



## TOWN OF SEDGEWICK

# Agenda

## Regular Meeting of Council

Thursday, August 23<sup>rd</sup>, 2018

Town of Sedgewick Council Chambers  
6:30pm

1. Call to Order
2. Acknowledgement of Treaty 6
3. Adoption of Agenda
4. Delegations - None
5. Minutes
  - [Regular Meeting](#) (July 12<sup>th</sup>, 2018)
  - [Special Meeting](#) (July 26<sup>th</sup>, 2018)
6. Financials
  - For the periods ending [April 30<sup>th</sup>](#), [May 31<sup>st</sup>](#) and [June 30<sup>th</sup>](#)
  - Operational Budget Variance Report as of [August 20<sup>th</sup>, 2018](#)
  - Capital Budget Variance Report as of [August 20<sup>th</sup>, 2018](#)
7. New Business
  - 7.1 [Flagstaff Intermunicipal Partnership](#) – Amendment to ARB and SDAB Agreements
  - 7.2 [Policy 18-07](#) – Compensation and Expenses Policy
  - 7.3 [Policy 18-08](#) – Portable Stage Rental Policy
  - 7.4 [Emergency Services Committee](#) – Extension of Fire Agreements
  - 7.5 [Bylaw 542](#) – Outdoor Watering Bylaw
  - 7.6 [Cannabis Bylaw](#)
  - 7.7 [Amendment to Land Use Bylaw \(Cannabis\)](#)
  - 7.8 [Bylaw 543](#) – The Municipal Emergency Management Bylaw
  - 7.9 [Policies A1 to F6](#) – Policy Review
  - 7.10 [Pylon Sign Advertising](#) – Spot #3
  - 7.11 [Bylaw 544](#) – Amendment #6 to the Land Use Bylaw 461
  - 7.12 [Irrigation of Hard Ball Diamond](#)
  - 7.13 [Development Permit Application 18-09](#) – Sedgewick Ag Society Shed
  - 7.14 [Policy 18-09](#) - Municipal Lot Lease Policy ADDITION
8. Reports
  - 8.1 Committee Reports
    - Mayor P. Robinson
      - Nothing to report
    - [Councillor G. Imlah](#)
      - Emergency Services Committee Minutes from July 18<sup>th</sup>, 2018

- Councillor S. Levy
  - Nothing to report
- Councillor T. Schmutz
  - Nothing to report
- Councillor G. Sparrow
  - Nothing to report

## 8.2 Staff Departmental Reports

[Public Works Report](#) – For the period ending August 23<sup>rd</sup>, 2018

## 8.3 Chief Administrative Officer Report

[CAO Report](#) – For the period ending August 23<sup>rd</sup>, 2018

## 8.4 Parks and Facility Maintenance Foreman Report

[Parks Report](#) – For the period ending August 23<sup>rd</sup>, 2018

## 9. Correspondence

- 9.1 [SKNGS](#) – Financial Statements for the Year Ended December 31<sup>st</sup>, 2017
- 9.2 [RCMP Killam/Forestburg Attachment](#) – Crime Prevention Statistics
- 9.3 [FFCS](#) – Health Canada Grant Letter of Support
- 9.4 [Alberta Municipal Affairs](#) – Ministerial Order No. MSL:047/18
- 9.5 [Parkland Regional Library](#) – 2017 Annual Report Highlights
- 9.6 [Recreation Board](#) – June 2018 Financials
- 9.7 [Battle River Power Co-op](#) – AUC Decision #22164 Annexation
- 9.8 [AUMA/AMSC](#) - Municipal Flag

## 10. In-Camera

- 10.1 CAO Evaluation – FOIP Section 19
- 10.2 CAO Contract – FOIP Section 17

## 11. Round Table/Question Period

## 12. Adjournment



# TOWN OF SEDGEWICK

## Minutes

### Regular Meeting of Council

July 12, 2018

Town of Sedgewick Town Office

6:00pm

| Council Present   | Also Present  |
|---|---|
| Mayor Perry Robinson<br>Councillor Grant Imlah<br>Councillor Stephen Levy<br>Councillor Tim Schmutz | Jim Fedyk                      CAO<br>Nelson Dos Santos        Associated Engineering<br>Kaitlin Munroe              Associated Engineering |
| Regrets   |   |
| Councillor Greg Sparrow   |   |

#### 1. Call to Order – 6:02 pm

#### 2. Acknowledgement of Treaty 6

Council acknowledged that they are on Treaty 6 territory, a traditional meeting ground, gathering place and travelling route to the Cree, Saulteaux, Blackfoot, Metis, Dene and Nakota Sioux. Council acknowledged all the many First Nations, Metis and Inuit whose footsteps have marked these lands for centuries.

#### 3. Agenda

|   |                        |  |         |
|---|------------------------|--|---------|
| 2018-07-136                               | MOTION by<br>Clr. Levy |  | CARRIED |
| That the agenda be approved as presented. |                        |  |         |

#### 4. Delegations

Associated Engineering Alberta Ltd. representatives Nelson Dos Santos, P. Eng. and Kaitlin Munroe presented a Main Street Vision.

Dos Santos & Munroe departed at 7:03pm.

Clr. Schmutz departed the meeting at 7:03pm.

Clr. Schumtz returned at 7:05pm.

#### 5. Minutes

|   |                        |  |         |
|---|------------------------|--|---------|
| 2018-07-137   | MOTION by<br>Clr. Levy |  | CARRIED |
| That the Regular Meeting Minutes from June 14, 2018 be approved as presented. |                        |  |         |

|   |                             |  |         |
|---|-----------------------------|--|---------|
| 2018-07-138   | MOTION by<br>Mayor Robinson |  | CARRIED |
| That the Special Meeting Minutes from June 25, 2018 be approved as presented. |                             |  |         |

#### 6. Financial Statements - None

#### 7. New Business

##### 7.1 Phase I Subdivision Utility Installation

|   |                         |  |         |
|---|-------------------------|--|---------|
| 2018-07-139   | MOTION by<br>Clr. Imlah |  | CARRIED |
| That Council approve the recommendation of Associated Engineering to assign \$150,000 in the 2019 capital budget for the installation of underground power and gas services in front of the Phase I Residential Subdivision lots. |                         |  |         |



# TOWN OF SEDGEWICK

## Minutes

### Regular Meeting of Council

July 12, 2018

Town of Sedgewick Town Office

6:00pm

|   |                           |  |                |
|---|---------------------------|--|----------------|
| <b>7.2 Sanitary Sewer Analysis</b>  |                           |  |                |
| <b>2018-07-140</b>  | MOTION by<br>Clr. Schmutz |  | <b>CARRIED</b> |
| That Council accept the Sanitary Sewer Analysis report as information to be considered when/if the Spruce Drive sanitary sewer is further extended.                             |                           |  |                |
| <b>7.3 Sanitary Sewer CCTV Inspection</b>   |                           |  |                |
| <b>2018-07-141</b>  | MOTION by<br>Clr. Imlah   |  | <b>CARRIED</b> |
| That Council accept the Sanitary Sewer CCTV Inspection Preliminary Review as information with Administration to bring back an action plan for Council's review at a later date. |                           |  |                |

## 8. Reports

|   |                             |  |                |
|---|-----------------------------|--|----------------|
| <b>8.1 Committee Reports</b>  |                             |  |                |
| <b>2018-07-142</b>  | MOTION by<br>Clr. Imlah     |  | <b>CARRIED</b> |
| That the Committee Reports be accepted as information.  |                             |  |                |
| <b>2018-07-143</b>  | MOTION by<br>Clr. Imlah     |  | <b>CARRIED</b> |
| That if required, \$5,000 from Recreation Capital Reserves GL# 49700998 be allocated towards rectifying any water psi issue being experienced at the Sedgewick Lake Spray Park. |                             |  |                |
| <b>8.2 Staff Departmental Reports</b>   |                             |  |                |
| <b>2018-07-144</b>  | MOTION by<br>Mayor Robinson |  | <b>CARRIED</b> |
| That the Public Works Report be accepted as information.  |                             |  |                |
| <b>8.3 CAO Report</b>   |                             |  |                |
| <b>2018-07-145</b>  | MOTION by<br>Clr. Schmutz   |  | <b>CARRIED</b> |
| That the CAO Report be accepted as information.   |                             |  |                |

## 9. Correspondence

|  |                             |  |                |
|--|-----------------------------|--|----------------|
| <b>9.1 Alberta Culture/Tourism</b> – Stars of Alberta Volunteer Awards   |                             |  |                |
| <b>9.2 AB Rec &amp; Parks</b> – Elected Officials Education Program offer  |                             |  |                |
| <b>9.3 FIP</b> – 2017 Financial Statements (un-audited)  |                             |  |                |
| <b>9.4 Lifesaving Society</b> – Declaration of National Drowning Prevention Week (July 15-21, 2018)  |                             |  |                |
| <b>9.5 Flagstaff County</b> – Range Road 124 – All-Weather Road response   |                             |  |                |
| <b>9.6 Flagstaff Beaver EC Coalition</b> – Funding request for COW Bus   |                             |  |                |
| <b>9.7 Parkland Regional Library</b> – PRL Board Talk Newsletter   |                             |  |                |
| <b>9.8 Sedgewick Rec Board</b> – May Financial Report  |                             |  |                |
| <b>9.9 Flagstaff SDAB</b> – recommendation for Board Member Appointment  |                             |  |                |
| <b>2018-07-146</b>   | MOTION by<br>Clr. Imlah     |  | <b>CARRIED</b> |
| That the correspondence items be accepted as information.  |                             |  |                |
| <b>2018-07-147</b>   | MOTION by<br>Mayor Robinson |  | <b>CARRIED</b> |
| That Council proclaims Jul 15 – 21, 2018 NATIONAL DROWNING PREVENTION WEEK and do commend its thoughtful recognition to all citizens of the Town of Sedgewick.   |                             |  |                |
| <b>2018-07-148</b>   | MOTION by<br>Clr. Schmutz   |  | <b>CARRIED</b> |
| That Council approves a \$500 donation to the Flagstaff Beaver Early Childhood Coalition to fund the COW (Classroom on Wheels) bus attendance in Hardisty, Sedgewick and Daysland on October 3 <sup>rd</sup> and 4 <sup>th</sup> . |                             |  |                |





# TOWN OF SEDGEWICK

## Minutes

### Regular Meeting of Council

July 12, 2018

Town of Sedgewick Town Office

6:00pm

|  |                             |  |         |
|--|-----------------------------|--|---------|
| 2018-07-149  | MOTION by<br>Mayor Robinson |  | CARRIED |
| That Council endorsed the appointment of Diane D. Gordon to the Flagstaff Regional Subdivision & Development Appeal Board for a three-year term expiring in June 2021. |                             |  |         |

#### 10. Round Table/Question Period

|   |
|---|
| Clr. Schmutz asked if Public Works would apply garlic spray to the school grounds to prevent mosquitoes for the Movie in the Park on August 21 <sup>st</sup> .<br>Administration responded that they would remind Public Works of this. |
|---|

#### 11. Adjournment

|  |                             |  |         |
|--|-----------------------------|--|---------|
| 2018-07-150                              | MOTION by<br>Mayor Robinson |  | CARRIED |
| That the meeting be adjourned at 9:02pm. |                             |  |         |

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Perry Robinson, Mayor

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Jim Fedyk, CAO



# TOWN OF SEDGEWICK

## Minutes

### Special Meeting of Council

July 26, 2018

Town of Sedgewick Town Office

6:15 pm

| Council Present   |
|---|
| Mayor Perry Robinson<br>Councillor Grant Imlah<br>Councillor Tim Schmutz<br>Councillor Greg Sparrow |
| Regrets   |
| Councillor Stephen Levy   |

| Also Present                       |
|------------------------------------|
| Jim Fedyk                      CAO |

#### 1. Call to Order – 6:18 pm

#### 2. Acknowledgement of Treaty 6

Council acknowledged that they are on Treaty 6 territory, a traditional meeting ground, gathering place and travelling route to the Cree, Saulteaux, Blackfoot, Metis, Dene and Nakota Sioux. Council acknowledged all the many First Nations, Metis and Inuit whose footsteps have marked these lands for centuries.

#### 3. Business

| 3.1 Sedgewick Lake Park – Spray Park Capital Grant  |                           |  |         |
|---|---------------------------|--|---------|
| 2018-07-151   | MOTION by<br>Clr. Schmutz |  | CARRIED |
| That Council amends Motion#2018-07-142 to state the amount allocated from the Recreation Capital Reserves GL#49700998 for the Sedgewick Lake Spray Park will be \$35,000. |                           |  |         |

#### 4. Adjournment

|   |                                   |  |         |
|---|-----------------------------------|--|---------|
| 2018-07-152                               | MOTION by<br>Mayor Perry Robinson |  | CARRIED |
| That the meeting be adjourned at 6:38 pm. |                                   |  |         |

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Perry Robinson, Mayor

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Jim Fedyk, CAO

Town of Sedgewick Monthly Reconciliation  
Month Ending April 30, 2018

| As Per Books             | General             | Subd. Rec. | Muni Fire         | MSI-Op       | MSI-Cap           | BMTG              | FGTF              |
|--------------------------|---------------------|------------|-------------------|--------------|-------------------|-------------------|-------------------|
| Previous Month Balance   | 3,037,751.13        | -          | 143,730.01        | 35.10        | 905,832.07        | 168,952.71        | 101,881.46        |
| Deposits                 | 134,525.63          |            |                   |              |                   |                   |                   |
| Fireworks Grant          | 800.00              |            |                   |              |                   |                   |                   |
| Interest Received        | 3,635.60            |            | 171.29            | 0.04         | 1,079.55          | 201.35            | 121.42            |
| <b>Subtotal</b>          | 3,176,712.36        |            |                   |              |                   |                   |                   |
| Less Disbursements       | 249,348.20          |            |                   |              |                   |                   |                   |
| First Data Fee           | 39.82               |            |                   |              |                   |                   |                   |
| Adjust for Keying Error  | 4.95                |            |                   |              |                   |                   |                   |
| <b>Month End Balance</b> | <b>2,927,319.39</b> | <b>-</b>   | <b>143,901.30</b> | <b>35.14</b> | <b>906,911.62</b> | <b>169,154.06</b> | <b>102,002.88</b> |

| As Per Bank              |                     |          |                   |              |                   |                   |                   |
|--------------------------|---------------------|----------|-------------------|--------------|-------------------|-------------------|-------------------|
| Month End Balance        | 2,982,712.83        | -        | 143,901.30        | 35.14        | 906,911.62        | 169,154.06        | 102,002.88        |
| Cash in Transit          | 2,048.16            |          |                   |              |                   |                   |                   |
|                          |                     | -        | 143,901.30        | 35.14        | 906,911.62        | 169,154.06        | 102,002.88        |
| <b>Subtotal</b>          | 2,984,760.99        |          |                   |              |                   |                   |                   |
| Less Outstanding Cheques | 57,441.60           |          |                   |              |                   |                   |                   |
| <b>Month End Balance</b> | <b>2,927,319.39</b> | <b>-</b> | <b>143,901.30</b> | <b>35.14</b> | <b>906,911.62</b> | <b>169,154.06</b> | <b>102,002.88</b> |

| Outstanding Cheques        |                  |               |           |        |
|----------------------------|------------------|---------------|-----------|--------|
| Number                     | Amount           | Number        | Amount    | Number |
| Payroll                    |                  |               |           |        |
| 1011                       | 40.00            | 1092          | 1,690.96  |        |
| 1087                       | 1,271.54         | 1093          | 2,359.68  |        |
| 1089                       | 1,464.94         | 1094          | 2,990.64  |        |
| 1090                       | 1,367.67         | 1095          | 3,377.45  |        |
| 1091                       | 3,133.72         | 1096          | 2,328.94  |        |
|                            |                  | Sub-total PR: | 20,025.54 |        |
| Accounts Payable           |                  |               |           |        |
| 6050                       | 5,000.00         |               |           |        |
| 6051                       | 3,000.00         |               |           |        |
| 6053                       | 95.83            | Sub-total AP: | 37,416.06 |        |
| 6055                       | 250.00           |               |           |        |
| 6056                       | 10,920.00        |               |           |        |
| 6057                       | 438.38           |               |           |        |
| 6058                       | 15,750.00        |               |           |        |
| 6059                       | 836.85           |               |           |        |
| 6060                       | 1,125.00         |               |           |        |
| <b>Outstanding Cheques</b> | <b>57,441.60</b> |               |           |        |

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Mayor

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CAO

**Town of Sedgewick Monthly Reconciliation**

**Month Ending May 31, 2018**

| <b>As Per Books</b>      |                     |                   |                   |               |                   |                   |                   |
|--------------------------|---------------------|-------------------|-------------------|---------------|-------------------|-------------------|-------------------|
|                          | <b>General</b>      | <b>Subd. Rec.</b> | <b>Muni Fire</b>  | <b>MSI-Op</b> | <b>MSI-Cap</b>    | <b>BMTG</b>       | <b>FGTF</b>       |
| Previous Month Balance   | 2,927,319.39        | -                 | 143,901.30        | 35.14         | 906,911.62        | 169,154.06        | 102,002.88        |
| Deposits                 | 307,612.88          |                   |                   |               |                   |                   |                   |
| Interest Received        | 3,698.41            |                   | 177.22            | 0.04          | 1,116.87          | 208.31            | 125.62            |
| <b>Subtotal</b>          | 3,238,630.68        |                   |                   |               |                   |                   |                   |
| Less Disbursements       | 283,849.84          |                   |                   |               |                   |                   |                   |
| First Data Fee           | 43.67               |                   |                   |               |                   |                   |                   |
| <b>Month End Balance</b> | <b>2,954,737.17</b> | <b>-</b>          | <b>144,078.52</b> | <b>35.18</b>  | <b>908,028.49</b> | <b>169,362.37</b> | <b>102,128.50</b> |

| <b>As Per Bank</b>        |                     |          |                   |              |                   |                   |                   |
|---------------------------|---------------------|----------|-------------------|--------------|-------------------|-------------------|-------------------|
| Month End Balance         | 3,118,500.68        | -        | 144,078.52        | 35.18        | 908,028.49        | 169,362.37        | 102,128.50        |
| Deposits in Transit       | 6,585.88            |          |                   |              |                   |                   |                   |
|                           |                     | -        | 144,078.52        | 35.18        | 908,028.49        | 169,362.37        | 102,128.50        |
| <b>Subtotal</b>           | 3,125,086.56        |          |                   |              |                   |                   |                   |
| Less Outstanding Payments | 170,349.39          |          |                   |              |                   |                   |                   |
| <b>Month End Balance</b>  | <b>2,954,737.17</b> | <b>-</b> | <b>144,078.52</b> | <b>35.18</b> | <b>908,028.49</b> | <b>169,362.37</b> | <b>102,128.50</b> |

| <b>Outstanding Cheques</b>  |                   |                      |                   |        |
|-----------------------------|-------------------|----------------------|-------------------|--------|
| Number                      | Amount            | Number               | Amount            | Number |
| <b>Payroll Cheques</b>      |                   |                      |                   |        |
| 1011                        | 40.00             | 1108                 | 2,789.87          |        |
| 1103                        | 1,921.58          | 1109                 | 2,235.65          |        |
| 1104                        | 2,926.86          | 1110                 | 1,524.67          |        |
| 1105                        | 2,562.18          |                      |                   |        |
| 1106                        | 3,282.31          |                      |                   |        |
| 1107                        | 2,854.25          |                      |                   |        |
|                             |                   | <b>Sub-total PR:</b> | <b>20,137.37</b>  |        |
| <b>General Cheques</b>      |                   |                      |                   |        |
| 6050                        | 5,000.00          | 6115                 | 482.34            |        |
| 6073                        | 152.00            | <b>6116</b>          | 1,211.39          |        |
| 6078                        | 598.50            | <b>6117</b>          | 118.28            |        |
| 6088                        | 142.72            | 6118                 | 5,194.63          |        |
| 6096                        | 567.00            | 6119                 | 58,993.11         |        |
| 6111                        | 3,051.41          | 6120                 | 525.80            |        |
| 6112                        | 16,174.21         | 6121                 | 15,750.00         |        |
| 6113                        | 3,150.00          | 6122                 | 11,567.52         |        |
| 6114                        | 63.95             | 6123                 | 106.92            |        |
|                             |                   | 6124                 | 2,809.19          |        |
|                             |                   | 6125                 | 50.00             |        |
|                             |                   | 6126                 | 24,503.05         |        |
|                             |                   | <b>Sub-total AP</b>  | <b>150,212.02</b> |        |
| <b>Outstanding Payments</b> | <b>170,349.39</b> |                      |                   |        |

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Mayor

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CAO

**Town of Sedgewick Monthly Reconciliation**

**Month Ending June 30, 2018**

| <b>As Per Books</b>      |                     |                   |                   |               |                   |                   |                   |
|--------------------------|---------------------|-------------------|-------------------|---------------|-------------------|-------------------|-------------------|
|                          | <b>General</b>      | <b>Subd. Rec.</b> | <b>Muni Fire</b>  | <b>MSI-Op</b> | <b>MSI-Cap</b>    | <b>BMTG</b>       | <b>FGTF</b>       |
| Previous Month Balance   | 2,954,737.17        | -                 | 144,078.52        | 35.18         | 908,028.49        | 169,362.37        | 102,128.50        |
| Deposits                 | 275,362.96          |                   |                   |               |                   |                   |                   |
| 1st Qtr Gst Payment      | 2,756.93            |                   |                   |               |                   |                   |                   |
| Interest Received        | 3,636.64            |                   | 171.71            | 0.04          | 1,082.17          | 201.84            | 121.71            |
| <b>Subtotal</b>          | <b>3,236,493.70</b> |                   |                   |               |                   |                   |                   |
| Less Disbursements       | 305,249.25          |                   |                   |               |                   |                   |                   |
| First Data Fee           | 44.08               |                   |                   |               |                   |                   |                   |
| 2 nd Qtr School Tax      | 60,701.06           |                   |                   |               |                   |                   |                   |
| <b>Month End Balance</b> | <b>2,870,499.31</b> | <b>-</b>          | <b>144,250.23</b> | <b>35.22</b>  | <b>909,110.66</b> | <b>169,564.21</b> | <b>102,250.21</b> |

| <b>As Per Bank</b>        |                     |          |                   |              |                   |                   |                   |
|---------------------------|---------------------|----------|-------------------|--------------|-------------------|-------------------|-------------------|
| Month End Balance         | 2,927,649.50        | -        | 144,250.23        | 35.22        | 909,110.66        | 169,564.21        | 102,250.21        |
| Deposits in Transit       | 9,303.83            |          |                   |              |                   |                   |                   |
| <b>Subtotal</b>           | <b>2,936,953.33</b> | <b>-</b> | <b>144,250.23</b> | <b>35.22</b> | <b>909,110.66</b> | <b>169,564.21</b> | <b>102,250.21</b> |
| Less Outstanding Payments | 66,454.02           |          |                   |              |                   |                   |                   |
| <b>Month End Balance</b>  | <b>2,870,499.31</b> | <b>-</b> | <b>144,250.23</b> | <b>35.22</b> | <b>909,110.66</b> | <b>169,564.21</b> | <b>102,250.21</b> |

0.00

| <b>Outstanding Cheques</b>  |                  |                      |                  |        |
|-----------------------------|------------------|----------------------|------------------|--------|
| Number                      | Amount           | Number               | Amount           | Number |
| Payroll Cheques             |                  |                      |                  |        |
| 1011                        | 40.00            | 1134                 | 2,922.10         |        |
| 1127                        | 1,466.99         | 1135                 | 2,192.48         |        |
| 1128                        | 300.00           | 1136                 | 1,847.81         |        |
| 1129                        | 2,500.51         |                      |                  |        |
| 1132                        | 2,328.94         |                      |                  |        |
| 1133                        | 858.63           |                      |                  |        |
|                             |                  | <b>Sub-total PR:</b> | <b>14,457.46</b> |        |
| General Cheques             |                  |                      |                  |        |
| 6050                        | 5,000.00         |                      |                  |        |
| 6183                        | 3,051.41         |                      |                  |        |
| 6184                        | 36,424.76        |                      |                  |        |
| 6185                        | 60.00            |                      |                  |        |
| 6186                        | 69.56            |                      |                  |        |
| 6187                        | 5,194.63         |                      |                  |        |
| 6189                        | 2,196.20         |                      |                  |        |
|                             |                  | <b>Sub-total AP</b>  | <b>51,996.56</b> |        |
| <b>Outstanding Paymnets</b> | <b>66,454.02</b> |                      |                  |        |

