received. Efforts to fill this job position have been made by posting to Flagstaff Literacy Job Board & Facebook. We have already received a number of applications that will be reviewed by Barb McConnell.

7) **Information Items**

8) **Correspondence**

9) **Next Meeting**

Next meeting will be held on February 27, 2018 at 7:00pm at the Sedgewick Public Library

10) Adjournment

Moved By: Carol Williams Seconded By: Shelly Wakefield
That this Library Board does now adjourn at 8:20 p.m. to meet again at the call of the Chair, Carried.

Sedgewick Public Library
Board Regular Meeting

Jan 9th, 2018
Sedgewick Public Library

1) Approval of agenda

2) Approval of minutes of previous meeting date

3) Delegations

4) Business arising from the minutes
   a)
   b)
   c)

5) Reports
   A) Chair
   B) Treasurer
   C) Librarian's Report
   D) Parkland & Town Council (Stephen Levy)

6) New Business
   A) Resignation of Ronna Beausoliel
   B) Advertising for replacement
   C)

7) Information Items

8) Correspondence

9) Next meeting

10) Adjournment

Sedgewick Municipal Library
Balance Sheet
As of 31 December 2017

	31 Dec 17
ASSETS	
Current Assets	
Chequing/Savings	
Sedgewick & District Municipal	9,077.90
Total Chequing/Savings	9,077.90
Total Current Assets	9,077.90
Fixed Assets	
Furniture and Equipment	98,431.00
Total Fixed Assets	98,431.00
TOTAL ASSETS	**107,508.90**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
GST/HST Payable	-92.81
Total Other Current Liabilities	-92.81
Total Current Liabilities	-92.81
Total Liabilities	-92.81
Equity	
Opening Balance Equity	116,651.98
Unrestricted Net Assets	-15,165.65
Net Income	6,115.38
Total Equity	107,601.71
TOTAL LIABILITIES & EQUITY	**107,508.90**

Sedgewick Public Library

Librarian's Report January 9, 2018

Items for information:

Creative Art Journaling course has been advertised on Facebook, in FCAL brochure, and on Sedgewick Library website plus other library websites in the area. Have one person registered so far. That is to take place February 8/2018.

Shortly, I will be starting to compile stats for the 2017 Annual Library Survey and 2018 Annual Report for Public Library Services Branch. This paperwork must be completed by February 28/2018.

Come spring, we will need to concentrate on a Strategic Planning meeting for our new Plan of Service. Ours is a five year plan that has to be drawn up by June 2019 in order to continue to get government assistance. Facilitators are available to run our public meeting and give us assistance and direction. Free help is provided by Parkland Regional Library Staff or the Public Library Services Branch.

Items for Discussion: Nothing at this time

Barbara McConnell

Library Manager

Sedgewick Public Library

January 2018

Micaela McConnell

Carol Williams

Shelley Wakefield

Stephen Levy

Barbara McConnell

Aisha McGowan

TOWN OF SEDGEWICK

DEPARTMENTAL REPORT TO COUNCIL

MEETING DATE: JAN. 18, 2017
DEPARTMENT: PUBLIC WORKS

SUMMARY

Lack of new snow has allowed us to catch up on a number of projects in the lift station and waterplant.
Year end reporting and water sampling have been completed .
With the Christmas season coming to a close we will be taking down the decorations and putting up banners.

ACCOMPLISHMENTS

- Rebuilt pump #2 in lift station, has increased efficiency considerably.
- Replaced two flight bulbs (level controlers) at the lift station. Everything is operating properly and we have not received any more alarms.
- Repaired hole in the northwest corner of the Hall, we will have to wait until rainy season to see if we were successful.
- Completed annual water reports for environment.
- Did semi-annual water sampling to be sent to University Hospital.
- Had a water break at Pat Whiteheads trailer court, the 2" meter froze and cracked flooding the lot and street. We replaced the cracked meter with an old one we had because we could not get the curbstop shut off, we will address that issue in the spring.
- Had Associated Engineering and Bio Systems into the waterplant to do an evaluation for the SCADA system to see what we need.
- We dug a grave for Jim Schuurmans funeral. The ground was frozen so we did have to burn the afternoon before.
- Removed the snow in all of the alleys before garbage pick-up.
- We've had to clean the roads out to the lagoons,they were drifted in pretty bad around the lake.

PRESENT AND FUTURE ACTIVITIES

- Between us and Hal Sparrow we have been able to keep up with keeping the walking trails clean, a number of people have commented on how pleased they are that they can use them.
- On Jan. 16 we are hoping to turn off and remove Christmas lights and decorations and take the tree down from the main street park.
- We will also be re-mounting our main street banners hopefully the same day if not the next.
- On Jan/17 or 18 we will be doing well draw downs to check pumping and static levels of our aquafer.
- We might be replacing the water meter at #18 Canary Crescent, the problem is inside the house.
- We still need to take apart the UV reactors to inspect the tubes and clean the bulbs in the WTP, that should be done by the end of this week or the beginning of the next.
- We will be cleaning up and painting the floors in the lift station and water plant.