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Mayor

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CAO

|   | Year to<br>Date     | Annual<br>Budget    | Budget<br>Variance<br>Remaining |                |
|---|---------------------|---------------------|---------------------------------|----------------|
| <b>REVENUES</b>                                   |                     |                     |                                 |                |
| <b>GENERAL MUNICIPAL</b>                          |                     |                     |                                 |                |
| <b>Taxes</b>                                      |                     |                     |                                 |                |
| 100110 - Tax Levy - Minimum Municipal Tax         |                     | 68,931.00           | (68,931.00)                     |                |
| 100111 - Tax Levy - ASFF - Residential            | 187,700.32          | 187,757.00          | (56.68)                         | 100.0          |
| 100112 - Tax Levy - ASFF - Non-Residential        | 66,741.03           | 66,741.00           | 0.03                            | 100.0          |
| 100113 - Tax Levy - Seniors' Housing              | 14,099.47           | 14,103.00           | (3.53)                          | 100.0          |
| 100114 - Tax Levy - Linear Assessment             | 14,719.02           | 12,603.00           | 2,116.02                        | 116.8          |
| 100115 - Tax Levy - Residential Assessment        | 623,719.86          | 576,888.00          | 46,831.86                       | 108.1          |
| 100116 - Tax Levy - Commercial Assessment         | 170,326.94          | 153,454.00          | 16,872.94                       | 111.0          |
| 100120 - Designated Industrial Property           | 52.04               | 52.00               | 0.04                            | 100.1          |
| <b>Total Taxes:</b>                               | <b>1,077,358.68</b> | <b>1,080,529.00</b> | <b>(3,170.32)</b>               | <b>99.7</b>    |
| <b>Grants-in-Lieu of Taxes</b>                    |                     |                     |                                 |                |
| 100201 - Federal G.I.L.                           | 900.00              | 900.00              |                                 | 100.0          |
| <b>Total Grants-in-Lieu of Taxes:</b>             | <b>900.00</b>       | <b>900.00</b>       | <b>0.00</b>                     | <b>100.0</b>   |
| <b>Tax Recovery &amp; LTO</b>                     |                     |                     |                                 |                |
| 100510 - Penalties And Costs                      | 25,546.87           | 21,850.00           | 3,696.87                        | 116.9          |
| 100520 - Legal Cost - Taxes                       | 148.75              |                     | 148.75                          |                |
| <b>Total Tax Recovery &amp; LTO:</b>              | <b>25,695.62</b>    | <b>21,850.00</b>    | <b>3,845.62</b>                 | <b>117.6</b>   |
| <b>Franchise Fees, Royalties, Etc.</b>            |                     |                     |                                 |                |
| 100530 - Fortis AB Franchise Fee                  | 30,184.63           | 52,423.00           | (22,238.37)                     | 57.6           |
| 100551 - Dividend Income                          | 790.02              | 5,000.00            | (4,209.98)                      | 15.8           |
| 100552 - Royalties Income                         |                     | 2,500.00            | (2,500.00)                      |                |
| <b>Total Franchise Fees, Royalties, Etc.:</b>     | <b>30,974.65</b>    | <b>59,923.00</b>    | <b>(28,948.35)</b>              | <b>51.7</b>    |
| <b>Total GENERAL MUNICIPAL:</b>                   | <b>1,134,928.95</b> | <b>1,163,202.00</b> | <b>(28,273.05)</b>              | <b>97.6</b>    |
| <b>GENERAL ADMINISTRATION</b>                     |                     |                     |                                 |                |
| 112210 - VCU Interest                             | 34,477.15           | 7,200.00            | 27,277.15                       | 478.9          |
| 112410 - Misc. Admin. Rev.                        | 10,034.97           | 3,000.00            | 7,034.97                        | 334.5          |
| 112560 - Bdlg/Land Rental                         | 8,945.92            | 6,625.00            | 2,320.92                        | 135.0          |
| 112561 - Machine Rentals (Copies/Fax)             | 40.79               | 100.00              | (59.21)                         | 40.8           |
| 112840 - Provincial Grant - Operating             |                     | 14,865.00           | (14,865.00)                     |                |
| <b>Total GENERAL ADMINISTRATION:</b>              | <b>53,498.83</b>    | <b>31,790.00</b>    | <b>21,708.83</b>                | <b>168.3</b>   |
| <b>PROTECTIVE SERVICES</b>                        |                     |                     |                                 |                |
| <b>Fire Protection</b>                            |                     |                     |                                 |                |
| 123410 - Fire Fees Charged                        | 6,470.00            | 5,000.00            | 1,470.00                        | 129.4          |
| 123412 - Misc. Fire Revenues                      | 750.00              |                     | 750.00                          |                |
| 123540 - Town/County Fire Reserve Int.            | 1,016.23            |                     | 1,016.23                        |                |
| 123590 - County Agreement                         |                     | 10,000.00           | (10,000.00)                     |                |
| 123592 - County Operating Grant                   |                     | 18,974.00           | (18,974.00)                     |                |
| <b>Total Fire Protection:</b>                     | <b>8,236.23</b>     | <b>33,974.00</b>    | <b>(25,737.77)</b>              | <b>24.2</b>    |
| <b>Bylaw Enforcements</b>                         |                     |                     |                                 |                |
| 126510 - Municipal BEO Fines                      |                     | 250.00              | (250.00)                        |                |
| 126521 - Permits - Bldg., Gas, Electric, Plumbing | 1,020.00            | 1,000.00            | 20.00                           | 102.0          |
| 126522 - Hawkers/Pedlar License                   |                     | 350.00              | (350.00)                        |                |
| 126525 - Animal Licenses                          | 1,213.00            | 2,000.00            | (787.00)                        | 60.7           |
| 126840 - Provincial Grant - Operating             |                     | 8,000.00            | (8,000.00)                      |                |
| <b>Total Bylaw Enforcements:</b>                  | <b>2,233.00</b>     | <b>11,600.00</b>    | <b>(9,367.00)</b>               | <b>19.3</b>    |
| <b>Total PROTECTIVE SERVICES:</b>                 | <b>10,469.23</b>    | <b>45,574.00</b>    | <b>(35,104.77)</b>              | <b>23.0</b>    |
| <b>TRANSPORTATION SERVICES</b>                    |                     |                     |                                 |                |
| <b>Roads, Streets, Walks, Lighting</b>            |                     |                     |                                 |                |
| 132232 - Misc. PW Revs                            | 209.53              |                     | 209.53                          |                |
| 132561 - Machine Rentals                          | 900.00              | 2,000.00            | (1,100.00)                      | 45.0           |
| 132825 - MSI Capital Grant                        | 68,000.00           |                     | 68,000.00                       |                |
| <b>Total Roads, Streets, Walks, Lighting:</b>     | <b>69,109.53</b>    | <b>2,000.00</b>     | <b>67,109.53</b>                | <b>3,455.5</b> |
| <b>Total TRANSPORTATION SERVICES:</b>             | <b>69,109.53</b>    | <b>2,000.00</b>     | <b>67,109.53</b>                | <b>3,455.5</b> |

|  | Year to<br>Date     | Annual<br>Budget    | Budget<br>Remaining | Variance     |
|--|---------------------|---------------------|---------------------|--------------|
| <b>ENVIRONMENTAL USE &amp; PROTECTION</b>          |                     |                     |                     |              |
| <b>Water</b>                                       |                     |                     |                     |              |
| 141410 - Sale Of Water                             | 70,377.61           | 110,000.00          | (39,622.39)         | 64.0         |
| 141510 - Water Penalties                           | 384.75              | 600.00              | (215.25)            | 64.1         |
| 141590 - Bulk Water Revs                           | 4,189.80            | 5,500.00            | (1,310.20)          | 76.2         |
| 141820 - Water Infrastructure Renewal              | 39,650.73           | 61,500.00           | (21,849.27)         | 64.5         |
| 141825 - Water Meter Replacement Reserve           | 13,583.66           | 23,160.00           | (9,576.34)          | 58.7         |
| <b>Total Water:</b>                                | <b>128,186.55</b>   | <b>200,760.00</b>   | <b>(72,573.45)</b>  | <b>63.9</b>  |
| <b>Sewer</b>                                       |                     |                     |                     |              |
| 142410 - Sewer Service Fees                        | 76,976.26           | 132,000.00          | (55,023.74)         | 58.3         |
| 142510 - Sewer Penalties                           | 355.49              | 400.00              | (44.51)             | 88.9         |
| 142820 - Sewer Infrastructure Renewal              | 34,090.58           | 57,600.00           | (23,509.42)         | 59.2         |
| <b>Total Sewer:</b>                                | <b>111,422.33</b>   | <b>190,000.00</b>   | <b>(78,577.67)</b>  | <b>58.6</b>  |
| <b>Garbage Collection &amp; Disposal</b>           |                     |                     |                     |              |
| 143410 - Collection And Disposal Fees              | 87,078.10           | 138,000.00          | (50,921.90)         | 63.1         |
| 143510 - Garbage Penalties                         | 414.06              | 500.00              | (85.94)             | 82.8         |
| <b>Total Garbage Collection &amp; Disposal:</b>    | <b>87,492.16</b>    | <b>138,500.00</b>   | <b>(51,007.84)</b>  | <b>63.2</b>  |
| <b>Total ENVIRONMENTAL USE &amp; PROTECTION:</b>   | <b>327,101.04</b>   | <b>529,260.00</b>   | <b>(202,158.96)</b> | <b>61.8</b>  |
| <b>PUBLIC HEALTH &amp; WELFARE</b>                 |                     |                     |                     |              |
| <b>Family &amp; Social Services</b>                |                     |                     |                     |              |
| 151840 - Provincial Operating Grant                |                     | 4,866.00            | (4,866.00)          |              |
| <b>Total Family &amp; Social Services:</b>         | <b>0.00</b>         | <b>4,866.00</b>     | <b>(4,866.00)</b>   | <b>0.0</b>   |
| <b>Cemeteries</b>                                  |                     |                     |                     |              |
| 156410 - Plot Sales                                | 1,155.23            | 500.00              | 655.23              | 231.1        |
| 156510 - Goods & Services                          | 647.62              | 500.00              | 147.62              | 129.5        |
| <b>Total Cemeteries:</b>                           | <b>1,802.85</b>     | <b>1,000.00</b>     | <b>802.85</b>       | <b>180.3</b> |
| <b>Total PUBLIC HEALTH &amp; WELFARE:</b>          | <b>1,802.85</b>     | <b>5,866.00</b>     | <b>(4,063.15)</b>   | <b>30.7</b>  |
| <b>RECREATION &amp; CULTURE</b>                    |                     |                     |                     |              |
| <b>Parks &amp; Recreation</b>                      |                     |                     |                     |              |
| 172540 - Rec.Subdivision Reserve Int.              | 6.00                |                     | 6.00                |              |
| 172590 - Other Revenues                            | 10,000.00           |                     | 10,000.00           |              |
| 172920 - Tfr. From Reserves                        |                     | 85,000.00           | (85,000.00)         |              |
| <b>Total Parks &amp; Recreation:</b>               | <b>10,006.00</b>    | <b>85,000.00</b>    | <b>(74,994.00)</b>  | <b>11.8</b>  |
| <b>Culture: Hall, Library, Archives, Etc.</b>      |                     |                     |                     |              |
| 174840 - Provincial Grants - Operating             |                     | 14,085.00           | (14,085.00)         |              |
| <b>Total Culture: Hall, Library, Archives, Etc</b> | <b>0.00</b>         | <b>14,085.00</b>    | <b>(14,085.00)</b>  | <b>0.0</b>   |
| <b>Total RECREATION &amp; CULTURE:</b>             | <b>10,006.00</b>    | <b>99,085.00</b>    | <b>(89,079.00)</b>  | <b>10.1</b>  |
| <b>ECONOMIC DEVELOPMENT</b>                        |                     |                     |                     |              |
| 163590 - Grants - Federal                          | 800.00              | 800.00              |                     | 100.0        |
| 163800 - Economic Development Activities           | 69,434.23           |                     | 69,434.23           |              |
| 163920 - Drawn From Operating Reserves             |                     | 60,000.00           | (60,000.00)         |              |
| <b>Total ECONOMIC DEVELOPMENT:</b>                 | <b>70,234.23</b>    | <b>60,800.00</b>    | <b>9,434.23</b>     | <b>115.5</b> |
| <b>NATURAL GAS</b>                                 |                     |                     |                     |              |
| 191410 - Sale Of Gas                               | 198,110.85          | 412,250.00          | (214,139.15)        | 48.1         |
| 191411 - Gas S/C                                   | 82,644.12           | 120,960.00          | (38,315.88)         | 68.3         |
| 191412 - SKNGS Reserve Fund Income                 |                     | 23,040.00           | (23,040.00)         |              |
| 191413 - Nat.Gas - Town Facilities                 | 2,728.32            | 4,000.00            | (1,271.68)          | 68.2         |
| 191510 - Gas Penalties                             | 2,506.35            | 1,500.00            | 1,006.35            | 167.1        |
| 191550 - Return on Investment                      | 252.04              |                     | 252.04              |              |
| 191590 - Gas Install.& Misc. Revs                  |                     | 4,500.00            | (4,500.00)          |              |
| <b>Total NATURAL GAS:</b>                          | <b>286,241.68</b>   | <b>566,250.00</b>   | <b>(280,008.32)</b> | <b>50.6</b>  |
| <b>TOTAL REVENUES:</b>                             | <b>1,963,392.34</b> | <b>2,503,827.00</b> | <b>(540,434.66)</b> | <b>78.4</b>  |



TOWN OF SEDGEWICK  
Revenues and Expenditures for General Operating  
As of August-31-18

|   | Year to<br>Date   | Annual<br>Budget  | Budget Variance<br>Remaining |             |
|---|-------------------|-------------------|------------------------------|-------------|
| <b>EXPENDITURES</b>                           |                   |                   |                              |             |
| <b>REQUISITIONS</b>                           |                   |                   |                              |             |
| 202741 - ASFF Non Res                         | 30,350.52         | 66,741.00         | 36,390.48                    | 45.5        |
| 202750 - ASFF Res/Farm                        | 91,051.60         | 187,757.00        | 96,705.40                    | 48.5        |
| 202751 - Seniors' Housing (FRHG)              | 14,013.00         | 14,103.00         | 90.00                        | 99.4        |
| 202760 - DIP Requisition                      |                   | 52.00             | 52.00                        |             |
| <b>Total REQUISITIONS:</b>                    | <b>135,415.12</b> | <b>268,653.00</b> | <b>133,237.88</b>            | <b>50.4</b> |
| <b>COUNCIL &amp; OTHER LEGISLATIVE</b>        |                   |                   |                              |             |
| 211130 - Clr. - Employer Contrib.             | 364.62            | 600.00            | 235.38                       | 60.8        |
| 211151 - Clr Fees - Taxable                   | 11,449.97         | 26,000.00         | 14,550.03                    | 44.0        |
| 211152 - Clr Fees - Non-Taxable               | 5,452.41          | 13,000.00         | 7,547.59                     | 41.9        |
| 211211 - Travel/Subs.                         | 2,650.53          | 10,000.00         | 7,349.47                     | 26.5        |
| 211212 - Education                            | 225.00            | 3,000.00          | 2,775.00                     | 7.5         |
| 211250 - Christmas Party                      |                   | 5,000.00          | 5,000.00                     |             |
| 211274 - Insurance                            | 296.49            | 360.00            | 63.51                        | 82.4        |
| 211510 - Council Supplies                     |                   | 200.00            | 200.00                       |             |
| <b>Total COUNCIL &amp; OTHER LEGISLATIVE:</b> | <b>20,439.02</b>  | <b>58,160.00</b>  | <b>37,720.98</b>             | <b>35.1</b> |
| <b>GENERAL ADMINISTRATION</b>                 |                   |                   |                              |             |
| 212110 - Salaries                             | 89,664.18         | 136,034.00        | 46,369.82                    | 65.9        |
| 212120 - Salaries - Prt.Time                  | 37,753.01         | 75,582.00         | 37,828.99                    | 50.0        |
| 212121 - Overtime                             |                   | 1,000.00          | 1,000.00                     |             |
| 212123 - Bonuses                              |                   | 1,660.00          | 1,660.00                     |             |
| 212130 - Employer Contrib.                    | 25,237.58         | 51,166.00         | 25,928.42                    | 49.3        |
| 212131 - WCB                                  |                   | 7,000.00          | 7,000.00                     |             |
| 212211 - Travel/Subs.                         | 4,184.26          | 4,000.00          | (184.26)                     | 104.6       |
| 212212 - Education/Training                   | 1,952.62          | 6,000.00          | 4,047.38                     | 32.5        |
| 212213 - Occupational Health & Safety         | 4,581.05          | 8,000.00          | 3,418.95                     | 57.3        |
| 212215 - Freight                              |                   | 100.00            | 100.00                       |             |
| 212216 - Postage                              | 3,488.91          | 1,100.00          | (2,388.91)                   | 317.2       |
| 212217 - Telephone                            | 7,140.76          | 8,800.00          | 1,659.24                     | 81.2        |
| 212218 - Internet/Website Costs               | 12,589.69         | 5,160.00          | (7,429.69)                   | 244.0       |
| 212220 - Advertising, Printing, Etc.          | 5,176.56          | 4,000.00          | (1,176.56)                   | 129.4       |
| 212221 - Municipal Memberships                | 1,353.84          | 7,000.00          | 5,646.16                     | 19.3        |
| 212230 - Audit Fees                           | 12,400.00         | 9,500.00          | (2,900.00)                   | 130.5       |
| 212231 - Assessor                             | 8,720.00          | 13,500.00         | 4,780.00                     | 64.6        |
| 212232 - Legal & LTO                          | 155.00            | 5,000.00          | 4,845.00                     | 3.1         |
| 212250 - Buildings R&M                        | 19,667.46         | 20,000.00         | 332.54                       | 98.3        |
| 212251 - Equipment R&M Contracted             | 5,588.11          | 10,500.00         | 4,911.89                     | 53.2        |
| 212274 - Insurance                            | 7,260.10          | 12,850.00         | 5,589.90                     | 56.5        |
| 212276 - General GST Coll'd                   | (13,278.64)       |                   | (13,278.64)                  |             |
| 212401 - Carbon Tax - Administration          | 40.81             |                   | (40.81)                      |             |
| 212510 - Office Supplies                      | 4,798.76          | 5,000.00          | 201.24                       | 96.0        |
| 212511 - Janitorial Supplies                  | 14.27             | 1,000.00          | 985.73                       | 1.4         |
| 212540 - Electricity                          | 1,635.72          | 2,300.00          | 664.28                       | 71.1        |
| 212541 - Natural Gas                          | 359.56            | 800.00            | 440.44                       | 45.0        |
| 212763 - Amortization                         |                   | 1,281.00          | 1,281.00                     |             |
| 212915 - Other Expenses                       | 419.27            | 600.00            | 180.73                       | 69.9        |
| 212961 - Contrib.Office Equip.Reserves        |                   | 2,500.00          | 2,500.00                     |             |
| <b>Total GENERAL ADMINISTRATION:</b>          | <b>240,902.88</b> | <b>401,433.00</b> | <b>160,530.12</b>            | <b>60.0</b> |
| <b>ELECTION EXPENSES</b>                      |                   |                   |                              |             |
| 219150 - Election Officer Fees                |                   | 400.00            | 400.00                       |             |
| 219290 - Election Costs                       |                   | 150.00            | 150.00                       |             |
| <b>Total ELECTION EXPENSES:</b>               | <b>0.00</b>       | <b>550.00</b>     | <b>550.00</b>                | <b>0.0</b>  |
| <b>PROTECTIVE SERVICES</b>                    |                   |                   |                              |             |
| <b>Fire Protection</b>                        |                   |                   |                              |             |
| 223120 - Fire Fighter Fees                    |                   | 24,600.00         | 24,600.00                    |             |
| 223211 - Subs/Km/Misc.                        |                   | 500.00            | 500.00                       |             |
| 223212 - Education/Training                   | 533.32            | 5,200.00          | 4,666.68                     | 10.3        |
| 223215 - Freight                              |                   | 200.00            | 200.00                       |             |
| 223217 - Phones/Alarm                         | 2,259.54          | 4,150.00          | 1,890.46                     | 54.5        |
| 223218 - Internet Costs                       | 426.30            | 735.00            | 308.70                       | 58.0        |
| 223230 - EMS Regional Dispatch Costs          | 2,189.70          | 2,200.00          | 10.30                        | 99.5        |
| 223250 - Building R&M (Contractor)            |                   | 500.00            | 500.00                       |             |

TOWN OF SEDGEWICK  
Revenues and Expenditures for General Operating  
As of August-31-18

|  | Year to<br>Date   | Annual<br>Budget  | Budget<br>Remaining | Variance    |
|--|-------------------|-------------------|---------------------|-------------|
| 223251 - Machine R&M                                   | 255.50            | 2,000.00          | 1,744.50            | 12.8        |
| 223252 - Machine R&M (County)                          |                   | 2,500.00          | 2,500.00            |             |
| 223274 - Insurance                                     | 3,102.54          | 3,575.00          | 472.46              | 86.8        |
| 223300 - Regional Emergency Services                   |                   | 2,200.00          | 2,200.00            |             |
| 223350 - Rescue Unit Req.                              |                   | 1,800.00          | 1,800.00            |             |
| 223401 - Carbon Tax - Fire                             | 102.70            |                   | (102.70)            |             |
| 223510 - Gen. Goods & Services                         | 2,099.60          | 10,000.00         | 7,900.40            | 21.0        |
| 223511 - Vehicle Fuel                                  | 191.44            | 500.00            | 308.56              | 38.3        |
| 223512 - Vehicle Fuel (County)                         | 287.63            | 500.00            | 212.37              | 57.5        |
| 223540 - Electricity                                   | 1,860.05          | 3,000.00          | 1,139.95            | 62.0        |
| 223541 - Natural Gas                                   | 690.37            | 1,450.00          | 759.63              | 47.6        |
| 223762 - Contrib. To Capital                           |                   | 5,000.00          | 5,000.00            |             |
| 223763 - Amortization                                  |                   | 7,624.00          | 7,624.00            |             |
| 223764 - Cont.To Cap. Reserves-Town/County             |                   | 10,000.00         | 10,000.00           |             |
| <b>Total Fire Protection:</b>                          | <b>13,998.69</b>  | <b>88,234.00</b>  | <b>74,235.31</b>    | <b>15.9</b> |
| <b>Emergency Measures &amp; Disaster Services</b>      |                   |                   |                     |             |
| 224211 - Kms/Subs/Misc.                                | 478.24            |                   | (478.24)            |             |
| 224512 - Training/Education                            | 662.50            | 1,500.00          | 837.50              | 44.2        |
| <b>Total Emergency Measures &amp; Disaster Service</b> | <b>1,140.74</b>   | <b>1,500.00</b>   | <b>359.26</b>       | <b>76.1</b> |
| <b>Bylaw Enforcement</b>                               |                   |                   |                     |             |
| 226234 - Animal Control                                |                   | 200.00            | 200.00              |             |
| 226355 - BEO Contract                                  | 3,985.01          | 8,000.00          | 4,014.99            | 49.8        |
| <b>Total Bylaw Enforcement:</b>                        | <b>3,985.01</b>   | <b>8,200.00</b>   | <b>4,214.99</b>     | <b>48.6</b> |
| <b>Total PROTECTIVE SERVICES:</b>                      | <b>19,124.44</b>  | <b>97,934.00</b>  | <b>78,809.56</b>    | <b>19.5</b> |
| <b>TRANSPORTATION SERVICES</b>                         |                   |                   |                     |             |
| <b>Roads, Streets, Walks, Lighting</b>                 |                   |                   |                     |             |
| 232110 - Salaries                                      | 72,033.18         | 103,200.00        | 31,166.82           | 69.8        |
| 232120 - Salaries Prt-Time                             | 10,693.31         | 19,280.00         | 8,586.69            | 55.5        |
| 232121 - Overtime                                      | 4,310.03          | 2,500.00          | (1,810.03)          | 172.4       |
| 232122 - On Call                                       | 5,380.00          | 11,500.00         | 6,120.00            | 46.8        |
| 232123 - Bonuses                                       |                   | 1,000.00          | 1,000.00            |             |
| 232130 - Employer Contributions                        | 19,612.36         | 23,400.00         | 3,787.64            | 83.8        |
| 232211 - Travel/Subs.                                  | 1,177.06          | 2,500.00          | 1,322.94            | 47.1        |
| 232212 - Education/Training                            | 1,153.14          | 3,000.00          | 1,846.86            | 38.4        |
| 232215 - Freight                                       | 193.78            | 1,000.00          | 806.22              | 19.4        |
| 232217 - Telephone                                     | 2,057.22          | 4,100.00          | 2,042.78            | 50.2        |
| 232250 - Buildings R&M                                 | 4,272.22          | 4,500.00          | 227.78              | 94.9        |
| 232251 - Machine R&M Contracted                        | 6,554.32          | 20,000.00         | 13,445.68           | 32.8        |
| 232252 - Streets/Sidewalks/Curbs R&M                   | 15,121.61         | 30,000.00         | 14,878.39           | 50.4        |
| 232274 - Insurance                                     | 5,093.69          | 5,250.00          | 156.31              | 97.0        |
| 232401 - Carbon Tax - Public Works                     | 2,895.04          |                   | (2,895.04)          |             |
| 232510 - Sm.Equip/Misc.Supplies                        | 2,543.46          | 10,000.00         | 7,456.54            | 25.4        |
| 232511 - Vehicle Fuel                                  | 6,098.35          | 15,000.00         | 8,901.65            | 40.7        |
| 232512 - Shop Tools                                    | 398.49            | 2,000.00          | 1,601.51            | 19.9        |
| 232540 - Electricity                                   | 2,148.57          | 3,500.00          | 1,351.43            | 61.4        |
| 232541 - Natural Gas                                   | 1,386.86          | 3,000.00          | 1,613.14            | 46.2        |
| 232542 - Street Lites                                  | 31,303.47         | 55,000.00         | 23,696.53           | 56.9        |
| 232760 - Contrib. - Truck Reserve                      |                   | 7,500.00          | 7,500.00            |             |
| 232762 - Contr. To Infrastructure Cap. Res.            |                   | 60,000.00         | 60,000.00           |             |
| 232763 - Amortization                                  |                   | 129,438.00        | 129,438.00          |             |
| 232769 - Contrib. to PW Building Res.                  |                   | 5,000.00          | 5,000.00            |             |
| 232920 - Cont To PW Equip.Res                          |                   | 20,000.00         | 20,000.00           |             |
| <b>Total Roads, Streets, Walks, Lighting:</b>          | <b>194,426.16</b> | <b>541,668.00</b> | <b>347,241.84</b>   | <b>35.9</b> |
| <b>Total TRANSPORTATION SERVICES:</b>                  | <b>194,426.16</b> | <b>541,668.00</b> | <b>347,241.84</b>   | <b>35.9</b> |
| <b>ENVIRONMENTAL USE &amp; PROTECTION</b>              |                   |                   |                     |             |
| <b>Storm Sewer</b>                                     |                   |                   |                     |             |
| 237251 - Rpr. & Maint.                                 | 45.55             | 250.00            | 204.45              | 18.2        |
| 237763 - Amortization                                  |                   | 2,007.00          | 2,007.00            |             |
| <b>Total Storm Sewer:</b>                              | <b>45.55</b>      | <b>2,257.00</b>   | <b>2,211.45</b>     | <b>2.0</b>  |
| <b>Water</b>   |                   |                   |                     |             |
| 241110 - Salaries And Wages                            | 11,550.36         | 23,100.00         | 11,549.64           | 50.0        |

TOWN OF SEDGEWICK  
Revenues and Expenditures for General Operating  
As of August-31-18

|   | Year to<br>Date   | Annual<br>Budget  | Budget<br>Variance<br>Remaining |             |
|---|-------------------|-------------------|---------------------------------|-------------|
| 241122 - On Call                                      | 850.00            |                   | (850.00)                        |             |
| 241130 - Employer Contributions                       | 3,357.71          | 5,850.00          | 2,492.29                        | 57.4        |
| 241215 - Freight                                      | 2,537.81          | 4,000.00          | 1,462.19                        | 63.5        |
| 241217 - Telephone                                    | 638.89            | 800.00            | 161.11                          | 79.9        |
| 241218 - WTP Internet                                 | 542.31            | 2,100.00          | 1,557.69                        | 25.8        |
| 241235 - Water Meter Reading Fees                     |                   | 4,560.00          | 4,560.00                        |             |
| 241250 - Building R&M                                 |                   | 5,000.00          | 5,000.00                        |             |
| 241251 - Equipment R&M Contracted                     | 12,615.44         | 23,576.00         | 10,960.56                       | 53.5        |
| 241274 - Insurance                                    | 3,316.65          | 3,900.00          | 583.35                          | 85.0        |
| 241401 - Carbon Tax - Water                           | 97.70             |                   | (97.70)                         |             |
| 241510 - Gen. Goods & Services                        | 7,340.12          | 10,000.00         | 2,659.88                        | 73.4        |
| 241530 - Chemicals                                    | 6,099.59          | 8,500.00          | 2,400.41                        | 71.8        |
| 241540 - Electricity                                  | 9,475.43          | 14,000.00         | 4,524.57                        | 67.7        |
| 241541 - Natural Gas                                  | 892.84            | 2,000.00          | 1,107.16                        | 44.6        |
| 241762 - Contrib. To Capital                          | 1,190.80          |                   | (1,190.80)                      |             |
| 241763 - Amortization                                 |                   | 68,025.00         | 68,025.00                       |             |
| 241765 - Transfer to Capital Reserves                 |                   | 75,000.00         | 75,000.00                       |             |
| 241766 - Transfer to Res. - WMF                       |                   | 23,000.00         | 23,000.00                       |             |
| <b>Total Water:</b>                                   | <b>60,505.65</b>  | <b>273,411.00</b> | <b>212,905.35</b>               | <b>22.1</b> |
| <b>Sewer</b>  |                   |                   |                                 |             |
| 242110 - Salaries                                     |                   | 23,100.00         | 23,100.00                       |             |
| 242130 - Employer Contributions                       |                   | 5,850.00          | 5,850.00                        |             |
| 242217 - Telephone/Alarm                              | 955.43            | 1,650.00          | 694.57                          | 57.9        |
| 242250 - Building R&M                                 | 772.19            | 2,500.00          | 1,727.81                        | 30.9        |
| 242251 - Equipment R&M Contracted                     | 11,724.16         | 13,576.00         | 1,851.84                        | 86.4        |
| 242255 - Sewage Lagoon                                | 3,509.00          | 5,000.00          | 1,491.00                        | 70.2        |
| 242274 - Insurance                                    | 784.09            | 950.00            | 165.91                          | 82.5        |
| 242401 - Carbon Tax - Sewer                           | 52.64             |                   | (52.64)                         |             |
| 242510 - Supplies                                     | 13.99             | 500.00            | 486.01                          | 2.8         |
| 242540 - Electricity                                  | 2,299.20          | 3,800.00          | 1,500.80                        | 60.5        |
| 242541 - Natural Gas                                  | 422.22            | 750.00            | 327.78                          | 56.3        |
| 242763 - Amortization                                 |                   | 55,618.00         | 55,618.00                       |             |
| 242930 - Tfr. To Infra.Reserve                        |                   | 75,000.00         | 75,000.00                       |             |
| <b>Total Sewer:</b>                                   | <b>20,532.92</b>  | <b>188,294.00</b> | <b>167,761.08</b>               | <b>10.9</b> |
| <b>Garbage Collection &amp; Disposal</b>              |                   |                   |                                 |             |
| 243350 - FRSWMA Requisition                           | 98,498.78         | 123,685.00        | 25,186.22                       | 79.6        |
| 243360 - Curbside Recycling Program                   |                   | 14,000.00         | 14,000.00                       |             |
| 243510 - General Goods & Services                     | 91.98             | 1,000.00          | 908.02                          | 9.2         |
| 243762 - Contrib. to Capital - Landfill Expansion     |                   | 1,000.00          | 1,000.00                        |             |
| <b>Total Garbage Collection &amp; Disposal:</b>       | <b>98,590.76</b>  | <b>139,685.00</b> | <b>41,094.24</b>                | <b>70.6</b> |
| <b>Total ENVIRONMENTAL USE &amp; PROTECTION:</b>      | <b>179,674.88</b> | <b>603,647.00</b> | <b>423,972.12</b>               | <b>29.8</b> |
| <b>PUBLIC HEALTH &amp; WELFARE</b>                    |                   |                   |                                 |             |
| <b>Family &amp; Community Support Services</b>        |                   |                   |                                 |             |
| 251350 - FFCS Req.                                    | 7,055.70          | 7,056.00          | 0.30                            | 100.0       |
| 251356 - Community Resource Officer                   |                   | 4,866.00          | 4,866.00                        |             |
| 251770 - Grants-Other-FIRST & STARS, Etc              | 625.00            | 625.00            |                                 | 100.0       |
| <b>Total Family &amp; Community Support Services:</b> | <b>7,680.70</b>   | <b>12,547.00</b>  | <b>4,866.30</b>                 | <b>61.2</b> |
| <b>Cemeteries</b>                                     |                   |                   |                                 |             |
| 256250 - Rpr.& Maint.                                 | 116.25            | 500.00            | 383.75                          | 23.3        |
| 256510 - Gen. Goods & Services                        |                   | 500.00            | 500.00                          |             |
| 256762 - Contrib. to Capital                          |                   | 1,500.00          | 1,500.00                        |             |
| <b>Total Cemeteries:</b>                              | <b>116.25</b>     | <b>2,500.00</b>   | <b>2,383.75</b>                 | <b>4.7</b>  |
| <b>Total PUBLIC HEALTH &amp; WELFARE:</b>             | <b>7,796.95</b>   | <b>15,047.00</b>  | <b>7,250.05</b>                 | <b>51.8</b> |
| <b>PLANNING &amp; DEVELOPMENT</b>                     |                   |                   |                                 |             |
| <b>Municipal Planning, Zoning &amp; Development</b>   |                   |                   |                                 |             |
| 261200 - Gen. Services Contr.                         | 703.70            | 2,000.00          | 1,296.30                        | 35.2        |
| 261510 - ARB Costs - LARB, CARB                       |                   | 1,500.00          | 1,500.00                        |             |

|   | Year to<br>Date | Annual<br>Budget | Budget Variance<br>Remaining |       |
|---|-----------------|------------------|------------------------------|-------|
| Total Municipal Planning, Zoning & Developm | 703.70          | 3,500.00         | 2,796.30                     | 20.1  |
| Economic Development                        |                 |                  |                              |       |
| 263350 - BRAED Membership                   | 633.25          | 608.00           | (25.25)                      | 104.2 |
| 263360 - FIP Membership                     | 8,553.56        | 7,581.00         | (972.56)                     | 112.8 |
| 263510 - Goods & Supplies                   | 3,410.59        | 2,500.00         | (910.59)                     | 136.4 |
| 263763 - Amortization                       |                 | 2,228.00         | 2,228.00                     |       |
| Total Economic Development:                 | 12,597.40       | 12,917.00        | 319.60                       | 97.5  |
| Total PLANNING & DEVELOPMENT:               | 13,301.10       | 16,417.00        | 3,115.90                     | 81.0  |
| RECREATION & CULTURE                        |                 |                  |                              |       |
| Parks & Recreation                          |                 |                  |                              |       |
| 272110 - Salaries - Fulltime                | 7,226.34        | 37,000.00        | 29,773.66                    | 19.5  |
| 272120 - Salaries - Prt-Time                | 7,241.57        | 21,791.00        | 14,549.43                    | 33.2  |
| 272121 - Overtime                           | 52.50           | 1,000.00         | 947.50                       | 5.3   |
| 272123 - Bonuses                            |                 | 500.00           | 500.00                       |       |
| 272130 - Employer Contrib.                  | 1,563.31        | 11,500.00        | 9,936.69                     | 13.6  |
| 272211 - Travel/Subs.                       | 442.87          |                  | (442.87)                     |       |
| 272212 - Education                          |                 | 3,000.00         | 3,000.00                     |       |
| 272217 - Phone/TIFB                         | 100.00          |                  | (100.00)                     |       |
| 272251 - Equipment R&M                      |                 | 500.00           | 500.00                       |       |
| 272252 - Building R&M                       |                 | 500.00           | 500.00                       |       |
| 272260 - Parks Improvements                 | 5,143.14        | 5,500.00         | 356.86                       | 93.5  |
| 272274 - Insurance                          | 15,911.69       | 16,600.00        | 688.31                       | 95.9  |
| 272510 - Gen. Goods & Services              | 70,807.93       | 75,000.00        | 4,192.07                     | 94.4  |
| 272540 - Electricity                        | 1,913.54        | 4,800.00         | 2,886.46                     | 39.9  |
| 272541 - Rec Centre - Water                 | 1,618.65        | 2,400.00         | 781.35                       | 67.4  |
| 272762 - Contrib. To Capital-Rec Centre     |                 | 10,000.00        | 10,000.00                    |       |
| 272769 - Contrib. to Rec Reserves           |                 | 15,000.00        | 15,000.00                    |       |
| 272770 - Grant - Lake Park Operating        | 11,237.33       |                  | (11,237.33)                  |       |
| 272863 - Amortization                       |                 | 20,992.00        | 20,992.00                    |       |
| Total Parks & Recreation:                   | 123,258.87      | 226,083.00       | 102,824.13                   | 54.5  |
| Culture: Libraries, Museums, Halls          |                 |                  |                              |       |
| 274120 - Salaries - Part Time               |                 | 1,989.00         | 1,989.00                     |       |
| 274130 - Employer Contributions             |                 | 859.00           | 859.00                       |       |
| 274274 - Insurance                          | 3,762.06        | 3,500.00         | (262.06)                     | 107.5 |
| 274770 - Grant - Library                    | 7,500.00        | 7,500.00         |                              | 100.0 |
| 274774 - P.R.L. Req.                        | 4,938.99        | 6,585.00         | 1,646.01                     | 75.0  |
| 274920 - Contribution to Capital - Hall     |                 | 5,000.00         | 5,000.00                     |       |
| Total Culture: Libraries, Museums, Halls:   | 16,201.05       | 25,433.00        | 9,231.95                     | 63.7  |
| Total RECREATION & CULTURE:                 | 139,459.92      | 251,516.00       | 112,056.08                   | 55.5  |
| NATURAL GAS                                 |                 |                  |                              |       |
| 291110 - Salaries                           |                 | 6,807.00         | 6,807.00                     |       |
| 291130 - Employers Contrib.                 |                 | 2,168.00         | 2,168.00                     |       |
| 291215 - Freight                            |                 | 300.00           | 300.00                       |       |
| 291216 - Postage                            | 1,603.39        | 6,000.00         | 4,396.61                     | 26.7  |
| 291220 - Advert/Printing                    |                 | 400.00           | 400.00                       |       |
| 291250 - Gas System R&M                     | 1,045.52        | 14,250.00        | 13,204.48                    | 7.3   |
| 291251 - Mach. R&M                          |                 | 3,500.00         | 3,500.00                     |       |
| 291260 - New Install. Costs                 |                 | 4,500.00         | 4,500.00                     |       |
| 291275 - GST Paid - Gas                     | 3,684.96        |                  | 3,684.96                     |       |
| 291276 - GST/Gas/Collected                  | (6,207.47)      |                  | (6,207.47)                   |       |
| 291290 - Taxes/Misc.                        | 7,064.35        | 7,000.00         | (64.35)                      | 100.9 |
| 291350 - Admin. Costs                       | 53,638.34       | 80,750.00        | 27,111.66                    | 66.4  |
| 291401 - Carbon Tax - Gas                   | 136.83          |                  | (136.83)                     |       |
| 291510 - Gen. Goods & Services              | (7,185.95)      |                  | 7,185.95                     |       |
| 291532 - Gas Purch For Resale               | 117,765.63      | 297,500.00       | 179,734.37                   | 39.6  |
| 291541 - Natural Gas                        | 682.57          | 1,000.00         | 317.43                       | 68.3  |
| 291760 - SKNGS Reserve Fund                 | 14,463.30       | 28,800.00        | 14,336.70                    | 50.2  |
| 291763 - Amortization                       |                 | 2,142.00         | 2,142.00                     |       |
| 291765 - Contrib. to TOS Gas Reserve        |                 | 23,040.00        | 23,040.00                    |       |
| 291875 - Carbon Tax Levy                    | (34.79)         |                  | 34.79                        |       |
| 291910 - Write-Offs                         | 188.96          |                  | (188.96)                     |       |
| Total NATURAL GAS:                          | 186,845.64      | 478,157.00       | 291,311.36                   | 39.1  |

TOWN OF SEDGEWICK  
Revenues and Expenditures for General Operating  
As of August-31-18

|                     | Year to<br>Date | Annual<br>Budget | Budget Variance<br>Remaining |       |
|---------------------|-----------------|------------------|------------------------------|-------|
| TOTAL EXPENDITURES: | 1,137,386.11    | 2,733,182.00     | 1,595,795.89                 | 41.6  |
| SURPLUS/(DEFICIT)   | 826,006.23      | (229,355.00)     | 1,055,361.23                 | 460.1 |

# Town of Sedgewick

Report Date  
8/20/18 9:10 AM

For the Period Ending August-31-18

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|   | 2018 Budget      | YTD+Committed    | Remaining \$\$     | Variance     |
|---|------------------|------------------|--------------------|--------------|
| <b>Capital Revenues</b>                     |                  |                  |                    |              |
| 532180 - PW Equipment                       | 49,500           | 47,100           | (2,400)            | 95.15        |
| 532181 - Main Street Revitalization         | 1,500,000        |                  | (1,500,000)        |              |
| 532182 - PW Truck                           | 40,000           | 34,690           | (5,310)            | 86.73        |
| 541180 - Water Hydrant Replacement Project  | 25,000           | 25,000           |                    | 100.00       |
| 541181 - WTP SCADA Upgrade                  | 120,000          | 120,000          |                    | 100.00       |
| 541182 - WTP HVAC Upgrade                   | 90,000           | 90,000           |                    | 100.00       |
| 541183 - Water Well - Addition              | 35,000           | 35,000           |                    | 100.00       |
| 541184 - Water Meter Replacement            | 10,000           | 10,000           |                    | 100.00       |
| 541185 - WTP Genset                         | 170,000          |                  | (170,000)          |              |
| 542180 - Sewer Infrastructure Replacement   | 1,600,000        |                  | (1,600,000)        |              |
| 542181 - Sewer Infrastr - Spruce Drive Area | 120,000          |                  | (120,000)          |              |
| 561180 - 54 Ave. Subdivision                | 1,100,000        | 1,100,000        |                    | 100.00       |
| 563180 - LED Pylon Sign Project             | 90,000           | 90,000           |                    | 100.00       |
| 563181 - Staging Project                    | 49,000           | 49,000           |                    | 100.00       |
| 572180 - Walking Trail Lighting Project     | 93,000           | 93,000           |                    | 100.00       |
| 591180 - Nat. Gas Cathodic Beds Project     | 18,000           |                  | (18,000)           |              |
| 591181 - Nat. Gas Meters Replacement        | 9,100            |                  | (9,100)            |              |
| <b>Total Capital Revenues:</b>              | <b>5,118,600</b> | <b>1,693,790</b> | <b>(3,424,810)</b> | <b>33.09</b> |
| <b>Capital Expenditures</b>                 |                  |                  |                    |              |
| 632180 - PW Equipment                       | 49,500           | 47,100           | 2,400              | 95.15        |
| 632181 - Main Street Revitalization         | 1,500,000        | 185              | 1,499,815          | 0.01         |
| 632182 - PW Truck Purchase                  | 40,000           | 34,690           | 5,310              | 86.73        |
| 641180 - Water Hydrant Replacement Project  | 25,000           | 29,847           | (4,847)            | 119.39       |
| 641181 - WTP SCADA Upgrade                  | 120,000          |                  | 120,000            |              |
| 641182 - WTP HVAC Upgrade                   | 90,000           |                  | 90,000             |              |
| 641183 - Water Well - Addition              | 35,000           |                  | 35,000             |              |
| 641184 - Water Meter Replacement            | 10,000           | 4,658            | 5,342              | 46.58        |
| 641185 - WTP Genset                         | 170,000          | 5,026            | 164,974            | 2.96         |
| 642180 - Sewer Infrastructure Replacement   | 1,600,000        | 55,609           | 1,544,391          | 3.48         |
| 642181 - Sewer Infrastr.-Spruce Drive Area  | 120,000          |                  | 120,000            |              |
| 661180 - 54 Ave. Subdivision                | 1,100,000        | 256,210          | 843,790            | 23.29        |
| 663180 - LED Pylon Sign Project             | 90,000           | 84,243           | 5,757              | 93.60        |
| 663181 - Staging Project                    | 49,000           | 48,392           | 608                | 98.76        |
| 672180 - Walking Trail Lighting Project     | 93,000           | 96,621           | (3,621)            | 103.89       |
| 691180 - Nat. Gas Cathodic Beds Project     | 18,000           |                  | 18,000             |              |
| 691181 - Nat. Gas Meters Replacement        | 9,100            |                  | 9,100              |              |
| <b>Total Capital Expenditures:</b>          | <b>5,118,600</b> | <b>662,581</b>   | <b>4,456,019</b>   | <b>12.94</b> |
| <b>Net Surplus/Deficit Balance</b>          | <b>0</b>         | <b>1,031,209</b> | <b>1,031,209</b>   | <b>0.00</b>  |



**FLAGSTAFF INTERMUNICIPAL PARTNERSHIP – AMENDMENT TO ARB AND SDAB AGREEMENTS**

**EXECUTIVE SUMMARY**

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Currently councillors may not be members of any Inter-Municipal Assessment Review Boards as per Bylaw 526.

A motion approved by FIP is recommending this be changed.

**BACKGROUND**

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At the FIP meeting of July 9<sup>th</sup>, 2018 the following motion was approved:

*MOVED BY Member. D. Irving to recommend to Councils to amend the Regional Assessment Review Board and Flagstaff Regional Subdivision and Development Appeal Board agreements to allow for the maximum number of elected officials to be appointed to the boards as set out in the Municipal Government Act.*

The ARB and SDAB are governed by regional agreements that were entered into in 2016. As part of these agreements, Bylaw 526, the Inter-Municipal Assessment Review Board Bylaw was approved by Sedgewick Town Council on July 14<sup>th</sup>, 2016.

Bylaw 526 defines a “Member” as...

*A resident of a Member Municipality who is not a councillor...*

Under this definition a councillor may not take up membership with one of these boards.

From the July 9<sup>th</sup> FIP meeting, an argument arose for the inclusion of councillors on these boards, as allowed by the MGA, due to difficulty in finding members.

The MGA states that an appeal board must not have more than one councillor as a Member, unless a Ministerial Order authorizes otherwise.

An argument against modifying the current definition of “Member” is that by allowing a single councillor from a single community as a member of a regional appeal board the board may be more susceptible to bias, perceived influence and/or perceived bias.