APPENDIX:
NONE

PREPARED BY:
DARYL JOHNSON, FOREMAN

TOWN OF SEDGEWICK

CAO REPORT TO COUNCIL

MEETING DATE: JAN. 18TH, 2018

SUMMARY

Have been working with engineers in sharing information regarding capital projects and determining a schedule of work to be done. With strategic planning completed, work has been done to move along with the objectives including the Electronic Sign and selling the naming rights to the Rec Centre in particular.

MEETINGS

- Had onsite meeting at Water Treatment Plant with Bi-Systems controls, Associated Engineering and public works in regards to SCADA requirements
- Met with Associated Engineering on January 18th regarding scope of 2018 projects

ACCOMPLISHMENTS

- Completed Strategic Planning document
- Received signed 3-year agreement from Associated Engineering
- Have applied to Canada Summer Jobs for summer student position
- Acquired liquor license for the rec centre
- Have received two bids out of Edmonton for the genset work at the Water Treatment Plant. Currently in discussions with the lower bidder in an effort to get the price down further.
- Have been granted an extension to the end of June for the spray park application to the Enabling Accessibility Fund.
- Provided letter of support to CFEP for the spray park
- Made contact with both Kal-tire and Bonness Oilfield Supplies regarding Council's directives regarding Spruce Drive. Bonness has not investigated any engineering services or engaged in any studies.
- Placed order for two receptacles for walking trail as per 2018 budget
- Received design and quote for a new Council Chambers desk and front desk addition

PRESENT AND FUTURE ACTIVITIES

- Fire Chief for the Town of Sedgewick has resigned
- Will attend Alberta Emergency Alert Training on January 23rd with the Town's DEM and assistant DEM
- Website training for staff will occur on January 24th
- Regional CAO meeting on January 25th
- Expecting the auditor in later February or early March
- Will attend review of regional infrastructure assessments conducted by Urban Systems on February 8th
- Will be contacting contractor regarding roof top unit above library at the rec centre developing condensation and dripping

APPENDIX:

NONE

PREPARED BY:

JIM FEDYK, CAO

ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Leduc-Beaumont

AR92067B

January 2, 2018

His Worship Perry Duncan Robinson
Mayor, Town of Sedgewick
PO Box 129
Sedgewick Alberta 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 (MSI), we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

I am pleased to accept the following eligible project submitted by your municipality under the MSI capital program.

CAP-9704	Recreation Centre Heating, Ventilation and Air Conditioning Unit Replacement	$68,000

My ministry welcomes the opportunity to celebrate your MSI project milestones with you, so please send invitations for these events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, please contact Municipal Affairs Communications, toll free at 310-0000, then 780-427-8862, or at ma.msicapitalgrants@gov.ab.ca.

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

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

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

132 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

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ALBERTA
INFRASTRUCTURE

Office of the Minister
MLA, Calgary - Northwest

RECEIVED
DEC 2 8 2017

20 December 2017

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

Dear Mayor Robinson:

It was a pleasure to connect with municipal leaders in November at the Alberta Association of Municipal Districts and Counties and the Alberta Urban Municipalities Association conventions.

Many municipalities indicated they had questions about phase two of the federal government's Investing in Canada Infrastructure Plan (ICIP). I committed to providing a fact sheet to all municipalities on what the Government of Alberta currently knows about ICIP funding and related processes.

I am pleased to provide you with a fact sheet about the Investing in Canada Infrastructure Plan. It outlines the four funding streams and cost-sharing requirements and provides information on the Canada Infrastructure Bank and our understanding of next steps. If you have questions about the Investing in Canada Infrastructure Plan, please submit them by email to Alberta.ICIP@gov.ab.ca.

I look forward to continuing our work on issues that are of importance to your community and Alberta.

Sincerely,

Sandra Jansen
Minister

Attachment: The Investing in Canada Infrastructure Plan – What It Means for Alberta

cc: Jim Fedyk Chief Administrative Officer

The Investing In Canada Infrastructure Plan

What It Means For Alberta

Alberta Government

The $180+ billion Investing in Canada Infrastructure Plan will be delivered over 12 years. Of this, $33 billion will be made available through bilateral agreements between Infrastructure Canada and each of the provinces and territories.