**BUDGET IMPLICATIONS**

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None





# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

AUGUST 23, 2018

AMENDMENT TO ARB AND SDAB AGREEMENTS

### ALTERNATIVES

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1. Council may approve FIP's recommendation to amend the Regional Assessment Review Board and Flagstaff Regional Subdivision and Development Appeal Board agreements to allow for the maximum number of elected officials to be appointed to the boards as set out in the Municipal Government Act.
2. Council may defeat FIP's recommendation to amend the Regional Assessment Review Board and Flagstaff Regional Subdivision and Development Appeal Board agreements to allow for the maximum number of elected officials to be appointed to the boards as set out in the Municipal Government Act.

### RECOMMENDATION

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1. That Council defeat FIP's recommendation to amend the Regional Assessment Review Board and Flagstaff Regional Subdivision and Development Appeal Board agreements to allow for the maximum number of elected officials to be appointed to the boards as set out in the Municipal Government Act.

### ATTACHMENTS

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1. None



## **POLICY 18-07 – COMPENSATION AND EXPENSES POLICY**

### **EXECUTIVE SUMMARY**

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The current Town of Sedgewick expense policies do not address a number areas in regards to expense claims. The proposed policy determines compensation amounts for Council honorariums and other expenses and sets protocols for claiming expenses.

### **BACKGROUND**

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The proposed Compensation and Expenses Policy affects Council, staff, and volunteers that perform work on behalf of the Town.

The policy establishes honorarium and per diem amounts and other compensation such as mileage, meals and gratuities. Currently this has been done solely by resolution, usually at the annual Organizational Meeting.

The Policy also concisely lays out responsibilities, eligible expenses, and who may approve expense claims.

Notable clauses include:

- The Mayor shall approve all Councillor and CAO expense claims.
- The Deputy Mayor shall approve the Mayor's expense claims.
- The CAO shall approve all staff and volunteer expense claims.
- The CAO shall disclose Councillor and Mayor total expense amounts quarterly on the Town website in an effort towards transparency.
- The Policy shall be reviewed and/or changed at the annual Organizational Meeting
- The daily meal allowance has been further broken down into individual meals: Breakfast 15\$, Lunch \$25, Dinner \$35 plus a maximum of 15% gratuity.
- Mileage shall be based on Revenue Canada's automobile allowance rate (currently \$0.55 per km).

The following policies would be rescinded:

- C.1.d. – Expenses - Council
- C.1.d.a – Expenses - Employees and Spouses
- C.1.e – Per Diem - Council
- C.1.f – Conventions

At the August 9<sup>th</sup> Committee of the Whole meeting, the following motion was approved:

*Motion by Clr. Levy to recommend that Council approve the Compensation and Expenses Policy as presented.*

### **BUDGET IMPLICATIONS**

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None



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

AUGUST 23, 2018

COMPENSATION AND EXPENSES POLICY

### ALTERNATIVES

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1. Council may approve the recommendation of the Committee of the Whole to approve Policy 18-07, The Compensation and Expenses Policy as presented.
2. Council may direct Administration in another manner.

### RECOMMENDATION

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1. That Council approve the recommendation of the Committee of the Whole to approve Policy 18-07, The Compensation and Expenses Policy as presented.

### ATTACHMENTS

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1. Policy 18-07, The Compensation and Expenses Policy - Draft



## **1. Policy Purpose**

The purpose of this policy is to:

- 1.1.** Outline the compensation amounts and allowable expenses for members of Council, Board Members, Employees and Volunteers that are incurred in the course of Town business.
- 1.2** Establish processes that will be followed to ensure timely review of expenses and this policy.
- 1.3** To establish parameters for the reporting of Council honorariums and expenses to provide for accountability and transparency.

## **2. Definitions**

**“Board Member”** means a person appointed to a Council board, commission or committee.

**“CAO”** means the Chief Administrative Officer of the Town of Sedgewick, pursuant to the *Municipal Government Act*.

**“Council”** means the Council of the Town of Sedgewick, in the Province of Alberta, pursuant to the *Local Authorities Election Act* and the *Municipal Government Act*.

**“Council Remuneration”** is the monthly rate paid to each member of Council as determined at the annual Organizational meeting.

**“Employee”** means an individual who is employed by the Town of Sedgewick, in the Province of Alberta.

**“Full Day”** means time in excess of four hours.

**“Half Day”** means a minimum of two (2) hours and maximum of four (4) hours.

**“Mayoral Allowance”** is the monthly rate paid to the Mayor as determined at the annual Organizational meeting and is eligible for a one-third tax exemption that is made available to elected officials in accordance with the *Federal Income Tax Act*.

**“Per Diem”** is the Full Day, Half Day or Hourly rate for Council members attending meetings and events in connection with Town Business that is not included as part of a Council member’s monthly remuneration.

**“Spouse”** means husband, wife, significant other or a guest (one).

**“Volunteer”** means an individual who freely offers to take part in an enterprise or a task that benefits the Town of Sedgewick.

## **3. Guidelines**

### **3.1 Responsibilities**

- 3.1.1.** The Mayor shall be responsible to review and approve any expense claim submitted by a Councillor, Board Member or the CAO that is a result of Town business. In the Mayor’s absence the Deputy Mayor or Acting Mayor may approve these expense claims.
- 3.1.2.** The Deputy Mayor shall be responsible to review and approve any expense claim submitted by the Mayor that is a result of Town business.
- 3.1.3.** All members of Council shall:

- 3.1.3.1. Approve by resolution, this policy and any amendments;
- 3.1.3.2. Consider the allocation of resources for successful implementation of this policy in the annual budget process;
- 3.1.3.3. Claim expenses in accordance with approved annual budgets.
- 3.1.4. The CAO shall:
  - 3.1.4.1. Implement this policy and approve procedures;
  - 3.1.4.2. Review Employees' and Volunteers' expense claim forms resulting from Town business;
  - 3.1.4.3. Provide each Councillor with a quarterly statement of expenditures;
  - 3.1.4.4. Disclose the individual Council compensation and expense reimbursement on the Town's website on a quarterly basis to facilitate accountability and transparency to taxpayers.
- 3.1.5. Board Members, Employees and Volunteers shall claim expenses in accordance with this policy.

### **3.2. Council Per Diems**

- 3.2.1. The following Councillor per diems are applicable:
  - 3.2.1.1. Council hourly rate – for ad-hoc meetings and Town business that is less than two (2) hours.
  - 3.2.1.2. Council half-day rate – for municipal related activities equal to or less than four (4) hours
  - 3.2.1.3. Council full day rate – for municipal related activities greater than four (4) hours in a single day
  - 3.2.1.4. Councillor annual remuneration – for Councillors, excluding the Mayor and to be paid on a quarterly basis.
  - 3.2.1.5. Mayoral Allowance – for the Mayor and to be paid on a monthly basis.
- 3.2.2. Per Diem rates shall be as specified in Schedule 'A' and be reviewed and/or changed annually during the annual Organizational meeting by majority vote and otherwise changed at any Council meeting only upon unanimous vote of Council.

### **3.3. Expenses**

#### **3.3.1. Conferences, Seminars & Training**

- 3.3.1.1. Where possible, all conferences, seminars and training shall be approved in the annual budget process.
- 3.3.1.2. If a conference, seminar or training event is not approved in the annual budget, and a member of Council, Board Member or the CAO wishes to attend, it must be approved by resolution of Council prior to registration and attendance.

#### **3.3.2. Meals and Lodging**

- 3.3.2.1. Meals may only be claimed when travel occurs during the following times:
  - 3.3.2.1.1. Breakfast, when travelling prior to 7:00 am.
  - 3.3.2.1.2. Lunch, when travelling prior to 1:00 pm.

- 3.3.2.1.3. Dinner, when travelling prior to 6:00 pm.
- 3.3.2.2. Meals, excluding gratuities may be claimed, subject to receipts being provided pursuant to the approved maximums found in Schedule A.
- 3.3.2.3. Full meals included in airfare, conference registrations, etc. may not be claimed unless special circumstances occur, such as in the event Town business prevents use of a pre-set meal.
- 3.3.2.4. Gratuities for meals shall be permitted as an expense, subject to Schedule A.
- 3.3.2.5. Reimbursement of accommodation will be given, subject to receipts being provided for actual and reasonable commercial accommodation, based on accommodation that is conveniently located and comfortably equipped.
- 3.3.2.6. Rate reductions, special offers and government rates will be utilized for accommodations wherever possible.
- 3.3.2.7. If a member of Council, a Board member, Employee or Volunteer wishes to have accommodation over the standard accommodation, all additional charges shall be the sole cost of the individual.

### **3.3.3. Travelling**

- 3.3.3.1. All travel shall be by the most direct route and the most economical means of transportation.
- 3.3.3.2. Where possible, persons travelling to and from a destination at the same time shall utilize the same vehicle; only the owner shall be entitled to receive travel expenses for that vehicle.
- 3.3.3.3. Reimbursement for use of personal vehicles for Town business will be set at the annual automobile allowance rate as set by the Canada Revenue Agency.
- 3.3.3.4. Travel time is paid to:
  - 3.3.3.4.1. Members of Council, Board Members and Volunteers as per the Per Diem hourly rate; and
  - 3.3.3.4.2. Employees, at their individual hourly salary rate, regardless whether the member is the driver or a passenger on the trip.

### **3.3.4. Other Direct Expenses**

- 3.3.4.1. It is recognized that there may be direct expenses incurred that are not covered in this Policy. In that event, expenses deviating from this Policy must be reviewed and presented for approval:
  - 3.3.4.1.1. For members of Council and Boards, in open Council by a majority of Council;
  - 3.3.4.1.2. For Employees and Volunteers, by the CAO prior to the expenditure as per the current budget. If the expense exceeds the budget, it must be approved in open Council.

### **3.3.5. Non-reimbursable Expenses**

- 3.3.5.1. The following is a listing of non-reimbursable expenses:
  - 3.3.5.1.1. Expenses when attending a political party function of any type;
  - 3.3.5.1.2. Charges for in-room movies or games; and,
  - 3.3.5.1.3. Alcoholic beverages except reasonable consumption for the purposes of hosting dignitaries.

### **3.3.6. Spousal Expenses**

**3.3.6.1.** If a spouse/partner accompanies a member of Council or Board, Employee or Volunteer to an out of town conference/convention, the expenses of the spouse/partner for travel, meals and registration are considered a personal expense except in the following circumstances:

**3.3.6.1.1.** Where the spouse/partner is invited through a conference to accompany a member of Council, Board Member or the CAO to banquets/receptions, their tickets for these banquets/receptions may be claimed.

**3.3.6.1.2.** Where a member of Council or Board, Employee or Volunteer is invited to a social or fundraising function in an official or representation capacity, within Flagstaff County, and a spouse/partner is invited, their ticket for the social or fundraising function may be claimed.

### **3.3.7. Claiming Expenses**

**3.3.7.1.** The appropriate expense claim forms for the Mayor, Board Members, Employees and Volunteers must be submitted to the CAO within thirty (30) days of the expense being incurred. The CAO will forward the specified completed claim forms of the Mayor and Deputy Mayor as per Section 3.1 of this policy.

**3.3.7.2.** The appropriate expense claim forms for Councillors must be submitted on a quarterly cycle, in coordination with the quarterly Councillor Honorarium Per Diem payments.

**3.3.7.3.** Original receipts for all actual and necessary expenses claimed must be provided. This includes lodging; conference fees; travel including taxi, transit and rental cars; meals; parking; etc.

**3.3.7.4.** Original receipts shall be provided regardless of the method of payment (local government credit card, purchase order, cash advance, or the traveler's own money).

## **4. Persons Affected**

Council, Board Members, Staff and Volunteers

## **5. Revision/Review History**

**5.1.** Upon endorsement of this Compensation & Expenses Policy 18-07, the following policies are rescinded:

**5.1.1.** C.1.d Expenses - Council

**5.1.2.** C.1.d.a Expenses – Employees & Spouses

**5.1.3.** C.1.e Per Diem – Council

**5.1.4.** C.1.f Conventions – Council



## Schedule A

### Council Compensation

| Item                  | Total per Month | Total per year |
|-----------------------|-----------------|----------------|
| Mayor Honorarium      | \$450           | \$5400         |
| Councillor Honorarium | \$200           | \$2400         |

### Other Compensation

|                                |                           |
|--------------------------------|---------------------------|
| Mileage Rate                   | As per standard CRA rates |
| Meals (not including gratuity) |                           |
| Breakfast                      | \$15                      |
| Lunch                          | \$25                      |
| Dinner                         | \$35                      |
| Maximum gratuity               | 15%                       |



## **POLICY 18-08 - PORTABLE STAGE RENTAL POLICY**

### **EXECUTIVE SUMMARY**

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Council had requested that Administration develop a proposed policy for renting out the portable staging system.

### **BACKGROUND**

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A draft policy has been prepared to make the portable stage available to Non-profit and Community Groups for use within the Town of Sedgewick and also to approved entities outside the Town of Sedgewick.

The following guidelines apply:

- Stage is rented on first-come, first-serve basis
- Town of Sedgewick events have priority
- Stage must remain within Sedgewick corporate limits unless approved by Council
- Stage may be used outside with appropriate shelter as approved by the CAO
- Stage may be booked up to 6 months in advance or no later than 14 days in advance (CAO has discretion)
- Rental term not to exceed 4 days

Fees for rental are suggested as follows:

- Local Non-profit \$25/panel
- Local For-profit or Out-of-Town rentals \$80/panel
- Damage deposit equivalent to rental amount

Pre and post inspections to take place each rental term and be recorded. Renters responsible for all damage or missing parts.

The stage will not be transported or supervised by the Town of Sedgewick

### **BUDGET IMPLICATIONS**

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None

### **ALTERNATIVES**

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1. Council may approve Policy 18-08, The Portable Stage Rental Policy as presented.
2. Council may approve an amended version of Policy 18-08, The Portable Stage Policy.
3. Council may accept the Portable Stage Rental Policy as information.

### **RECOMMENDATION**

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1. That Council approve Policy 18-08, The Portable Stage Rental Policy as presented.



TOWN OF  
**SEDGEWICK**

## **REQUEST FOR DECISION**

AUGUST 23, 2018  
PORTABLE STAGE POLICY

### **ATTACHMENTS**

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1. Policy 18-08, The Portable Stage Rental Policy DRAFT
2. Portable Stage Rental Agreement



# TOWN OF SEDGEWICK

## PORTABLE STAGE RENTAL POLICY POLICY # 18-08

APPROVAL DATE:  
RESOLUTION NUMBER: 2018-

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### 1. Policy Purpose

The purpose of this policy is to provide, maintain and establish guidelines for a Portable Stage that would be made available to Non-profit and Community Groups for use within the Town of Sedgewick; it will also be made available to approved entities within and outside of the Town of Sedgewick boundaries.

### 2. Definitions

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

**“Council”** means the Mayor and Councillors of the Town of Sedgewick.

**“For Profit”** means an individual, group, company, corporation, legal or non-legal entity, etc., established or operated with the intention of making a profit.

**“Non-profit/Community Group”** means a formal or non-formal group/organization whose operations are based out of Sedgewick and who benefit the community or greater good, not an individual.

**“Portable Stage”** means the Town of Sedgewick stage, including all components and accessories (Legs & Platforms, Risers, Skirting, Stairways and Storage Carts).

**“Renter”** means the organization/individual that will be taking control of the Portable Stage during the Term.

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

### 3. Guidelines

#### 3.1. Eligible Renters

The Portable Stage will be rented on a first-come, first-served basis.

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

#### 3.2 Eligible Locations

The Portable Stage must remain within the corporate limits of the Town of Sedgewick unless otherwise approved by Council.

Exterior use of the Portable Stage may be permitted with adequate shelter/coverage, as determined and approved of by the CAO.

### 3.3 Bookings

The Portable Stage will be booked through the Town office and may only be reserved up to six (6) months in advance of the Term. The Portable Stage must be reserved at least fourteen (14) days in advance of the Term or, at the discretion of the CAO.

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

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

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

### 3.4 Fees

**3.4.1** The following fees shall apply:

|                           | <b>Local Non-Profit</b>                          | <b>For Profit/Out-of-Town</b> |
|---------------------------|--|-------------------------------|
| • Per Stage Panel (8'x4') | \$25/each  | \$80/each                     |
| • Damage Deposit          | <i>Equivalent to rental rate for all Rentals</i> |                               |

**3.4.2** Any damages to the Portable Stage structures/components will be invoiced to the Renter, and includes cleaning costs.

### 3.5 Agreement

Renters must enter into and sign a written agreement and pay the Damage Deposit, in order to confirm their booking.

The Renter is responsible for cleaning the Portable Stage at the end of the rental Term, if necessary and ensuring that the Portable Stage is in the same condition that it was when delivered. Renters will be charged the cleaning costs in the event that the Portable Stage is not returned in a clean condition.

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

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

### 3.6 Term

The Term of rental shall not exceed four (4) days unless approved by the CAO or Council, as appropriate.

### 3.7 Transit

The Renter shall be responsible to transport the Portable Stage to and from the event location.

### 3.8 Operation

Usage of the Portable Stage will not be supervised by the Town of Sedgewick and the Renter shall be responsible for following the Safe Operating Procedures, as per the Equipment Rental Agreement, during the Term of the rental.

### 3.9 Inspection

A pre- and post-inspection shall be performed by Town of Sedgewick staff prior to and, following each rental. Any damage sustained during the rental, other than normal wear and tear, will be noted and certified by the Renter. “Normal wear and tear” shall mean only the normal deterioration of the rental equipment caused by ordinary, reasonable and proper use of the rental equipment. Damage which is not “normal wear and tear” includes, but is not limited to, cutting or tearing of material, bending/breaking legs, poles or stakes, damage due to overturning, overloading, exceeding rate capacities, breakage, improper use, abuse, lack of cleaning, contamination or dirtying of rental equipment with non-approved items such as chemicals, non-approved food, paint, mud, clay or other products. The Renter will be responsible for the cost to repair any damage or, if required, replace any part of the Portable Stage. Renters are also responsible for damages sustained during transport.

## 4. Persons Affected

Town of Sedgewick staff and the general public.

## 5. Revision/Review History

TOWN OF SEDGEWICK

DATE

MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

## EQUIPMENT RENTAL AGREEMENT – PORTABLE STAGE

BETWEEN

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

AND

\_\_\_\_\_  
(the "Renter")

of \_\_\_\_\_, Alberta

1. **Schedules** The following Schedules form part of this Agreement:
  - (a) **Schedule "A" – Additional Terms**
  - (b) **Schedule "B" – Portable Stage Inspection Form**
  - (c) **Schedule "C" – Safe Operating Procedures**
2. **Equipment** The equipment rented under this Agreement is described as follows (the "Equipment"):
  - **Stage Panels #\_\_\_\_\_ 12" Legs #\_\_\_\_\_ 16" Legs #\_\_\_\_\_**
  - **60" Legs #\_\_\_\_\_ Skirting #\_\_\_\_\_ ( feet)**
3. **Event Location** During the Term of this Agreement, the Portable Stage will be located at:  
\_\_\_\_\_
4. **Grant** The Owner has agreed to rent to the Renter, and the Renter has agreed to rent from the Owner, the Equipment, subject to the terms, covenants, and conditions contained in this Agreement.
5. **Term** The term of the rental under this Agreement will be from \_\_\_\_\_ (time) on the \_\_\_\_\_ day of \_\_\_\_\_ month), 20\_\_\_\_\_(the "**Start Date**") to \_\_\_\_\_(time) on the \_\_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_\_\_\_(the "**Term**").

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

  - Please note the maximum rental time is four (4) days.
6. **Insurance** The Renter shall provide proof of comprehensive general liability insurance with a limit of not less than Two Millions Dollars (\$2,000,000) with the Town of Sedgewick named as an Additional Insured.

Proof of insurance is to be provided no later than 7 days prior to the rental.

  - Please note that individuals under the age of 21 may not reserve the Portable Stage.



## EQUIPMENT RENTAL AGREEMENT – PORTABLE STAGE

### 7. Payment

The Damage Deposit and Rental Fee set forth is payable, in full, in advance.  
Town of Sedgewick Portable Stage rental rates are as follows:

- 1) Non-profits rental within the corporate boundary of Sedgewick **\$25/panel**
- 2) For-profits rental within the corporate boundary of Sedgewick **\$80/panel**
- 3) All rentals outside the corporate boundary of Sedgewick **\$80/panel**
- 4) Damage Deposit - **Equivalent to Rental Rate**
- 5) The Renter agrees to be invoiced for any damages to the Portable Stage that are deemed to have occurred during the above term and to make payment to the Town of Sedgewick within 30 days.
- 6) The Renter agrees to be invoiced the costs incurred by the Town in the event the Portable Stage is not properly cleaned and, to make payment to the Town of Sedgewick within 30 days of the invoice date.

### 8. Equipment Inspection

The Renter and Owner will complete the **Portable Stage FORM** attached as **Schedule "B"** to this Agreement prior to taking possession of the Equipment, and again upon the return of the equipment.

### 9. Safe Operating Procedures

The Renter agrees to read and comply with the Safe Operating Procedures attached in **Schedule "C"** and with all instructions related to use, cleanliness and return of the Equipment.

### 10. Termination

The Town of Sedgewick reserves the right to terminate this contract at any time and for any reason. No compensation will be provided by the Town in the event of the termination of this contract or cancellation of a booking.

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

**Renter**

**Town of Sedgewick**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

# EQUIPMENT RENTAL AGREEMENT – PORTABLE STAGE

## SCHEDULE “A” - ADDITIONAL TERMS

### 1. Insurance, Operating Costs and Repairs

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

### 2. Alterations

- 2.1 Except with the express prior written consent of the Owner, the Renter shall not make any modifications or alterations to the Equipment. All modifications, alterations, parts, mechanisms, additions, and repairs made by the Renter to the Portable Stage structure shall be made at the Renter's expense and risk and the cost of rectifying them shall be borne by the

Renter. The modifications, alterations, parts, mechanisms and repairs, whether conducted with or without consent of the Owner, shall immediately belong to and become the property of the Owner at no expense or cost whatsoever to the Owner.

### 3. Title to the Equipment

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

### 4. Renter's Covenants

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

### 5. Waiver and Indemnity

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

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

## EQUIPMENT RENTAL AGREEMENT – PORTABLE STAGE

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

- 5.2 The Renter shall be liable for, and shall indemnify and save harmless the Owner, its councillors, officers, employees and agents from any claim, damages, liability, cost, fee, penalty, action, cause of action, demand, damage to property, injury to person or death (including, without limitation to, legal fees of the Owner on a solicitor and his own client full indemnity basis), whether in contract or in tort, suffered or incurred by the Owner, its councillors, officers, servants, employees or agents or by any other person, firm, partnership, corporation or entity resulting directly or indirectly from, attributable to, by reason of, arising out of, or in any way related to the transportation, operation, maintenance, repair, use, misuse, or nonuse of the Portable Stage structure by the Renter or any other person during the Term, whether or not the Renter has permitted the person to use the Portable Stage structure, or from any breach of this Agreement or any other negligent act or omission or willful misconduct of the Renter or any of its directors, officers, servants, agents, contractors, or employees.
- 6. General**
- 6.1 The headings to the articles and sections of this Agreement are solely for the convenience of the parties and are not an aid in the interpretation of the Agreement.
- 6.2 No consent or waiver, express or implied, by the Owner to or of any breach or default by the Renter in the performance by the Renter of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by the Renter. Failure on the part of the Owner to complain of any act or failure to act of the Renter, or to declare the Renter in default, irrespective of how long such failure continues, shall not constitute a waiver by the Owner of its rights hereunder.
- 6.3 If any term, covenant or condition of this

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

- 6.4 This Agreement shall be governed by and construed according to the laws of the Province of Alberta. All legal proceedings arising from this Agreement shall be tried and directed by the court of competent jurisdiction in Alberta.
- 6.5 Time is of the essence of this Agreement and each of its provisions.
- 6.6 The terms and conditions set forth within this Agreement, together with the Schedules, shall constitute all of the terms and conditions of this Agreement, and there are no other terms, conditions, covenants, agreements, representations or warranties, either express or implied, arising between the parties hereto except as expressly set forth herein.
- 6.7 The Renter shall at all times and in all respects abide by all laws, bylaws, legislative and regulatory requirements of any governmental or other competent authority relating to the use or misuse of the Equipment.
- 6.8 The Renter's obligations contained in this Agreement shall survive the expiration or termination of this Agreement for any reason whatsoever until satisfied in full, and shall not be merged upon the execution of any other documentation by the parties.
- 6.9 This Agreement shall ensure to the benefit of and be binding upon the parties hereto, their respective executors, administrators, successors and permitted assigns.

## EQUIPMENT RENTAL AGREEMENT – PORTABLE STAGE

### SCHEDULE “B” –PORTABLE STAGE INSPECTION FORM

DATE(S) RENTED \_\_\_\_\_ LOCATION OF EVENT \_\_\_\_\_

RENTER \_\_\_\_\_ CONTACT INFORMATION \_\_\_\_\_

The following items were rented for the above-noted event:

| ITEMS RENTED              | # PRE | # POST | CONDITION OKAY (Y/N) |
|---------------------------|-------|--------|----------------------|
| Panels                    |       |        |                      |
| Legs                      |       |        |                      |
| Linear length of Skirting |       |        |                      |
| Stairs                    |       |        |                      |
| Other                     |       |        |                      |

Further comments for items un-satisfactory condition:

| ITEM | DESCRIPTION OF CONDITION (OR DAMAGE) |
|------|--------------------------------------|
|      |                                      |
|      |                                      |
|      |                                      |
|      |                                      |
|      |                                      |

**\*If the Portable Stage is damaged during a rental, please describe the damage and attach photos.**

EMPLOYEE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
(PRINT NAME)

RENTER: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
(PRINT NAME)

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

## EQUIPMENT RENTAL AGREEMENT – PORTABLE STAGE

### SCHEDULE “C” – SAFE OPERATING PROCEDURES

#### Location

1. The Portable Stage structure will be located within an enclosed or covered structure and set up to limit concerns with weather- and security-related issues.
2. No fires or fireworks are permitted within a 500-foot (155 metres) range of the Portable Stage structure.

#### Operation

1. The Renter is responsible to ensure that the operation and use of the Portable Stage structure comply with the Alberta *Occupational Health & Safety Act, Regulations and Code*.
2. Only specified individuals and the event performer(s) shall be permitted on stage; security must be provided to eliminate a possibility of any unauthorized individual(s) getting on or under the Portable Stage structure.
3. Do not slide chairs, tables or other equipment on the Portable Stage as this may result in damages to the surface.
4. Drinks and beverages, other than water, should not be put on the stage to prevent damages and cleanup costs.
5. Overloading of stage sections is not permitted; follow manufacturer restrictions.
6. If the stage becomes unstable during use, usage should be stopped immediately.

#### Set-Up & Take-Down

1. The Renter will receive ‘Stage Assembly Instructions;’ it is the sole responsibility of the Renter to follow the assembly instructions.
2. Pursuant to a Naming Rights Agreement for the Portable Stage, all renters will be required to attach the “Campbell-McLennan Chrysler Stage” sign to the front of the Portable Stage during the use of the Stage.
3. After set-up and during use of the Portable Stage structure(s), all storage carts must be secured and stored in a clean dry location.
4. At take-down of the Portable Stage structure(s) the components must be placed in the storage cart/containers and transported back to the designated location in the Town of Sedgewick where an assessment of the condition of the returned items will be undertaken.

#### Cleaning

1. It is the responsibility of the Renter to clean the Portable Stage structures thoroughly with soap and water, as required.
2. The stage shall be returned to the Owner in the same condition and degree of cleanliness as it was in at the start of the Term.
3. In the event that any of the stage skirting requires cleaning the Town of Sedgewick will perform the cleaning and assess the costs of doing so back to the Renter.



## **EMERGENCY SERVICES COMMITTEE – EXTENSION OF FIRE AGREEMENTS**

### **EXECUTIVE SUMMARY**

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With the recent hiring of a consultant to determine a regional approach to fire and emergency services and resulting timeline, the Emergency Services Committee is recommending that councils extend the current fire agreements through 2019.

### **BACKGROUND**

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At the July 18<sup>th</sup> Emergency Services Committee the following motion was made:

*Clr. Skoberg moved to recommend to councils to extend the current Fire Services Agreements and Regional Fire Chief Services agreements until December 31, 2019.*

### **BUDGET IMPLICATIONS**

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None

### **ALTERNATIVES**

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1. Council may approve the extension of both the current Fire Services Agreement and the Regional Fire Chief Services Agreement until December 31<sup>st</sup>, 2019.
2. Council may choose not to extend one or both agreements.

### **RECOMMENDATION**

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1. That Council approve the extension of both the current Fire Services Agreement and the Regional Fire Chief Services Agreement until December 31<sup>st</sup>, 2019.

### **ATTACHMENTS**

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1. None



## **BYLAW 542 – OUTDOOR WATERING BYLAW**

### **EXECUTIVE SUMMARY**

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A Watering Restriction Bylaw came into force in the Town of Sedgewick in May 2010.

### **BACKGROUND**

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The cited purpose of the Bylaw was to regulate use of water so as to ensure a continued and abundant supply of water. The Bylaw was created to counteract a large drawdown of the Water Treatment Plant at the time.

Regulations include the following:

- Between June 1 and October 1 outside watering is not allowed between 9am and 6pm.
- Odd numbered addresses are permitted to water outside these hours on Wednesdays, Fridays and Sundays
- Even numbered addresses are permitted to water outside these hours on Tuesdays, Thursdays and Saturdays
- Watering is not allowed on Mondays
- In the case of an extreme drought, a total watering ban and closure of the bulk water station may be imposed at the discretion of the public works foreman.

On whole, the Bylaw is largely ignored by a significant segment of the community. This may be due to the Bylaw being excessively restrictive, ignorance that the Bylaw exists or the Town's limited ability to enforce it.

Low water levels at the Water Treatment Plant continue to be an issue to this day with Public Works banning outdoor watering over the weekend a couple of months ago when looking for breaks. In this case, the wells couldn't keep up and eventually a leaky hydrant was found to be the culprit.

A proposed "Outdoor Watering Bylaw" has been prepared to potentially replace Bylaw 473.

Key points in the new Bylaw include:

- Regular watering restrictions restrict watering by sprinkler, hose or pipe from 10am to 5pm between June 1<sup>st</sup> and October 1<sup>st</sup>. There is no differentiation between even and odd numbered houses.
- Special outdoor water restrictions come in to effect at the discretion of the Public Works Foreman. This is a further restriction on watering as compared to the regular restrictions.



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

AUGUST 23, 2018  
OUTDOOR WATERING BYLAW

### BACKGROUND (CONT.)

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- Total watering ban may be declared by the Public Works Foreman in the event that the reservoir is critically low and included closing the bulk water station.

At the August 9<sup>th</sup> Committee of the Whole meeting, the committee approved the following motion:

*Motion by Clr. Sparrow to recommend that Council approve the amended Outdoor Watering Bylaw with the restricted times of regular watering to be from 10am to 5pm.*

The draft has been modified and is being presented for Council's approval.

### BUDGET IMPLICATIONS

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None

### ALTERNATIVES

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1. Council may approve the recommendation of the Committee of the Whole to approve the amended Outdoor Watering Bylaw, Bylaw 542 with the restricted times of regular watering to be Monday to Friday from 10am to 5pm.
2. Council may direct Administration in another manner.

### RECOMMENDATION

---

1. That Council approve the recommendation of the Committee of the Whole to approve the amended Outdoor Watering Bylaw, Bylaw 542 with the restricted times of regular watering to be Monday to Friday from 10am to 5pm.

### ATTACHMENTS

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1. Bylaw 473 – The Water Restriction Bylaw
2. Outdoor Watering Bylaw 542 Draft



**TOWN OF SEDGEWICK**  
**BYLAW NO. 542/18**  
**TOWN OF SEDGEWICK OUTDOOR WATERING BYLAW**

---

**A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, TO  
RESTRICT THE USAGE OF MUNICIPALLY SUPPLIED WATER FOR OUTDOOR  
PURPOSES.**

**WHEREAS** the Council of the Town of Sedgewick, pursuant to the Municipal Government Act R.S.A. 2000, c-M26, as amended or repealed or replaced from time to time, is authorized to regulate services provided by or on behalf of the Municipality;

**AND WHEREAS** the Council of the Town of Sedgewick finds it desirable to pass a bylaw regulating the use of municipally supplied outdoor water so as to maintain an appropriate level of water in the reservoir of the Town's water treatment plant;

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

**1. Short Title**

1.1. This Bylaw may be cited as "The Outdoor Watering Bylaw".

**2. Definitions**

**"CAO"** means the person designated by Council as the chief administrative officer of the municipality, or that person's designate;

**"Council"** means the Council of the Town of Sedgewick;

**"Public Works Foreman"** means the head of the Public Works department;

**"Occupant"** includes an Owner of a premises where that Owner resides or carries on a business within a premises, and includes any Person or corporation residing or carrying on a business, or both, within a premises either as a lessee or pursuant to a licence of occupation, where that premises is connected to the Water System;

**"Owner"** includes the Person or Persons listed on the title of a parcel of land as registered at the Land Titles Office;

**"Person"** means any of the following:

- (i) an individual;
- (ii) a legal entity or business entity, including a firm, association partnership, society or corporation;
- (iii) a trustee, executor, administrator, agent or employee of either (i) or (ii).

**"Special Outdoor Water Restriction"** means a restriction on certain outdoor watering activities and the time they may be performed.

**"Total Watering Ban"** means a complete ban on watering outdoors including the closure of the bulk water station in the event of critical water levels at the Town water treatment plant.

**"Town"** means the municipal corporation of the Town of Sedgewick, or where the context requires means the area contained within the boundaries of the Town of Sedgewick;

**3. Regular Outdoor Watering Restrictions**

3.1. Between June 1<sup>st</sup> and October 1<sup>st</sup>, all usage of municipally supplied water from a hose, pipe, sprinkler or irrigation system shall be permitted only between the hours of 5pm and 10am.

3.2. Exceptions to 3.1 are as follows:

3.2.1. Watering from a watering can, hose with nozzle, and drip irrigation system shall be permitted.

- 3.2.2.** Recreational use of sprinklers and water toys shall be permitted.
- 3.2.3.** Newly laid sod and seeded lawns may be watered in any manner until their first cut.
- 3.2.4.** Watering is permitted in any manner when there is a risk that a new tree, shrub or other type of vegetation will perish.

#### **4. Special Outdoor Water Restrictions**

- 4.1.** In the event that the Public Works Foreman believes there is a reason to require reduced water usage, the Public Works Foreman after consulting with the CAO may declare a Special Outdoor Water Restriction.
- 4.2.** In cases of extreme drought or other instances where reservoir levels become critically low, a Total Watering Ban, including closure of the bulk water loading station will be imposed by the Public Works Foreman or their designate after consultation with the CAO.
- 4.3.** The declaration of a Special Outdoor Water Restriction or Total Watering Ban by the Public Works Foreman shall apply to the entire Town as well as any properties outside of Town Corporate limits but connected to the Town's domestic water system.
- 4.4.** A declaration of a Special Outdoor Water Restriction may include a restriction on the following activities:
  - 4.4.1.** Watering of lawns
  - 4.4.2.** Usage of garden hoses
  - 4.4.3.** Filling pools and hot tubs
  - 4.4.4.** Using water dispensing recreational toys
  - 4.4.5.** Other outdoor water usage
- 4.5.** In the event of a declaration of a Special Outdoor Water Restriction or Total Watering Ban made pursuant to this Section, the declaration shall be posted in the following manner:
  - 4.5.1.** Posters placed at the Canada Post Office and the Town of Sedgewick Administration Office; and
  - 4.5.2.** Notices posted on both the Town's Facebook and Twitter pages
- 4.6.** In addition to measures taken in Section 3.3, the Town may also choose to notify residents by:
  - 4.6.1.** Putting out street signage;
  - 4.6.2.** Placing advertisements in a local newspaper; and/or
  - 4.6.3.** Door-to-door visits to residences
- 4.7.** When a Special Outdoor Water Restriction is in effect, no Owner or Occupier of a Parcel or Premises shall allow the use of water supplied through the municipal water system for any activity or application as outlined within the declaration.

#### **5. Offences and Penalties**

- 5.1.** A person who contravenes any provision of this bylaw by doing any act or thing that is prohibited, or by failing to do any act or thing that is required, is guilty of an offence and liable under summary conviction to pay a fine of not less than \$100.00 and not more than \$2,500.00
- 5.2.** Any person who commits a second or subsequent offence under this Bylaw within one (1) year of committing a first offense under this Bylaw, is liable on summary conviction to double the amount of the first fine.
- 5.3.** A Peace Officer or a Bylaw Enforcement Officer employed by the Town of Sedgewick is authorized and empowered to issue Violation Tags upon an alleged offender in a form prescribed by the Town specifying the nature of the alleged offense.
- 5.4.** A Violation Tag may be issued:
  - 5.4.1.** Either personally; or
  - 5.4.2.** By mailing a copy, via regular mail, to the alleged offender's last known postal address.

**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. Repeal**

- 7.1.** Water Restriction Bylaw No. 473 is hereby repealed.

**8. Enactment**

- 8.1.** 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**

**Town of Sedgewick – ‘Watering Restriction Bylaw’**

**Bylaw No.473**

**WHEREAS**, the Council of the Town of Sedgewick, pursuant to the *Municipal Government Act* R.S.A. 2000, c-M26, as amended or repealed or replaced from time to time, is authorized to regulate services provided by or on behalf of the Municipality;

**AND THAT** Council finds it desirable to pass a bylaw for regulations pertaining to the supply of the municipal water system in order to ensure a continued and abundant supply of water.

**THAT** this bylaw may be cited as the Town of Sedgewick ‘Watering Restriction Bylaw.’

**AND WHEREAS**, during the period of June 1<sup>st</sup> to October 1<sup>st</sup> of each year, watering of outside lawns and gardens shall not be allowed between the hours of 9:00 a.m. to 6:00 p.m. each day.

**NOW THEREFORE**, watering of outside lawns and gardens with municipally supplied water shall be allowed by all Owners, Tenants or Lessees only on specific days of the week according to their street address pursuant to the following schedule:

- 1. Odd-numbered addresses (those ending with 1, 3, 5, 7, or 9; i.e. 4809 – 48 Street):  
**Watering permitted Wednesday, Friday and Sunday**
- 2. Even-numbered addresses (those ending with 0, 2, 4, 6, or 8; i.e. 4818 – 48 Street):  
**Watering permitted Tuesday, Thursday and Saturday**
- 3. There will be no watering of outside lawns or gardens on Monday.
- 4. That all commercial, industrial and institutional properties shall follow the same watering restriction schedule.
- 5. In cases of extreme drought when reservoir levels become critically low, a total watering ban, including closure of the bulk water loading station will be imposed according to the direction of the Public Works Foreman or their designate.

**OFFENCES, PENALTIES AND VIOLATION TAG PROCEDURE**

- 1. A person who contravenes any provision of this bylaw by doing any act or thing that is prohibited, or by failing to do any act or thing that is required, is guilty of an offence and liable under summary conviction to pay a fine of not less than \$100.00 and not more than \$2,500.00
- 2. Any person who commits a second or subsequent offence under this Bylaw within one (1) year of committing a first offense under this Bylaw, is liable on summary conviction to double the amount of the first fine.
- 3. A Peace Officer or a Bylaw Enforcement Officer employed by the Town of Sedgewick is authorized and empowered to issue Violation Tags upon an alleged offender in a form prescribed by the Town specifying the nature of the alleged offense.
- 4. A Violation Tag may be issued:
  - i) Either personally; or
  - ii) By mailing a copy, via regular mail, to the alleged offender’s last known postal address.

**SEVERANCE**

- 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.

**EFFECTIVE DATE**

- 1. That this Bylaw shall come into force upon receipt of its third and final reading.

Read a First time this 20<sup>th</sup> Day of May 2010 A.D.  
Read a Second time this 20<sup>th</sup> Day of May 2010 A.D.  
Read a Third Time by Unanimous Consent of Council and passed this 20<sup>th</sup> Day of May 2010 A.D.

-----  
**Mayor Helen Whitten**  
  
-----  
**T. Rogers, CAO**



## **CANNABIS BYLAW**

### **EXECUTIVE SUMMARY**

---

The Province of Alberta has made the public use of cannabis similar to how tobacco is legislated in public places. This allows individuals the ability to smoke and vape cannabis wherever they can currently smoke tobacco with the exception of additionally prohibited locations for cannabis.

Under Section 129 of Bill 26, the *Act to Control and Regulate Cannabis*, a municipality has the authority to further prescribe distances and describe areas and places where cannabis is prohibited to be used. Municipalities are handling the legalization of cannabis in a variety of ways, from complete bans to very few prohibited locations. Based on Council's direction, Administration is proposing a bylaw which would restrict the smoking, vaping or consumption of cannabis in public places except for in designated areas specifically reserved for smoking at outdoor public events or by those who have been issued and are able to produce a medical document and consume for medical purposes.

### **BACKGROUND**

---

Academic studies have shown that THC can be introduced into bodily fluids of bystanders in enclosed environments however in wide-open spaces this exposure is thought to be minimal and unlikely to show up in this way. Burning of cannabis produces smoke which can be harmful to a person's health due to its by-products. Some individuals are also allergic to smoke.

For users of cannabis, the impact of usage can vary from individual to individual. Effects are known to include paranoia, panic, confusion and nausea.

Bill 26 already offers the following restrictions on smoking or vaping cannabis:

**90.28** *No person may smoke or vape cannabis*

- a) *in any area or place where that person is prohibited from smoking under the Tobacco and Smoking Reduction Act or any other Act or the bylaws of a municipality,*
- b) *on any hospital property, school property or child care facility property,*
- c) *in or within a prescribed distance from*
  - i. *a playground,*
  - ii. *a sports or playing field,*
  - iii. *a skateboard or bicycle park,*
  - iv. *a zoo,*
  - v. *an outdoor theatre,*
  - vi. *an outdoor pool or splash pad, or*
  - vii. *any other area or place that is prescribed or otherwise described in the regulations.*



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

AUGUST 23, 2018  
CANNABIS BYLAW

### BACKGROUND (CONT.)

---

Council should consider the following:

- a) The Town does not currently have a Smoking Bylaw
- b) The Town employs a Bylaw Enforcement Officer by contract for one hour per week
- c) Allowance for those who use for medical purposes could be confusing and may not be necessary
- d) Smoking tobacco vs smoking cannabis may cause confusion
- e) More restrictions usually lead to higher costs of enforcement
- f) The Town of Sedgewick does not currently require business licenses

At the Committee of the Whole meeting on August 9<sup>th</sup> the committee reviewed a draft of a Cannabis Bylaw and the following motion was approved:

*Motion by Mayor Robinson to recommend that Council publish online the Federal and Provincial cannabis regulations once cannabis has become legalized.*

### BUDGET IMPLICATIONS

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None

### ALTERNATIVES

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1. Council may approve the recommendation of the Committee of the Whole to publish online the Federal and Provincial cannabis regulations once cannabis has become legalized.
2. Council may direct Administration in another manner.

### RECOMMENDATION

---

1. That Council approve the recommendation of the Committee of the Whole to publish online the Federal and Provincial cannabis regulations once cannabis has become legalized.

### ATTACHMENTS

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None



## **AMENDMENT TO LAND USE BYLAW (CANNABIS)**

### **EXECUTIVE SUMMARY**

---

Provincial regulation (Bill 26) controls the wholesale distribution of non-medicinal cannabis and establishes who can own retail cannabis stores and how they must operate. The Alberta Liquor and Gaming Commission (AGLC) will regulate the licensing of retail cannabis stores.

Municipal governments may determine through their Land Use Bylaw where retail cannabis stores can be located in their communities.

### **BACKGROUND**

---

The Town could treat cannabis retailers by:

- 1) Treating them similar to liquor stores, meaning there would be no operational restrictions (other than provincial regulation) and minimal enforcement required.
- 2) Regulating them through a business licensing bylaw and listing cannabis as a restricted product.
- 3) Limiting them by adding further restrictions through the Land Use Bylaw.

By choosing option 1, the Town could simply adopt Provincial regulation and treat cannabis retailers like general retailers (such as liquor stores) – allowing them as a permitted use in C1 and LIB zoning districts.

Option 2 would entail initiating business licensing which would affect all business in the Town (i.e. a license fee).

Option 3 allows the Town to restrict cannabis stores and facilities further than provincial regulation.

Provincial regulation stipulates:

- i. Cannabis cannot be sold with alcohol, pharmaceuticals or tobacco.
- ii. Cannabis stores or cannabis lounges cannot be within 100 meters of a school, provincial health care centre or municipal/school reserve. Municipalities may increase this distance at their discretion.

A draft Amendment to the Land Use Bylaw was presented to the Committee of the Whole at the August 9<sup>th</sup> meeting and allowed for cannabis retail stores and cannabis production facilities as a discretionary use in the Commercial Central (C1) and Light Industrial Business (LIB) Districts.

It also further restricted:

- Hours of operation from 10am to 10pm
- Advertising only allowed inside the premises
- Goods not visible from the exterior



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

AUGUST 23<sup>RD</sup>, 2018

AMENDMENT TO LAND USE BYLAW (CANNABIS)

### BACKGROUND (CONT.)

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- Only permanent signage allowed outdoors and must only consist of the company name
- It must operate separately from other businesses

The draft bylaw maintained the 100m minimum radius between a cannabis retail store or production facility and Provincial Health Care facilities, schools, playgrounds and municipal or school reserves.

After reviewing the information, the Committee of the Whole approved the following motion:

*Motion by Cllr. Levy to recommend that Council not amend the Land Use Bylaw as a response to the legalization of cannabis with cannabis retail stores treated in the same manner as liquor and other retail stores within the Land Use Bylaw keeping in mind all Federal and Provincial regulations.*

### BUDGET IMPLICATIONS

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None

### ALTERNATIVES

---

1. Council may approve the Committee of the Whole's recommendation that Council not amend the Land Use Bylaw as a response to the legalization of cannabis with cannabis retail stores to be treated in the same manner as liquor and other retail stores within the Land Use Bylaw keeping in mind all Federal and Provincial regulations.
2. Council may direct Administration in another manner.

### RECOMMENDATION

---

1. That Council approve the Committee of the Whole's recommendation that Council not amend the Land Use Bylaw as a response to the legalization of cannabis with cannabis retail stores to be treated in the same manner as liquor and other retail stores within the Land Use Bylaw keeping in mind all Federal and Provincial regulations.

### ATTACHMENTS

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None





## **BYLAW 543 – THE MUNICIPAL EMERGENCY MANAGEMENT BYLAW**

### **EXECUTIVE SUMMARY**

Administration met with the Town's Director of Emergency Management and Deputy DEM on June 19<sup>th</sup> to discuss the state of the Town's Emergency Management Plan. The Plan is currently being updated and is to be brought back to the DEM and Deputy DEM in September for review. It was determined that the Town's Municipal Emergency Management Bylaw needed to be updated to better reflect operations.

### **BACKGROUND**

Bylaw No. 485, the Municipal Emergency Management Bylaw was given third reading by Council in October of 2011.