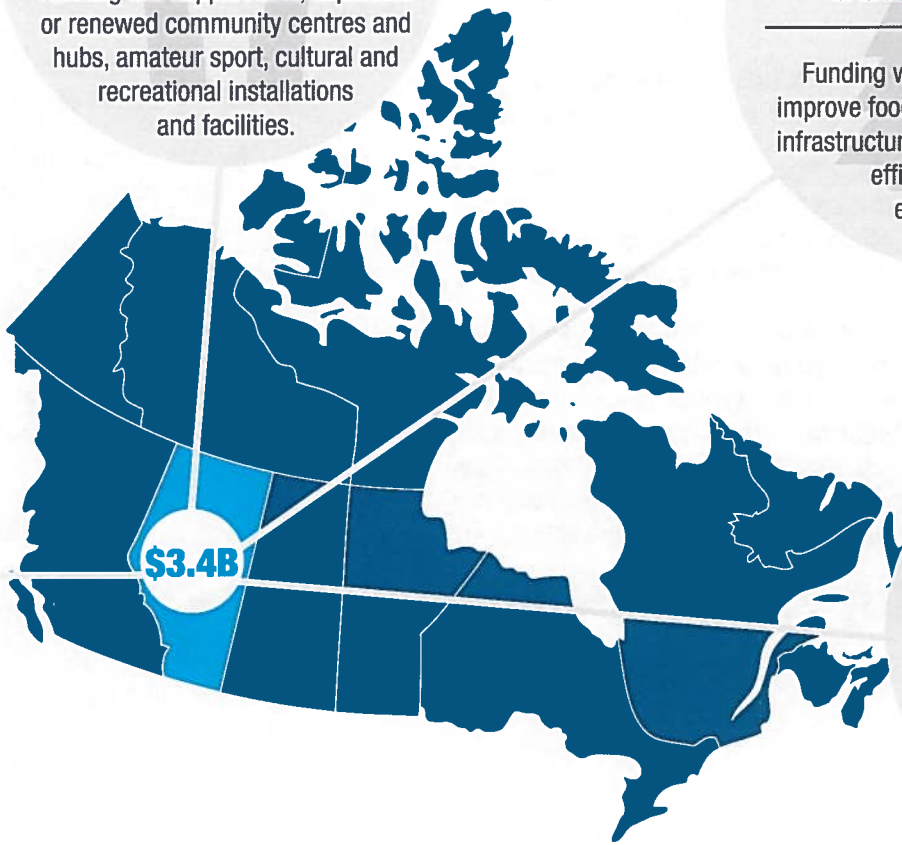
The Governments of Alberta and Canada are currently negotiating this Phase 2 bilateral agreement, expected to be signed in March 2018. **Alberta's allocation is $3.4 billion for: Public Transit, Green Infrastructure, Community, Culture and Recreation and Rural and Northern Communities.**

COMMUNITY, CULTURE AND RECREATION

Funding will support new, expanded or renewed community centres and hubs, amateur sport, cultural and recreational installations and facilities.

RURAL AND NORTHERN COMMUNITIES

Funding will support projects that improve food security, local road or air infrastructure, broadband connectivity, efficient and reliable energy sources.



PUBLIC TRANSIT

Helping Canadian communities to improve and expand their existing public transit systems.

GREEN INFRASTRUCTURE

Consists of three separate sub-streams: Greenhouse Gas Mitigation; Adaptation, Resilience and Disaster Mitigation; and Environmental Quality.

Cost Sharing

The federal government will provide cost-sharing for eligible projects up to the following:

- *Provincial:* maximum of 50 per cent for each project;
- *Municipal:* maximum of 40 per cent for each project. Provinces are required to cost-share on municipal projects at a minimum of 33.33 per cent of eligible costs;
- *Not-for-profit sector:* maximum of 40 per cent for each project;
- *Indigenous communities:* maximum of 75 per cent;
- *Private sector, for-profit owned:* maximum of 25 per cent (not eligible for the Community, Culture and Recreation stream);
- Under the Rural and Northern Communities stream, Canada will invest up to 50 per cent for provincial, municipal and not-for-profit projects.

Next Steps on the Agreement

Alberta is responsible for identifying and submitting projects to the federal government, who will then determine approval. Alberta will work with municipalities and other partners to determine eligible projects to be submitted.

Projects will be prioritized based on the fiscal situation and provincial priorities and will be submitted after the agreement is signed in 2018.

Interested municipalities are encouraged to work with applicable Ministries to identify and prioritize projects.

The Canada Infrastructure Bank

The Canada Infrastructure Bank is a new tool that provincial, territorial, municipal and Indigenous government partners can use to access innovative financing for revenue-generating infrastructure projects. It aims to attract private and institutional investment to such projects in Canada, which will help public dollars go further by leveraging the capital and expertise of the private sector.

The Bank will invest $35 billion from the federal government towards revenue-generating infrastructure projects that are in the public interest, with a focus on projects such as public transit systems, trade and transportation corridors, and green infrastructure.

For more information on the Canada Infrastructure Bank, visit: http://canadainfrastructurebank.ca/

Questions?

Email us at alberta.icip@gov.ab.ca

-------- Forwarded Message --------
Subject: Re: Mayor's job
Date: Fri, 12 Jan 2018 14:31:40 -0700
From: Michelle Edey [redacted]
To: Perry Robinson <probinson@sedgewick.ca>

Hey, Perry, I'm writing as a member of the Nazarene church now. We are having our 100th anniversary in May. I'm on the outreach committee for this project. We want to give the community a gift of some service project or something. We were tossing around some ideas. One suggestion we came up with was to donate a gazebo situated on the walking path somewhere, a quiet place for contemplation and prayer. Would that be something the community would appreciate?
Is there anything else you could come up with, some project that needs doing? I personally like the gazebo idea, but I said I'd check with you.

Thanks!