The more significant changes to the Bylaw are as follows:

|                                       | <b>Bylaw 485</b>   | <b>Bylaw 543</b>  |
|---------------------------------------|--|---|
| <b>Emergency Management Committee</b> | Consists of the Mayor and one Councillor   | Consists of Mayor and all Councillors   |
|                                       | Is responsible for ensuring that emergency plans are prepared, approved and reviewed | Is responsible for ensuring that emergency plans are prepared, approved and reviewed  |
|                                       | Advises Council on plan  | Is Council  |
|                                       |  | Committee business may form part of a Council agenda and be conducted during Council meetings   |
| <b>State of Local Emergency</b>       | The Committee may declare or renew a state of local emergency                        | May declare, renew or terminate a state of local emergency  |
|                                       |  | The CAO or any member of the Committee may call an emergency meeting of the Committee<br>As much notice as possible shall be given to Committee members and the public<br>Any members in attendance at any particular time during the meeting shall constitute a quorum |



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

AUGUST 23, 2018

THE MUNICIPAL EMERGENCY MANAGEMENT BYLAW

### BACKGROUND (CONT.)

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|                                       | <b>Bylaw 485</b>   | <b>Bylaw 543</b>  |
|---------------------------------------|--|---|
| Emergency Management<br><b>Agency</b> | Consists of one or more from a specified list of relevant partners                 | Comprised of the DEM, Deputy DEM, CAO, other Town administrative staff as required and; some or all partners from a specified list as invited |
|                                       |  | Must meet once per quarter  |
|                                       | Must review plan on regular basis<br>Advise Council on Plan at least once per year | Must review plan on regular basis<br>Advise the Committee and/or Council on the status of the plan at least once per year                     |
| Director of Emergency Management      | Prepares and coordinates plan  | Prepares and coordinates plan   |

### BUDGET IMPLICATIONS

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None

### ALTERNATIVES

---

1. Council may give first reading to Bylaw 543, the Municipal Emergency Management Bylaw, as presented.
2. Council may give first, second and third reading to Bylaw 543, the Municipal Emergency Management Bylaw, as presented.
3. Council may amend the Bylaw or direct Administration to make changes to the Bylaw and bring back to Council at a future meeting.

### RECOMMENDATION

---

1. That Council give first, second and third reading to Bylaw 543, the Municipal Emergency Management Bylaw, as presented.

### ATTACHMENTS

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1. Bylaw 543, The Municipal Emergency Management Bylaw\_DRAFT
2. Bylaw 485, The Municipal Emergency Management Bylaw

TOWN OF SEDGEWICK  
BYLAW NO. 543/18  
TOWN OF SEDGEWICK MUNICIPAL EMERGENCY MANAGEMENT BYLAW

---

**A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, TO PROVIDE DIRECTION AND CONTROL FOR EMERGENCY MANAGEMENT IN THE TOWN OF SEDGEWICK.**

**WHEREAS** the Council of the Town of Sedgewick is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000, to appoint an Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency; and

**WHEREAS** it is desirable in the public interest, and the interest of public safety, that such a Committee be appointed and such an Agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

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

**1. Title**

This Bylaw may be cited as the Municipal Emergency Management Bylaw.

**2. Definitions**

**"Act"** means the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000, as amended, repealed or replaced;

**"CAO"** means the Chief Administrative Officer of the Town of Sedgewick;

**"Council"** means the Council of the Town of Sedgewick pursuant to the *MGA*;

**"Disaster"** means an event that has resulted or may result in serious harm to the safety, health, or welfare of people, or in widespread damage to property;

**"Emergency Advisory Committee"** means the committee established under this Bylaw that is responsible to advise on the development of emergency plans and programs;

**"Emergency"** means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

**"Mayor"** means the elected Mayor of the Town of Sedgewick;

**"Minister"** means the Minister charged with administration of the Act;

**"Emergency Management Agency" or "Agency"** means the agency established under this Bylaw that is to act as the agent of the Town of Sedgewick in exercising the powers and duties as stipulated in the Emergency Management Act; and

**"Municipal Emergency Plan"** or **"MEP"** means the emergency plan prepared by the Emergency Advisory Committee to co-ordinate response to an emergency or disaster.

**3. Emergency Management Advisory Committee**

- 3.1** The Committee is hereby established.
- 3.2** All Councillors and Mayor are members of the Committee.
- 3.3** The Mayor shall be the chair of the Committee. If the Mayor is absent, the Deputy Mayor shall chair the meeting and in the absence of the Deputy Mayor, the Acting Mayor shall chair the Committee.
- 3.4** Business of the Committee may form part of the agenda of a regular Council Meeting and may be conducted during a regular meeting of Council.
- 3.5** The members of the Committee will be entitled to reasonable expenses in accordance with Council policy.
- 3.6** The Committee shall ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Sedgewick.
- 3.7** The Committee will approve the Municipal Emergency Plan and review on a regular basis.
- 3.8** The power to declare, renew or terminate a state of local emergency including the power to put emergency plans into operations, are hereby delegated to the Committee.
- 3.9** The CAO or member of the Committee may call an emergency meeting of the Committee where a Councillor, Mayor or the CAO considers that a major emergency exists or may exist in the Town.
- 3.10** The CAO or designate shall give as much notice as possible to the public and to as many Councillors as possible including the Mayor of the time and place of the emergency meeting.
- 3.11** Those Councillors, including Mayor, in attendance at any particular time during an emergency meeting of the Committee constitute a quorum.
- 3.12** The Committee may:
  - 3.12.1** By Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency; and
  - 3.12.2** Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

**4. Emergency Management Agency**

- 4.1** The Emergency Management Agency is hereby established.
- 4.2** The Agency shall be comprised of one or more of the following:
- 4.2.1** The Director of Emergency Management ;
  - 4.2.2** The Deputy Director of Emergency Management;
  - 4.2.3** The Chief Administrative Officer;
  - 4.2.4** Other administrative staff member(s) of the Town of Sedgewick as may be required;
- 4.3** In addition to the members appointed in Section 9.2, some or all the following may be invited by the Director to Agency meetings:
- 4.3.1** The Police Chief or designate or the N.C.O. in charge, R.C.M P. or designate;
  - 4.3.2** The Fire Chief or designate;
  - 4.3.3** The Public Works Foreman or designate;
  - 4.3.4** The Ambulance Service manager or designate;
  - 4.3.5** The Health Unit Manager or designate;
  - 4.3.6** The School Board Chairman or designate;
  - 4.3.7** The Social Services Manager or designate;
  - 4.3.8** Representative(s) from adjacent communities which have entered into mutual aid agreements;
  - 4.3.9** Representative(s) from local business or business associations;
  - 4.3.10** Representative(s) from local industry or industrial associations; and
  - 4.3.11** Anybody else who might serve a useful purpose in the preparation or implementation of the Municipal Emergency Plan
- 4.4** The Agency shall:
- 4.4.1** Meet at least once each quarter;
  - 4.4.2** Review the Municipal Emergency Plan and related plans and programs on a regular basis; and

**4.4.3** Advise the Emergency Management Committee and/or Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year.

**4.4.4** Coordinate an annual review and/or Table-top exercise of the MEP with the Municipal Emergency Management Agency.

## **5. Director of Emergency Management**

**7.1** A Director of Emergency Management shall be appointed by Council.

**7.2** A Deputy Director of Emergency Management shall be appointed by Council and

**7.3** The Director of Emergency Management shall:

**7.3.1** Prepare and coordinate the Municipal Emergency Plan and related plans and programs for the Town of Sedgewick;

**7.3.2** Act as Director of emergency operations, or ensure that someone is designated under the Municipal Emergency Bylaw to so act, on behalf of the Municipal Emergency Management Committee; and

**7.3.3** Co-ordinate all emergency services and other resources used in an emergency; or

**7.3.4** Ensure that someone is designated to discharge the responsibilities specified in paragraphs 7.1.1, 7.1.2 and 7.1.3.

## **8. Declaration of a State of Local Emergency**

**8.1** When a state of local emergency is declared, the person(s) making the declaration shall:

**8.1.1** Ensure that the declaration identifies the nature of the emergency and the area of the Town in which it exists;

**8.1.2** Cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and

**8.1.3** Forward a copy of declaration to the Minister forthwith.

**8.2** Subject to Section 8, when a state of local emergency is declared, the person(s) making the declaration may:

**8.2.1** Cause the Municipal Emergency Plan or any related plans or programs to be put into operation;

**TOWN OF SEDGEWICK MUNICIPAL EMERGENCY MANAGEMENT BYLAW**

- 
- 8.2.2** Acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
  - 8.2.3** Authorize or require any qualified person to render aid of a type he or she is qualified to provide;
  - 8.2.4** Control or prohibit travel to or from any area of the Town;
  - 8.2.5** Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the Town;
  - 8.2.6** Cause the evacuation of persons and the removal of livestock and personal property from any area of the Town that is or may be affected by a disaster and make arrangements from the adequate care and protection of those persons or livestock and of the personal property;
  - 8.2.7** Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
  - 8.2.8** Cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
  - 8.2.9** Procure or fix prices for food, clothing fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within the Town for the duration of the state of emergency
  - 8.2.10** Authorize the conscription of persons needed to meet an emergency ; and
  - 8.2.11** Authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in Paragraph (b) through (j) in relation to any part of the municipality affected by declaration of state of local emergency.

**8.3** When a state of local emergency is declared:

- 8.3.1** Neither Council nor any member of council, and
- 8.3.2** No person appointed by Council to carry out measures relating to emergencies or disasters, are liable in respect of damage caused through any action taken under this Bylaw, nor are they subject to any proceedings by prohibition, certiorari mandamus or injunction.

**8.4** Notwithstanding Section 8.3:

**8.4.1** Council and any member of Council, and

**8.4.2** Any person acting under the direction or authorization of Council;

are liable for gross negligence in carrying out their duties under this Bylaw.

**8.5** When, in the opinion of the person(s) declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.

**8.6** A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:

**8.6.1** A resolution is passed under Section 15;

**8.6.2** A period of seven days has lapsed since it was declared, unless it is renewed by resolution;

**8.6.3** The Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or

**8.6.4** The Minister cancels the state of local emergency.

**8.7** When a declaration of state of local emergency has been terminated, the person(s) who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

**9. Repeals**

This rescinds Bylaw #485 and supersedes any pre-existing Bylaw in regards to Municipal Emergency Management.

**10. Severability**

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

**11. Enactment**

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

**First Reading** passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this \_\_\_\_ day of \_\_\_\_\_, 2018.



**BYLAW 543/18**

**TOWN OF SEDGEWICK MUNICIPAL EMERGENCY MANAGEMENT BYLAW**

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**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**

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**PERRY ROBINSON**  
**MAYOR**

---

**JIM FEDYK**  
**CHIEF ADMINISTRATIVE OFFICER**

**BYLAW NO. 485**

**A BYLAW OF THE TOWN OF SEDGEWICK**

**IN THE PROVINCE OF ALBERTA**

**MUNICIPAL EMERGENCY MANAGEMENT BYLAW**

**WHEREAS** the Council of the Town of Sedgewick is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000, to appoint an Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency; and

**WHEREAS** it is desirable in the public interest, and the interest of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

**NOW THEREFORE, THE COUNCIL OF THE TOWN OF SEDGEWICK, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

1. This Bylaw may be cited as the Municipal Emergency Management Bylaw.
2. In this Bylaw,
  - (a) "Act" means the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000
  - (b) "Council" means the Council of the Town of Sedgewick
  - (c) "disaster" means an event that has resulted or may result in serious harm to the safety, health, or welfare of people, or in widespread damage to property;
  - (d) "Emergency Management Committee" means the committee established under this By-law;
  - (e) "emergency" means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
  - (f) "Minister" means the Minister charged with administration of the Act;
  - (g) "Municipal Emergency Management Agency" means the agency established under this Bylaw; and
  - (h) "Municipal Emergency Plan" means the emergency plan prepared by Director of Emergency Management to co-ordinate response to an emergency or disaster.
3. There is hereby established an Emergency Management Committee to advise Council on the development of emergency plans and programs.
4. There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 12 of this Bylaw.
5. Council shall
  - (a) By resolution, appoint two of its members to serve on the Emergency Management Committee;
  - (b) Council wishes to appoint the Mayor as one of the members
  - (c) Provide for the payment of expenses of the members of the Emergency Management Committee;
  - (d) By resolution; on the recommendation of the Emergency Management Committee, appoint a Director of Emergency Management and a Deputy Director of Emergency Management who shall do those things required of the Director of Emergency Management in that person's absence ;

- (e) Ensure that emergency plans and programs are prepared to address potential emergencies or disaster in the Town of Sedgewick;
  - (f) Approve the Town of Sedgewick emergency plans and programs; and
  - (g) Review the status of the Municipal Emergency Plan and related plans and programs at least once each year.
6. Council may
- (a) by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency; and
  - (b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
7. The Emergency Management Committee shall
- (a) Review the Municipal Emergency Plan and related plans and programs on a regular basis; and
  - (b) Advise Council, duly assembled on the status of the Municipal Emergency Plan and related plans and programs at least once each year.
8. The Municipal Emergency Management Agency shall be comprised of one or more of the following:
- (a) The Director of Emergency Management ;
  - (b) The Deputy Director of Emergency Management;
  - (c) Other administrative staff member(s) as may be required;
  - (d) The Police Chief or designate or the N.C.O. in charge, R.C.M Police or designate;
  - (e) The Fire Chief or designate;
  - (f) The Public Works Foreman or designate;
  - (g) The Ambulance Service manger or designate;
  - (h) The Health Unit Manager or designate;
  - (i) The School Board Chairman or designate;
  - (j) The Social Services Manager or designate;
  - (k) Representative(s) from adjacent communities which have entered into mutual aid agreements;
  - (l) Representative(s) from local business or business associations (e.g. Chamber of Commerce)
  - (m) Representative(s) from local industry or industrial associations; and
  - (n) Anybody else who might serve a useful purpose in the preparation or implementation of the Municipal Emergency Plan
9. The Director of Emergency Management shall
- (a) Prepare and coordinate the Municipal Emergency Plan and related plans and programs for the Town of Sedgewick
  - (b) Act as director or emergency operations, or ensure that someone is designated under the municipal Emergency to so act, on behalf of the Municipal Emergency Management Agency; and
  - (c) Co-ordinate all emergency services and other resources used in an emergency; or
  - (d) Ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b) and (c).
10. The power to declare or renew a state of local emergency under the Act, the powers specified in Section 12 of this Bylaw, and the requirement specified in Section 15 of this Bylaw, are hereby delegated to a committee comprised of the Mayor, and failing the availability of the Mayor, two Councilors. This committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.

11. When a state of local emergency is declared, the person(s) making the declaration shall
  - (a) Ensure that the declaration identifies the nature of the emergency and the area of the Town in which it exists;
  - (b) Cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
  - (c) Forward a copy of declaration to the Minister forthwith.
12. Subject to Section 15, when a state of local emergency is declared, the person(s) making the declaration may
  - (a) Cause the Municipal Emergency Plan or any related plans or programs to be put into operation;
  - (b) Acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
  - (c) Authorize or require any qualified person to render aid of a type he or she is qualified to provide;
  - (d) Control or prohibit travel to or from any area of the Town;
  - (e) Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the Town;
  - (f) Cause the evacuation of persons and the removal of livestock and personal property from any area of the Town that is or may be affected by a disaster and make arrangements from the adequate care and protection of those persons or livestock and of the personal property;
  - (g) Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
  - (h) Cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
  - (i) Procure or fix prices for food, clothing fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within the Town for the duration of the state of emergency;
  - (j) Authorize the conscription of persons needed to meet an emergency ; and
  - (k) Authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in Paragraph (b) through (j) in relation to any part of the municipality affected by declaration of state of local emergency.
13. When a state of local emergency is declared,
  - (a) Neither Council nor any member of council, and
  - (b) No person appointed by Council to carry out measures relating to emergencies or disasters, are liable in respect of damage caused through any action taken under this Bylaw, nor are they subject to any proceedings by prohibition, certiorari mandamus or injunction.
14. Notwithstanding Section 13,
  - (a) Council and any member of Council, and
  - (b) Any person acting under the direction or authorization of Council is liable for gross negligence in carrying out their duties under this Bylaw.
15. When, in the opinion of the person(s) declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
16. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when
  - (a) A resolution is passed under Section 15;
  - (b) A period of seven days has lapsed since it was declared, unless it is renewed by resolution

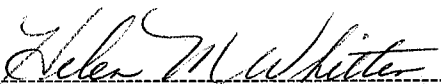
- (c) The Lieutenant governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
- (d) The Minister cancels the state of local emergency


17. When a declaration of state of local emergency has been terminated, the person(s) who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

18. This rescinds Bylaw#389/96 and supersedes any preexisting Bylaw in regards to Municipal Emergency Management.

This Bylaw shall come into force and effect on the date of its final reading.

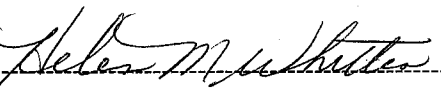
FIRST READING carried this 15<sup>th</sup> Day of September, 2011.

  
MAYOR HELEN M. WHITTEN

  
THELMA ROGERS, CAO

SECOND READING this 20 Day of October, 2011.

THIRD READING this 20 Day of October, 2011.

  
MAYOR HELEN M. WHITTEN





## **POLICY REVIEW**

### **EXECUTIVE SUMMARY**

---

At the August 9<sup>th</sup>, 2018 Committee of the Whole meeting, the Committee reviewed the Town's current policies.

### **BACKGROUND**

---

It was explained to the Committee that the Town currently has two different styles of policy, both with their own numbering system. Approximately one year ago the policy template was changed and a number of new comprehensive policies have been developed and approved.

The Committee reviewed Policies A1 through F6. It was determined that much of what is in these policies is now found either within the MGA, or is covered as part of another policy subsequently approved by Council. The Committee agreed that the policies no longer lent themselves to directing Administration clearly and there was a need to rescind these policies so as to prevent future confusion.

The Committee approved the following motion:

*Motion by Clr. Imlah to recommend that Council rescind policies A1 to F6 inclusive.*

### **BUDGET IMPLICATIONS**

---

None

### **ALTERNATIVES**

---

1. Council may approve the Committee of the Whole's recommendation and rescind policies A1 through F6.
2. Council may direct Administration in a different manner.

### **RECOMMENDATION**

---

1. That Council approve the Committee of the Whole's recommendation and rescind policies A1 through F6.

### **ATTACHMENTS**

---

1. None



# TOWN OF SEDGEWICK

## REQUEST FOR DECISION

AUGUST 23, 2018

PYLON SIGN ADVERTISING SPOT #3

## PYLON SIGN ADVERTISING SPOT #3

### EXECUTIVE SUMMARY

---

The Leaf Corporation has accepted an agreement to purchase lightbox advertising on the new pylon sign

### BACKGROUND

---

The five year agreement includes the following terms:

- The sponsor receives 2' by 8' of two-sided advertising space on the lightbox portion of the pylon sign (spot #3).
- The sponsor is responsible for the cost of producing the sign.
- In return the Town receives \$1000 per year over the next five years.

### BUDGET IMPLICATIONS

---

\$5000 over five years

### ALTERNATIVES

---

1. Council may approve entering into a five year agreement with The Leaf Corporation for lightbox advertising on the Hwy 13 pylon sign for \$5000.
2. Council may decide not to enter into the agreement

### RECOMMENDATION

---

1. That Council enter into a five year agreement with The Leaf Corporation for lightbox advertising on the Hwy 13 pylon sign for \$5000.

### ATTACHMENTS

---

1. Pylon sign advertising agreement

## LETTER OF AGREEMENT

THIS AGREEMENT MADE IN DUPLICATE THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

**BETWEEN**

**THE TOWN OF SEDGEWICK**  
(Hereinafter called the "Town")

**AND**

**THE LEAF CORPORATION**  
(Hereinafter called "The Leaf")

This letter of agreement ("LOA") sets out the terms and conditions by which The Leaf is to acquire from the Town sponsorship signage on the Highway 13 pylon sign. Specifically, this LOA sets forth certain terms and conditions that are proposed to be included in a Sponsorship Agreement between the parties with respect to the signage (the "Sponsorship Agreement".)

All references to currency in this LOA are stated in Canadian dollars.

- 1. Sponsorship** Upon the Effective Date of the Sponsorship Agreement, and for the duration of the Term, the Town will grant to The Leaf the exclusive right and license to have their Facility Mark and or the Facility Graphic Logo prominently displayed on the Town of Sedgewick Hwy 13 pylon sign with backlit signage facing both east and west in the dimensions of 8' wide by 2' high.
- 2. Term** The term (the "Term") of the Sponsorship Agreement shall be for a period of five (5) years commencing July 1, 2018 (the "Effective Date") and ending July 1<sup>st</sup>, 2023. The Leaf shall have first right of refusal to extend the agreement for a term and annual fee agreed upon by both parties.
- 3. Fees** In consideration for the rights and licenses granted to The Leaf in the Sponsorship Agreement, The Leaf shall pay to the Town the amount of \$5000 plus GST as follows:
  - \$1000 plus GST each year for 5 years due within 30 days of July 1<sup>st</sup> each year beginning July 1<sup>st</sup>, 2018.



4. **Mutual Obligations** Immediately upon signing this LOA, The Leaf and the Town shall work diligently and in good faith to settle the Sponsorship Agreement.

In addition, The Leaf and the Town shall commence work to produce a Graphic Logo (the "Facility Graphic Logo"), comprised of the Facility Mark and such other trademarks of The Leaf as the parties may reasonably agree, to be used in connection with the Sponsorship Rights granted in the Sponsorship Agreement.

The Leaf shall be responsible for all costs to produce and maintain the signage referred to in this agreement

5. **Exclusive Negotiation** Upon execution of this LOA and until the Sponsorship Agreement is signed, the Town nor its representative shall not directly or indirectly solicit, initiate or encourage submission of proposals or offers from any third party relating to the same signage.

6. **Transaction Fees and Documents** Each of the parties will bear its own expenses in connection with preparation and review of this LOA, the Sponsorship Agreement and any other documents relating to the transactions contemplated hereby.

I, \_\_\_\_\_, affirm that I possess the authority to represent The Leaf in this agreement and do thereby agree with all terms of this agreement on this \_\_\_\_ day of \_\_\_\_\_(month), 2018

**The Leaf**

**Town of Sedgewick**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## **BYLAW 544 - AMENDMENT #6 TO THE LAND USE BYLAW 461**

### **EXECUTIVE SUMMARY**

---

Bylaw 461, The Land Use Bylaw, refers to Schedule B in Section 14, however Schedule B does not exist.

### **BACKGROUND**

---

Section 14 of Bylaw 461 currently states:

#### **Section 14: Fees**

**14.1** The fees to be charged by the Town on all applications and other matters arising under this Bylaw are set forth in Schedule B. Council may at any time by resolution revise any fee shown in Schedule B or specify a fee for any other matter arising under this Bylaw.

The bylaw was passed in 2012 without Schedule B. It has not been amended since that time to include a Schedule B.

The associated fees are included in the Town's Fees and Charges Bylaw. The Land Use Bylaw should refer to this document in relation to fees.

Section 14 has been changed to read:

**14.1** The fees to be charged by the Town on all applications and other matters arising under this Bylaw are set out in the Fees and Charges Bylaw, as amended from time to time.

### **BUDGET IMPLICATIONS**

---

None

### **ALTERNATIVES**

---

1. Council may give first reading to Bylaw 544/18, Amendment #6 to the Land Use Bylaw 461.
2. Council may direct Administration in another manner.

### **RECOMMENDATION**

---

3. That Council give first reading to Bylaw 544/18, Amendment #6 to the Land Use Bylaw 461.

### **ATTACHMENTS**

---

1. Bylaw 544/18, Amendment #6 to the Land Use Bylaw\_DRAFT

---

TOWN OF SEDGEWICK  
BYLAW NO. 544/18  
AMENDMENT #6 TO THE LAND USE BYLAW

---

**A BYLAW OF THE TOWN OF SEDGEWICK IN THE PROVINCE OF ALBERTA FOR THE PURPOSE  
OF AMENDING LAND USE BYLAW 461**

**WHEREAS** it is desirable to amend the Land Use Bylaw 461, as amended;

**AND WHEREAS** Council has held a Public Hearing pursuant to Section 692 of the *Municipal Government Act*, R.S.A. 2000 c.M-26, as amended;

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

**1. Citation**

1.1. This bylaw may be cited as “Amendment #6 to the Land Use Bylaw”.

**2. Provisions**

2.1. That Land Use Bylaw 461 of the Town of Sedgewick is hereby amended as follows:

**Section 14: Fees** is hereby revised to state:

14.1 The fees to be charged by the Town on all applications and other matters arising under this Bylaw are set out in the Fees and Charges Bylaw, as amended from time to time.

**3. Severability**

3.1. 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.

**4. Enactment**

4.1. This Bylaw shall come into force and effect upon the 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.

Pursuant to the Municipal Government Act (Alberta), a **Public Hearing** was held this \_\_\_\_ day of \_\_\_\_, 20\_\_.

**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



## IRRIGATION OF HARD BALL DIAMOND

### EXECUTIVE SUMMARY

---

Administration has secured a quote for irrigating the hard ball diamond and football field.

### BACKGROUND

---

As determined at last fall's strategic planning session, Council's strategic objective #4 was to further support recreation by taking advantage of current amenities.

Recently a Parks Foreman has been hired and among his responsibilities will be to manicure the sports fields. To bring the sports fields along further than the current state, irrigation would be necessary.

Upon liaising with minor ball, their preference and suggestion for the first priority would be to irrigate the hard ball diamond. This is the largest and southernmost ball diamond.

To irrigate, a 4" water supply is recommended to be installed on the west side of the curling rink with water being brought over from the arena sprinkler room. Also a 10HP VFD pump would need to be installed. This internal work (other than the supply of the pump) is not included in the irrigation quote. Staff is currently attempting to secure a quote on this portion of the work.

The quoted cost to irrigate the hard ball diamond is \$109,000. In addition a quote was received for \$97,000 to further irrigate the football field as stage 2 of the project.

If Council chooses to irrigate the hard ball diamond, the fall would be the optimal time so that the field would be ready to play on next spring.

For possible funding sources, the Town has the following reserves available:

|                      |           |                   |   |
|----------------------|-----------|-------------------|---|
| Recreation Capital   | \$70,392  | Office Equipment  | \$51,750 <i>(there are no plans or requirements for office equipment in the short term)</i> |
| Recreation Operating | \$282,994 | General Operating | \$81,986  |

### BUDGET IMPLICATIONS

---

\$109,000+ in 2018 or a phased program

### RECOMMENDATION

---

1. That Council determine if they would like to pursue irrigating the Town's sports fields and if so determine a budget and phased plan for completion.

### ATTACHMENTS

---

1. None



## **DEVELOPMENT PERMIT 2018-09 – AG SOCIETY SHED**

### **EXECUTIVE SUMMARY**

---

A development permit application has been received from the Sedgewick Agriculture Society to build a 16'x24' shed addition to their beer gardens next to the race track.

### **BACKGROUND**

---

The build area is zoned as Parks District. Accessory buildings are identified as a permitted use and as such only require Development Officer approval rather than Municipal Planning Commission approval to issue a development permit.

The issue before us that Council must address is that the property where the beer gardens and the new shed build are located is not owned by the Ag Society, but is instead Town property.

If Council would like to allow the build, they may consider entering into a written agreement with the Ag Society outlining the future criteria applicable to this structure.

A second issue that must be considered is Section 17.2 of the Land Use Bylaw which states:

*Each application for a development permit shall be accompanied by a fee as established by Section 14 of this Bylaw.*

Council must determine whether this fee is to be applied or waived.

### **BUDGET IMPLICATIONS**

---

Possible revenue from a development permit application fee

### **ALTERNATIVES**

---

1. Council may direct Administration to enter into a long-term agreement with the Sedgewick Agricultural Society allowing for the build of a 16'x24' storage shed on town property immediately to the west of the Society's beer gardens.
2. Council may approve the build of a 16'x24' shed on town property by the Sedgewick Agricultural Society immediately to the west of the Society's beer gardens.
3. Council may decline allowing the Sedgewick Agricultural Society to develop on town property.

### **RECOMMENDATION**

---

1. That Council direct Administration to enter into a long-term agreement with the Sedgewick Agricultural Society allowing for the build of a 16'x24' storage shed on town property directly west of the Society's beer gardens.

### **ATTACHMENTS**

---

1. Application Permit 2018-09





# TOWN OF SEDGEWICK

4818-47 Street  
Sedgewick, AB  
T0B 4C0  
Phone: 780-384-3504  
Fax: 780-384-3545

## Application for Development Permit

Application # 2018-09

Date: Aug 16, 18

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 + DISTRICT AGRICULTURAL SOCIETY

Name: ANDREW HAMPSHIRE Phone: (780) 385-4501

Mailing Address: Box 8, Sedgewick, AB T0B 4C0

Civic Address of  
Property to be demolished: N/A

Legal Description: Plan \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ OR 912 1568-29MR

Registered Owner of Land:

Name: TOWN OF SEDGEWICK Phone: (780) 384-3504

Mailing Address: Box 129 Sedgewick, AB T0B 4C0

Existing Use: RECREATION Land Use District: PARKS + REC Parks District

Type of Building/Development: STORAGE SHED Contractor: Charles Gascoyne

Size: 16' x 24' Percentage of lot occupied: 1% Basement: N/A

Heating Type: N/A Roofing: TIN Exterior Finish: TIN

Setbacks: From front lot line: 60<sup>ft</sup> E From side lot line (Indicate N, S, E, W): 55<sup>ft</sup> N

From side lot line (indicate N, S, E, W): 300<sup>ft</sup> S From rear lot line: 400<sup>ft</sup> W Height: 10 ft

Start Date: ASAP Completion Date: ASAP

Estimated cost of project or contract price: \$ 12,000.00

**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 at 1-800-242-3447.

\*Site plan must be included with a development permit application.

Fees: Residential \$30.00-\$55.00

Commercial \$55.00

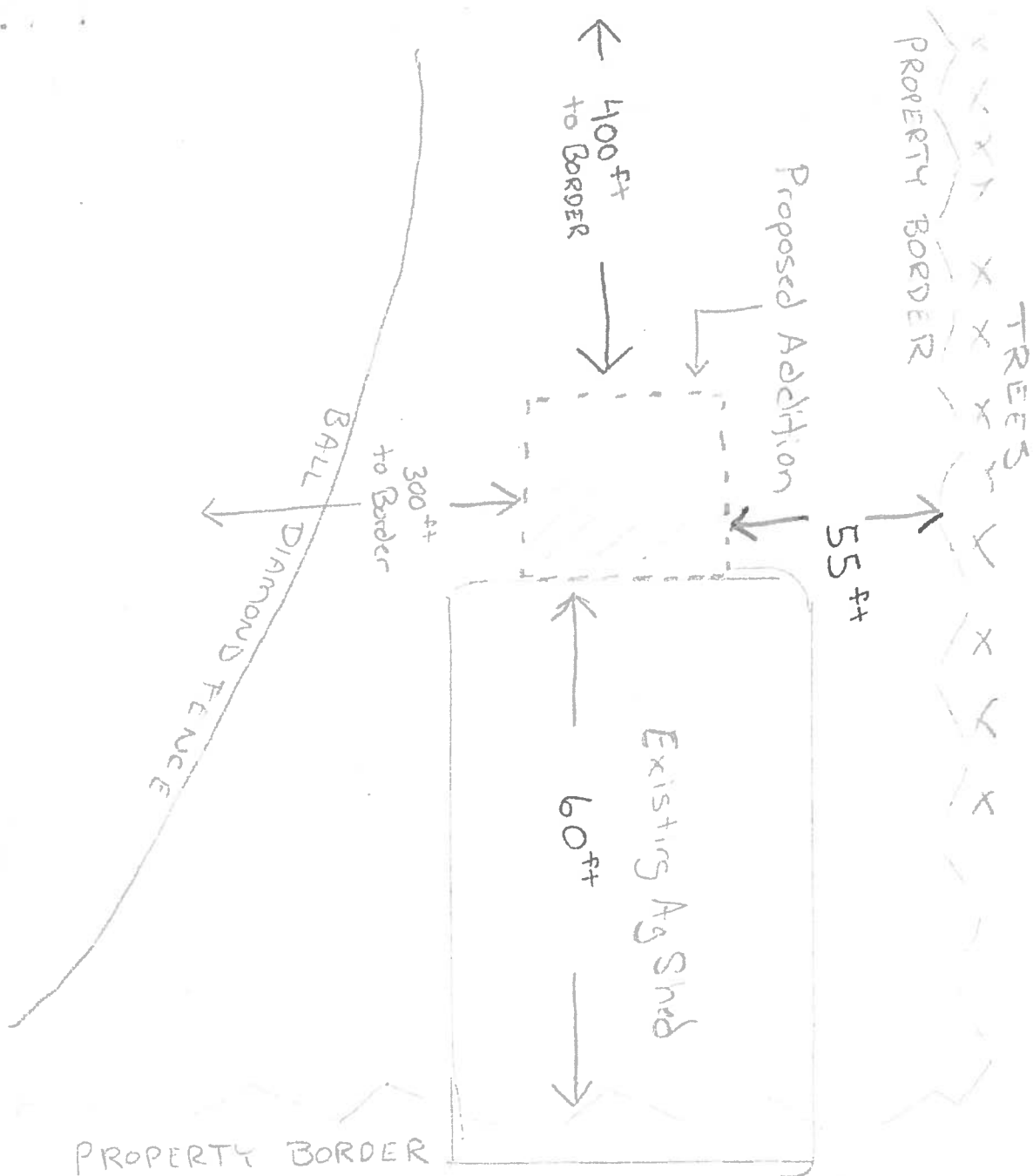
\_\_\_\_\_  
Appointed Official

  
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant



SITE PLAN





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



June 24<sup>th</sup>, 2016

Sedgewick Agricultural Society  
P.O. Box 8  
Sedgewick, AB T0B 4C0

Dear Mr. Hampshire:

RE: Annual Lease Waived

The Town of Sedgewick extends its gratitude to your society for supporting the walking trail expansion project. If the weather holds our timeline will be met for completion by July 1<sup>st</sup>, 2016.

As a result of strong community building and cooperation, Council has agreed to waive the \$500 annual lease payment made by the Ag Society to the Town effective immediately.

Thank you for your continued support. We look forward to many more successful community events at the rec and ag grounds.

Sincerely,

Amanda Davis,  
CAO

cc. G. Sparrow, C. Gagnon, Sedgewick Rec Board President

Enclos.



## **POLICY 18-09 – THE MUNICIPAL LOT LEASE POLICY**

### **EXECUTIVE SUMMARY**

---

The Town of Sedgewick received a complaint regarding the use of leased vacant Town lots. The complaint specifically referred to the number of vehicles on the lot and the fact that they were parked too close to the complainant's fence.

### **BACKGROUND**

---

A Lot Lease policy has been created to accompany the Lot Lease Agreement.

- Lots are leased on a first-come first served basis
- Term remains at 1 full year for \$600 (no option for a shorter term)
- Policy makes mention of relevant Bylaws that must be followed
- Number of vehicles is limited to 2

The Committee of the Whole approved the following motion at their August 9<sup>th</sup>, 2018 meeting:

*Motion by Clr. Imlah to recommend that Council approve the amended Lot Lease policy with the removal of point 4.3.2.*

As per the Committee's direction, point 4.3.2 has been removed.

### **BUDGET IMPLICATIONS**

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None

### **ALTERNATIVES**

---

1. Council may approve Policy 18-09, The Municipal Lot Lease Policy, as presented.
2. Council may decline approving Policy 18-09, The Municipal Lot Lease Policy.
3. Council may approve an amended version of Policy 18-09, The Municipal Lot Lease Policy.

### **RECOMMENDATION**

---

1. That Council approve Policy 18-09, The Municipal Lot Lease Policy, as presented.

### **ATTACHMENTS**

---

1. Lot Lease Policy\_DRAFT
2. Lot Lease Agreement



## **1. Policy Purpose**

The purpose of this policy is to establish guidelines for leasing property owned by the Town of Sedgewick and to provide a framework for managing leases that is fair, transparent and accountable.

## **2. Definitions**

**“Lease”** or **“Municipal Lease”** means an agreement between a landlord and a tenant for exclusive occupancy including rights for a specified period of time and for a specified consideration (rent).

**“Vehicle(s)”** means a thing for transporting people or goods, such as a car, truck, motorbike, cart, a trailer or motorhome; any type of conveyance such as all types of watercraft, recreational vehicles and includes commercially operated vehicles.

## **3. Guidelines**

**3.1.** The Town of Sedgewick will enter into agreements with the public that permit storage of vehicles or other items as approved by the Town on Town-owned vacant lots.

**3.2.** Lots will be leased on a first-come, first-served basis.

**3.3.** This policy applies to all new agreements and existing agreements upon renewal, for the occupancy of Town property.

**3.4.** This policy does not apply to encroachments on Municipal right-of-ways.

**3.5.** Leases shall be for the duration of 1 year for the amount of \$600 not including GST with an option by the Lessee to extend for a further year. Lots will not be leased for a shorter duration or for a reduced amount.

## **4. Responsibilities of the Lessee**

**4.1.** Prospective tenants will be required to complete an application form that may identify in detail, all materials, pollutants, including but not limited to, chemicals and related items that may be used and/or stored on the leased property.

**4.2.** Tenants must comply with Unsightly Premises Bylaw 465, as amended from time to time, with regards to yard and vehicle(s) maintenance, in particular.

**4.3.** Tenants must comply with Land Use Bylaw 461, Section 49: Parking Requirements, as may be amended from time to time; and comply with the following limitations of use of the property:

**4.3.1.** No more than 2 vehicles may be stored on a vacant residential lot.

**4.4.** The Lessee must provide the Town with a copy of their liability insurance policy with the Town added as an additionally named insured.

**5. Responsibilities of the Lessor**

**5.1.** The Chief Administrative Officer shall approve and sign all leases.

**5.2.** The Chief Administrative Officer shall review the Municipal Lease Policy from time to time and make recommendations to Council.

**6. Revision/Review History**

TOWN OF SEDGEWICK

---

DATE

---

MAYOR

---

DATE

---

CHIEF ADMINISTRATIVE OFFICER



Lease: Lot \_\_, Block \_\_, Plan \_\_\_\_\_

1

Lessee: \_\_\_\_\_

( \_\_\_\_\_ 1, 201\_\_ – \_\_\_\_\_ 31, 201\_\_ )

### **Municipal Lease Agreement**

In this agreement:

a) "the Land" means all that piece of land in the Province of Alberta which includes:

Lot \_\_, Block \_\_, Plan \_\_\_\_\_.

b) "the Lessee" means \_\_\_\_\_

c) "the Lessor" means the Town of Sedgewick

Subject to the conditions and covenants as stipulated herein, the Lessor, being the registered owner of the Land, subject however, to such reservations, exceptions, encumbrances, liens and interests as are presently noted on or registered on the title(s) to the Land,

**DOES HEREBY LEASE** to the Lessee the Land held by the Lessor as follows:

For the term of One (1) year, commencing from the \_\_ day of \_\_\_\_\_, 201\_\_ to the \_\_ day of \_\_\_\_\_, 201\_\_ at an annual rental rate of **six hundred dollars (\$600.00)**, exclusive of the Goods and Services Tax, due the \_\_ day of \_\_\_\_\_ annually.

### **COVENANTS BY THE LESSEE:**

1. The Lessee covenants and agrees with the Lessor to pay rent to the Town of Sedgewick in the amount stipulated above, without any deduction whatsoever.
2. The Lessee will pay all utility charges and other expenses now or hereafter payable in respect of any activity carried on by the Lessee in connection with the Land, during the term of this lease.
3. The Lessee will maintain and keep in repair all structures including fences for use by the Lessee which may be hereafter on the Land.
4. The Lessee will not, without prior written consent of the Lessor:
  - a) Transfer, assign or sublet the Land or any part thereof or otherwise by any act or deed procure the Land or any part thereof to be transferred or sublet, or assign their interest in this lease without the prior written consent of the Lessor;
  - b) Change the natural course of any waterways on the Land;
  - c) Alter, destroy or remove any buildings or other structures and equipment situated on the Land;
  - d) Terminate the use of the Lands pursuant to Land Use Bylaw #461; or
  - e) Make improvements to the Land (other than what is consider normal repair and maintenance), or sell, remove dispose of or encumber any improvements, and for the purposes of the lease, improvements include, but are not restricted to water development, erosion control, fencing and building construction, clearing.



Lease: Lot\_\_\_\_, Block \_\_\_\_ , Plan \_\_\_\_\_

2

Lessee: \_\_\_\_\_

( \_\_\_\_\_ 1, 201\_\_ – \_\_\_\_\_ 31, 201\_\_ )

### **Municipal Lease Agreement**

5. The Lessee will not, at any time during the term, use, exercise of, carry on, or permit or suffer to be used, exercised or carried on, in or upon the Land, or any part thereof any noxious, noisome or offensive act, trade, business, occupation or calling; and no act, matter or thing shall at any time during the term be done in or upon the Land or any part thereof, which shall or may be or grow to the annoyance, nuisance, damage or any disturbance of the occupiers or owners of adjoining land or properties.
6. The Lessee will not do or suffer to be done on the Land any act or thing which shall or may increase the risk of fire to any buildings or other improvements on the Land or adjacent to the Land.
7.
  - a.) If the Lessee fulfills the terms and conditions of this lease they shall and may peaceably possess and enjoy the Land for the term without any interruption or disturbance for the lessor or any representative of the Lessor.
  - b.) The Lessor or his representative has the right at all reasonable times to attend and inspect the Land.
8. The Lessee will:
  - a) carry liability insurance and agrees upon the request of the Lessor to provide the Lessor with a copy of the said insurance policy.
  - b) undertake weed control and general land maintenance as required by good husbandry practices.
9. The Lessee does hereby indemnify and save harmless the Lessor, it's employees and agents from and against any and all claims, demands, damages, losses, costs and charges howsoever occasion to or suffered by or imposed upon the Lessor in respect of any manner or thing in consequence of or in connection with or arising out of the Lessee occupancy or use of the Land or any operation connected herewith or any business connected thereon, including injury or the death of any person and damage to or destruction of property.
10. The Lessee will promptly pay all expenses and costs relating to its use of the Lands and save the Lessor harmless in respect thereof.

### **OPTION TO RENEW**

11. So long as the covenants in the lease have been performed by the Lessee, the Lessor grants the Lessee, any time prior to \_\_\_\_\_, 201\_\_ the right to renew this lease on the same terms and conditions except rent which shall be negotiated. In the event the parties cannot agree to rent payment, the parties agree to determine the same pursuant to the Arbitrations Act. R.S.A.

### **OPTION TO CANCEL AGREEMENT**

12. The Lessor may cancel this agreement for any reason by providing thirty (30) days' written notice.



Lease: Lot\_\_\_\_, Block \_\_\_\_ , Plan \_\_\_\_\_

3

Lessee: \_\_\_\_\_

( \_\_\_\_\_ 1, 201\_\_ – \_\_\_\_\_ 31, 201\_\_ )

### **Municipal Lease Agreement**

13. The Lessor will promptly refund to the Lessee, that portion of the lease payment pro-rated over the term of the agreement for the portion of the term for which the Lessee will not enjoy use of said property.

### **MUTUAL CONVENANTS**

14. The Lessor shall not be liable to the Lessee for any damage to the property whatsoever at any time in or upon the Land, nor shall it be liable to make any repairs of any nature to any personal property or other improvements upon the Land or for injury or death to any person on the Land.
15. Upon termination of the lease, or renewal thereof, the Lessee shall have the right to remove the personal property from the said Land, providing the Lessee pays all moving costs and leaves the premises in the same condition as a normal and prudent owner. In the event the Lessee does not remove the said personal property within thirty (30) days from the termination of the lease, the Lessor shall have the same property removed at the expense of the Lessee.

AND the Lessee does hereby accept this lease of the Land, to be held by us, as Lessee and subject to the conditions, restrictions and covenants above set forth.

Dated this \_\_ day of \_\_\_\_\_ 201\_\_.

Signed by:

**The Town of Sedgewick (Lessor)**

**The Lessee**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Emergency Services Committee

Date : Wednesday, July 18, 2018

Location : Sterling Room, County Office

## Minutes

### ATTENDANCE

|                  |   |                                 |
|------------------|---|---------------------------------|
| Debra Smith      | Chairperson                             | Village of Loughheed            |
| Doug Irving      | Mayor                                   | Town of Hardisty                |
| Leslie Ganshirt  | Mayor                                   | Village of Alliance             |
| Ed Kusalik       | Mayor                                   | Town of Daysland                |
| Tyson Armitage   | Fire Chief                              | Town of Sedgewick               |
| Jay Stuckey      | Fire Chief                              | Village of Alliance             |
| Brandon Martz    | Deputy Mayor                            | Village of Heisler              |
| Bob Coutts       | Deputy Mayor                            | Village of Forestburg           |
| Brenda Grove     | Deputy Mayor                            | Town of Killam                  |
| Grant Imlah      | Deputy Mayor                            | Town of Sedgewick               |
| Don Kroetch      | Reeve                                   | Flagstaff County                |
| Erik Skoberg     | Councillor                              | Flagstaff County                |
| Jolene Sinclair  | CAO                                     | Village of Alliance             |
| Karen O'Connor   | CAO                                     | Village of Loughheed            |
| Sandy Otto       | CAO                                     | Town of Hardisty                |
| Amanda Howell    | CAO                                     | Village of Heisler              |
| Kim Borgel       | CAO                                     | Town of Killam                  |
| Jim Fedyk        | CAO                                     | Town of Sedgewick               |
| Shelly Armstrong | CAO                                     | Flagstaff County                |
| Kevan Jess       | Fire Commissioner                       | Office of the Fire Commissioner |
| Kim Cannady      | Regional Emergency Services Coordinator | Flagstaff County                |
| Kelly Loder      | Recording Secretary                     | Flagstaff County                |

### CALL TO ORDER

Chair Smith called the meeting to order at 7:00 p.m.

### AGENDA

#### Resolution

The proposed agenda was accepted on motion of Clr. Imlah.

**Carried**

### MINUTES

#### Resolution

Clr. Coutts moved to approve the minutes for the Emergency Services Committee of (2018/05/22) as presented.

**Carried**

**Infrastructure  
Assessments**

**Resolution**

Clr. Coutts moved to approve the remaining infrastructure assessments from Galahad, Strome, Hardisty, Alliance, and Loughheed, and moved to have all assessments combined into one document.

**Carried**

**Proposal  
Selection**

K. Borgel distributed an evaluation of the proposal for Transitional Solutions Inc. and spoke to the committee regarding the proposal selection. The selection committee recommended Transitional Solutions Inc. for the development of the Flagstaff Regional Fire Services project.

**Resolution**

Clr. Imlah moved to award the contract to Transitional Solutions Incorporated in the amount of \$44,659 for a regional approach to fire and emergency services delivery as recommended from the selection committee, and to appoint Kim Borgel as the point of contact for the project.

**Carried**

**Extension of the  
Fire Services and  
the Regional Fire  
Chief Services  
agreements**

**Resolution**

Clr. Skoberg moved to recommend to councils to extend the current Fire Services Agreements and Regional Fire Chief Services agreements until December 31, 2019.

**Carried**

**Office of the Fire  
Commissioner**

Kevan Jess from the Office of the Fire Commissioner (OFC) provided an update regarding OH&S regulations and how they impact volunteer fire departments.

- The OFC has met with OH&S and a number of Fire Chiefs, and initial indications are that each fire hall will not require their own Joint Work Site Health and Safety Committees (JWSHSC). It is likely that fire departments within an individual municipality will need to have a representative on the municipality's JWSHSC. For a regional fire service with multiple stations, the regional fire service will likely require a JWSHSC with a rep from each station. The OFC is currently working on developing a draft approval for OH&S's Directors' consideration with larger city fire departments. Once this is completed they hope to use this approval to develop a template for other fire service models including composite, regional, and/or volunteer fire departments.
- Employment Standards is still determining how some of its recent amendments to the Employment Standards Code will be applicable to part-time, paid on call, and/or volunteer fire services. The Alberta Fire Chiefs Association has passed a resolution to submit proposed wording on the definition of a volunteer and how they should be exempt from minimum wage and minimum hours of work requirements.

**Resolution**

Clr. Skoberg moved to add the Office of the Fire Commissioner as a stakeholder for interviews with Transitional Solutions Inc. going forward with the Flagstaff Regional Fire Services project.

**Carried**

**NEXT MEETING  
DATE**

The next meeting will be held at the call of the Chairperson at the County Office.

**ADJOURNMENT**

**Resolution**

Clr. Grove moved to adjourn the meeting at 7:29 p.m.

**Carried**

.....  
Chairman

.....  
Recording Secretary



# TOWN OF SEDGEWICK

## DEPARTMENTAL REPORT

MEETING DATE: AUGUST 23\2018

DEPARTMENT: PUBLIC WORKS

### SUMMARY

The PW Foreman is off for knee surgery. Brent Polege has been named acting Foreman while he is away.

Wells and hydrants have kept us busy in the past month.  
Roads repairs will be a priority in the coming month.

### ACCOMPLISHMENTS

- this year's valve exercising program has been completed
- twelve hydrants have been replaced.
- one hydrant which was leaking underground has been repaired
- Well 6 pump and motor have been replaced after they seized up
- The ice decking has been custom cut for our arena
- Storm sewer inlets on Mackenzie drive have had trees removed, lowering water level by six inches
- Sidewalk and catch basins have been replaced on Mackenzie drive
- generator pad has been poured at the Water Treatment Plant
- road grader back in service after repairs at RTS. (Valve cover gasket and heater valve)
- backfilling done for sidewalk repairs and generator trenching

The seasonal public works employee is off with an injury that was not work related. The doctor has predicted between 10-14 days. The summer student has transitioned to be under the Parks Foreman for the remainder of the summer.

### PRESENT AND FUTURE ACTIVITIES

- in the next few weeks I plan on doing several minor road repairs
- the generator install project requires a fair bit of assistance.
- I will be repairing our street sweeper as the bottom door has come off its track

APPENDIX:

NONE

PREPARED BY:

BRENT POLEGE, ACTING FOREMAN



# TOWN OF SEDGEWICK

## CAO REPORT TO COUNCIL

MEETING DATE: AUGUST 23, 2018

### SUMMARY

Subdivision is progressing with bi-weekly construction meetings regularly occurring on site.  
WTP genset project is nearing completion  
WTP HVAC design is completed

### MEETINGS

- Had a teleconference on July 27 with Associated Engineering and Vector Electrical to get the WTP genset job back on track
- Hosted AUMA president Barry Morishita on July 31<sup>st</sup> with Council
- Committee of the Whole meeting on August 9<sup>th</sup>

### ACCOMPLISHMENTS

- Contracted a new janitor to clean the Town office on a weekly basis.
- Brett Kissel Concert has been announced. Tickets went on sale on August 21<sup>st</sup>.
- WTP genset project is progressing with the concrete being poured
- The main street renderings have been placed in the front at Town Office with a suggestion box and sticky notes. We are directing residents by website to attend and make comment. Upon confirmation, we will advertise the open house in September.
- Placed an order for 16" legs for 2 riser panels (12 legs) for \$150.
- Received a Caterer's Extension license for the rec centre for the Gathering of the Clans festival.
- Completed design for the HVAC upgrade at the WTP
- The assessment complaint deadline passed and we received no complaints
- We have received a number of form templates from our Safety consultant and we are beginning to put the program into motion and educate employees on expectations

### PRESENT AND FUTURE

- We will begin to get into budgeting for 2019 and beyond shortly. We are transisitioning to supplying a 3 year operational budget and 5 year capital budget as per the new MGA requirements.
- Work on Spruce Drive to commence after Labour Day Weekend. We will be paying businesses a visit on August 24<sup>th</sup> to discuss an access plan during construction.
- AUMA convention is September 25<sup>th</sup> to 28<sup>th</sup>
- Next CAO meeting is August 27<sup>th</sup>
- The Village of Heisler has hired Heidi Rohe as their Interim Chief Administrative Officer

APPENDIX:

NONE

PREPARED BY:

JIM FEDYK, CAO



# TOWN OF SEDGEWICK

## DEPARTMENTAL REPORT

MEETING DATE: AUGUST 23<sup>RD</sup>, 2018

DEPARTMENT: PARKS & FACILITIES

### SUMMARY

I am still trying to learn the Town systems. I have been trained to take water plant checks by the Public Works Department and with the Public Works Foreman away due to surgery I will gradually take more responsibility with on-call duties.

### ACCOMPLISHMENTS

- Assisted in setting up stage for Trooper concert and load in/out
- Cut the ice decking to fit our arena
- Touched up worn away paint on Rec Centre
- Cleaned up Cemetery
- Started Water Plant Checks solo
- Attended to a citizen complaint regarding cenotaph. Cenotaph was weeded and is on the Town's regular maintenance schedule
- Met with the president of the Recreation Board in regards to winter rink duties
- Met with the president of minor ball in regards to ball diamond maintenance
- Assisted Sedgewick Lake Park with testing their pool water
- Have received 2 sets of 16" legs from Staging Canadell for drum risers

### PRESENT AND FUTURE ACTIVITIES

- Ice will be installed in the arena in late September
- Keeping grass cut at Football Field in preparation for season
- Researching quotes for irrigating the hard ball diamond at the rec grounds
- Working on storage solutions for the concert supplies (ice decking, glass carts, stage carts, vinyl floor carts)
- Researching a spray boom that would improve ice-making capabilities at the arena
- Have begun using the new safety forms supplied by the consultant. Currently getting used to the Field Level Risk Assessment and Incident Forms, and now also the Vehicle Inspection and Worksite inspection forms
- Spraying school grounds with mosquito spray for the Movie in the Park event

APPENDIX:

NONE

PREPARED BY:

KOREY PINKERTON, PARKS FOREMAN

**SEDGEWICK KILLAM NATURAL GAS SYSTEM**

**Financial Statements**

**Year Ended December 31, 2017**

*(Unaudited - See Notice To Reader)*

# ZETTEL & COMPANY\*

CHARTERED PROFESSIONAL ACCOUNTANTS

BLAIR ZETTEL, CPA, CGA

P.O. BOX 55  
KILLAM, ALBERTA

T0B 2L0

TELEPHONE: (780) 385-3949

FAX: (780) 385-2129

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## NOTICE TO READER

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On the basis of information provided by management, we have compiled the statement of financial position of Sedgewick Killam Natural Gas System as at December 31, 2017 and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Killam, Alberta  
June 13, 2018

  
**Zettel & Company Professional Corporation**  
*Chartered Professional Accountants*



**SEDGEWICK KILLAM NATURAL GAS SYSTEM****Statement of Financial Position****December 31, 2017***(Unaudited - See Notice To Reader)*

|                                       | 2017              | 2016              |
|---------------------------------------|-------------------|-------------------|
| <b>ASSETS</b>                         |                   |                   |
| <b>CURRENT</b>                        |                   |                   |
| Cash                                  | \$ 212,146        | \$ 103,454        |
| Term deposits                         | -                 | 215,712           |
| Accounts receivable                   | 128,457           | 169,584           |
| Inventory                             | 24,274            | 24,127            |
| Interest receivable                   | 3,701             | 4,349             |
| Goods and services tax recoverable    | -                 | 2,542             |
| Prepaid expenses                      | 17,026            | 16,793            |
|                                       | <b>385,604</b>    | <b>536,561</b>    |
| <b>PROPERTY, PLANT AND EQUIPMENT</b>  | <b>164,943</b>    | <b>164,943</b>    |
| <b>LOANS AND NOTES RECEIVABLE</b>     | <b>22,500</b>     | <b>22,500</b>     |
| <b>LONG TERM INVESTMENTS</b>          | <b>225,333</b>    | <b>5,070</b>      |
|                                       | <b>\$ 798,380</b> | <b>\$ 729,074</b> |
| <b>LIABILITIES AND NET ASSETS</b>     |                   |                   |
| <b>CURRENT</b>                        |                   |                   |
| Accounts payable                      | \$ 107,305        | \$ 116,611        |
| Goods and services tax payable        | 561               | -                 |
|                                       | <b>107,866</b>    | <b>116,611</b>    |
| <b>NET ASSETS</b>                     |                   |                   |
| Net assets invested in capital assets | <b>164,943</b>    | <b>164,943</b>    |
| Net assets internally restricted      | <b>247,701</b>    | <b>171,478</b>    |
| Unrestricted net assets               | <b>277,870</b>    | <b>276,042</b>    |
|                                       | <b>690,514</b>    | <b>612,463</b>    |
|                                       | <b>\$ 798,380</b> | <b>\$ 729,074</b> |

**SEDGEWICK KILLAM NATURAL GAS SYSTEM****Statement of Revenues and Expenditures****Year Ended December 31, 2017***(Unaudited - See Notice To Reader)*

|   | 2017             | 2016             |
|---|------------------|------------------|
| <b>REVENUES</b>   |                  |                  |
| Sale of gas   | \$ 582,022       | \$ 499,593       |
| Administration fees                                     | 181,882          | 171,378          |
| Sale of materials                                       | 11,448           | 11,166           |
| Transport charges                                       | 8,225            | 7,612            |
|   | <u>783,577</u>   | <u>689,749</u>   |
| <b>COST OF GOODS SOLD</b>                               | <u>601,913</u>   | <u>513,390</u>   |
| <b>GROSS PROFIT (23%; 2016 - 26%)</b>                   | <u>181,664</u>   | <u>176,359</u>   |
| <b>EXPENSES</b>   |                  |                  |
| Administration and telephone                            | 14,226           | 13,770           |
| Insurance   | 6,459            | 6,293            |
| Interest and bank charges                               | -                | 11               |
| Memberships   | 12,605           | 12,409           |
| Cathodic protection                                     | 302              | 5,373            |
| Professional fees                                       | 2,640            | 3,585            |
| Repairs and maintenance                                 | 5,317            | 9,216            |
| Sub-contracts   | 120,000          | 109,200          |
| Supplies  | 28               | -                |
| Utilities   | 6,205            | 5,032            |
|   | <u>167,782</u>   | <u>164,889</u>   |
| <b>EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS</b> | <u>13,882</u>    | <u>11,470</u>    |
| <b>OTHER INCOME</b>                                     |                  |                  |
| Interest income   | <u>4,484</u>     | <u>5,068</u>     |
| <b>EXCESS OF REVENUES OVER EXPENSES</b>                 | <u>\$ 18,366</u> | <u>\$ 16,538</u> |

# SEdgeWICK KILLAM NATURAL GAS SYSTEM

## Statement of Changes in Net Assets

Year Ended December 31, 2017

(Unaudited - See Notice To Reader)

|   | Net assets<br>invested in<br>capital assets | Net assets<br>internally<br>restricted | Unrestricted net<br>assets | 2017              | 2016       |
|---|---|--|----------------------------|-------------------|------------|
| <b>Net assets - beginning<br/>of year</b> | \$ 164,943                                  | \$ 171,478                             | \$ 276,042                 | \$ <b>612,463</b> | \$ 572,309 |
| Excess of revenues over<br>expenses       | -   | -                                      | 18,366                     | <b>18,366</b>     | 16,538     |
| Town contributions                        | -   | 58,835                                 | -                          | <b>58,835</b>     | 23,616     |
| Gas Alberta rebate                        | -   | 850                                    | -                          | <b>850</b>        | -          |
| 2016 surplus transfer                     | -   | 16,538                                 | (16,538)                   | -                 | -          |
| <b>Net assets - end of year</b>           | \$ 164,943                                  | \$ 247,701                             | \$ 277,870                 | \$ <b>690,514</b> | \$ 612,463 |

# SEDGEWICK KILLAM NATURAL GAS SYSTEM

## Statement of Cash Flow

Year Ended December 31, 2017

(Unaudited - See Notice To Reader)

|   | 2017              | 2016              |
|---|-------------------|-------------------|
| <b>OPERATING ACTIVITIES</b>                   |                   |                   |
| Excess of revenues over expenses              | \$ 18,366         | \$ 16,538         |
| Changes in non-cash working capital:          |                   |                   |
| Accounts receivable                           | 41,127            | (49,874)          |
| Interest receivable                           | 648               | (12)              |
| Inventory                                     | (147)             | (4,904)           |
| Accounts payable                              | (9,306)           | 24,520            |
| Prepaid expenses                              | (233)             | (336)             |
| Goods and services tax payable                | 3,103             | (9,264)           |
|   | <u>35,192</u>     | <u>(39,870)</u>   |
| Cash flow from (used by) operating activities | <u>53,558</u>     | <u>(23,332)</u>   |
| <b>INVESTING ACTIVITY</b>                     |                   |                   |
| Long term Investments                         | <u>(220,263)</u>  | 216,252           |
| <b>FINANCING ACTIVITY</b>                     |                   |                   |
| Members' contributions                        | <u>59,685</u>     | 23,616            |
| <b>INCREASE (DECREASE) IN CASH FLOW</b>       | <u>(107,020)</u>  | 216,536           |
| Cash - beginning of year                      | <u>319,166</u>    | 102,630           |
| <b>CASH - END OF YEAR</b>                     | <u>\$ 212,146</u> | <u>\$ 319,166</u> |
| <b>CASH FLOW SUPPLEMENTARY INFORMATION</b>    |                   |                   |
| Interest received                             | <u>\$ (5,131)</u> | <u>\$ (5,056)</u> |
| Interest paid                                 | <u>\$ -</u>       | <u>\$ 11</u>      |

**From:** [Trent CLEVELAND](#)

**To:**



**Subject:** First Quarter Updates

**Date:** August-01-18 9:39:49 AM

**Attachments:** [Untitled attachment 38412.bmp](#)

[Killam Provincial Detachment - CompStat Report - January - June 2018.pdf](#)

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#### Crime Prevention Strategies:

##### Prolific Offender Identification and Management:

Habitual Offender Management Program is one or two offenders chosen in our jurisdiction to assist them in changing their lifestyle and current career path. During this quarter the Killam RCMP was able to pick up the offender chosen to be on the HOM program. The offender was given his official notice and given the package of resources in the surrounding area. The offender chose not to sign the medical release form and chose not to participate in the lifestyle interview. The offender had the first bail package done with the comprehensive bail package resulted in a \$2500 no cash recognizance. The offender was then caught on surveillance less than 24 hrs after release with stolen property. The offender was picked up again, the second bail hearing done with the comprehensive bail package resulted in being remanded. The Crown then made a successful application to revoke the offenders previous bail. The offender is being held in remand till August 7 for a pre-sentence order to be completed. The offender also has multiple matters to be dealt with in court.

During this quarter we identified 11 prolific offenders and arrested 9 out of the 11 offenders for criminal code offences.

Crime Hot Spots - Members were able to identify a large majority of the hot spots within the jurisdiction. A number of oil field lease sites, cell tower sites and battery sites were being hit by property crime. Rural Crime Reduction Unit assisted the detachment and Sgt. VIERS was tasked with organizing and identifying hot spots using PROS. Sgt. VIERS input and corrected all legal land locations on PROS. This created the use of the crime mapping. A large majority of the hot spots were located around Alliance (south jurisdiction) and into Coronation's jurisdiction. Other hot spot locations were Hardisty area and Strome area. Members have made additional patrols in the hot spots. Members adjusted day shifts and evening shifts for additional patrols. OT was authorized to patrol the Alliance area in early May due to the high number of copper wire thefts in the area. Suspects have been identified. And with two suspects remanded and another awaiting sentencing, our call volume dropped significantly over the next month and a half. PSE - Debra ALBERS updates Killam's Crime Mapping Daily.

Assisting Services - Killam RCMP have used the following partner's with regards to Crime Prevention. Sgt. MORTON with the Rural Crime Reduction Unit (RCRU) attended Killam area to assist with the Copper Wire theft that was occurring several times a week. Cst. MACDONALD from RCRU also attended Killam RCMP to assist with investigating a file involving Robbery and vehicle thefts throughout multiple jurisdictions. Flagstaff Family and Child Services and F.I.R.S.T. have assisted by providing grants for the LEADS program which builds a positive relationship between youth and RCMP. The ICE unit has assisted Killam RCMP by arresting and completing a search warrant at a local sexual offenders residence. Police Dog Service has been called out for three occurrences this quarter to assist Killam members in locating suspects. FIS has assisted Killam RCMP on numerous occasions with identifying fingerprints in stolen vehicles.

##### Enhancing Road Safety:

Month of April - 47 Provincial Violations were issued by members

Month of May - 28 Provincial Violations were issued by members (We had an increase in property crime and focussed our resources onto the property crime, copper wires.) Violations picked up the following month.

Month of June - 66 Provincial Violations were issued by members

The detachment operated without a Sergeant and recently the senior constable resigned and signed on with Ontario Provincial Police (OPP). The detachment is down one constable with a new member to arrive in September 2018. The detachment is very junior with the most senior at 2 yrs and the most junior at 5 months. Members are active in reducing rural property crime. Members have consistently been conducting curfew and

conditions checks on known SOC's in our jurisdiction. Members are pro-active in patrolling and checking on our hot spots which are around Alliance, Strome, Hardisty and occasionally Forestburg. Members have utilized a number of wrap around services from RCRU, FIS, VSU, FCSS/FIRST, PDS, Probation and etc. Provincial violations are on track, members need to be more active in impaired operations. Detachment morale is high.

If you have any questions let me know.

We will arrange the next CAC meeting with the new sergeant, Sgt. Colin MOLINSKI in September.

Regards,

Trent C.



Cpl. T.A. CLEVELAND, Reg # 56442  
(Acting Detachment Commander)  
RCMP Killam/Forestburg Detachment  
Tel: 780-385-3509  
Fax: (780)385-2442  
Email [trent.cleveland@rcmp-grc.gc.ca](mailto:trent.cleveland@rcmp-grc.gc.ca)



Virus-free. [www.avg.com](http://www.avg.com)



## Killam Provincial Detachment - 2017 Crime Severity Index

2018/08/09

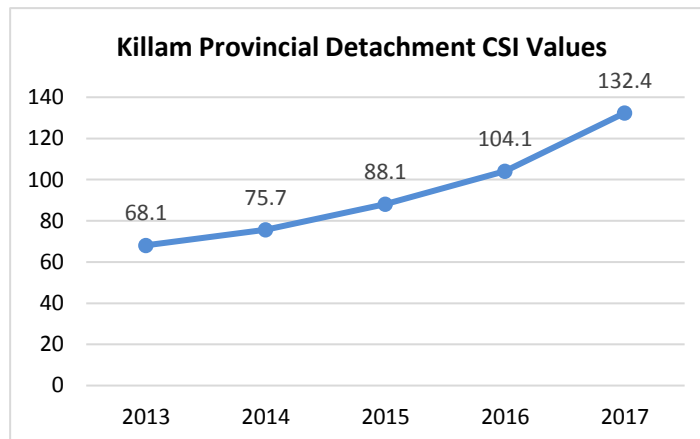
On July 23, 2018 Statistics Canada released their annual report *Police-reported crime statistics in Canada, 2017*. One portion of this report contained the calculated CSI values for 2017, as well as revised values for 2016.

### CSI Values

The Killam Provincial Detachment's 2017 CSI value is 132.4. This is an increase of 27.2% when compared to the newly revised 2016 CSI value of 104.1.

The overall CSI in Alberta for 2017 was 110.1, which is a 5% increase when compared to 2016.

The chart to the right shows the CSI values for the Killam Provincial Detachment from 2013 to 2017.



### Main Contributors and Drivers to CSI

The table below contains the top 10 contributors to the Killam Provincial Detachment's CSI in 2017.

| Top 10 Contributors to CSI - 2017 |              |               |
|-----------------------------------|--------------|---------------|
| Crime Category                    | % of CSI     | # of Offences |
| Break & Enter                     | 40.9%        | 131           |
| Possession of Stolen Goods        | 12.6%        | 71            |
| Theft of Motor Vehicle            | 8.1%         | 77            |
| Theft Under \$5,000               | 6.8%         | 124           |
| Fraud                             | 6.8%         | 38            |
| Assault                           | 4.7%         | 53            |
| Mischief To Property              | 4.1%         | 94            |
| Theft Over \$5,000                | 3.6%         | 17            |
| Sexual Assaults                   | 2.3%         | 6             |
| Offensive Weapons                 | 2.1%         | 11            |
| <b>Total for Top Ten</b>          | <b>92.1%</b> | <b>622</b>    |

In 2017 Break & Enter Offences accounted for 40.9% of the Killam Provincial Detachment's CSI.

The top ten CSI contributors, listed in the table to the left accounted for a combined total of 92.1% of the Killam Provincial Detachment's CSI.

The largest driver to the increase in CSI from 2016 to 2017 was an increase in Possession of Stolen Goods offences. There were 55 more in 2017 than in 2016. This caused a CSI increase of 13 points.

The top 3 drivers to the increase in CSI, as well as the top 2 decreases can be found in the tables below.

| Top 3 Drivers to CSI Increase from 2016 to 2017 |            |              |
|---|------------|--------------|
| Crime Category                                  | CSI Change | Offence Diff |
| Possession of Stolen Goods                      | 13.0       | 55           |
| Break & Enter                                   | 12.8       | 31           |
| Theft of Motor Vehicle                          | 5.1        | 37           |

| Top 2 CSI Decreases from 2016 to 2017 |            |              |
|---------------------------------------|------------|--------------|
| Crime Category                        | CSI Change | Offence Diff |
| Theft Over \$5,000                    | -2.5       | -9           |
| Other Criminal Code Offences          | -2.0       | -14          |



## What is the Crime Severity Index (CSI)?

The CSI tracks changes in the severity of police-reported crime by accounting for both the amount of crime reported by police in a given jurisdiction, as well as the relative seriousness of these crimes. It tells not only how much crime is coming to the attention of police, but also how serious that crime is.

By design, the specific CSI value in a given jurisdiction depends on its mix of crimes and their relative seriousness. If a jurisdiction has a high proportion of less serious (and therefore lower weighted) offences, it will have a lower CSI value. Conversely, a jurisdiction with a high proportion of more serious crimes will have a higher CSI value. The base line for measurement of the CSI is 100.

Detachments with a population close to or less than 5,000 should compare CSI rates with caution (both previous year's rates for their own jurisdiction and with other detachments). The lower the population in a jurisdiction, the more easily a CSI value can be influenced by offences that are more serious in nature. Because of this, CSI values are not calculated by Statistics Canada for jurisdictions with populations of 1,000 or less.

## What is used to Calculate the CSI?

Only Criminal Code occurrences that are submitted to the Canadian Centre for Justice Statistics (CCJS) are used in the calculation of CSI values. Of those occurrences, only the most serious offence (Line 1 of the UCR scoring) is taken into account. For example, if there is an occurrence that involved a Break & Enter, an Assault, and a Theft of Motor Vehicle, only the Assault would be counted towards the CSI calculation.

Each type of offence is assigned a "weight" to reflect its general severity. The total of all of the weights for a given jurisdiction are then calculated against the population for that area in order to come up with the CSI. The lower the population, the more influence the weights have on the final value.

## Notes

Since the CSI is calculated using only Line 1 of UCR scoring of occurrences that are submitted to CCJS, any offence counts that are presented in this report will differ from other crime statistics reports by Operations Strategy Branch.

The Crime Categories presented in this report contain numerous individual offences, each of which can have different weightings. Due to this, there can actually be a decrease in the total number of offences in a category but still an increase in that category's CSI contribution (or vice versa).

Statistics Canada uses population estimates to calculate CSI values. These estimates are updated every year. This is why there is a revised 2016 CSI value. When the 2018 CSI values are released in July 2019 there will also be revised 2017 values released.

Should there be any further questions regarding CSI values or trends, please contact RCMP "K" Division Operations Strategy Branch.





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# Operations Strategy Branch

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*"K" Division*

## C o m p S t a t

Strategic and Performance Planning

Killam Provincial Detachment

January - June, 2018

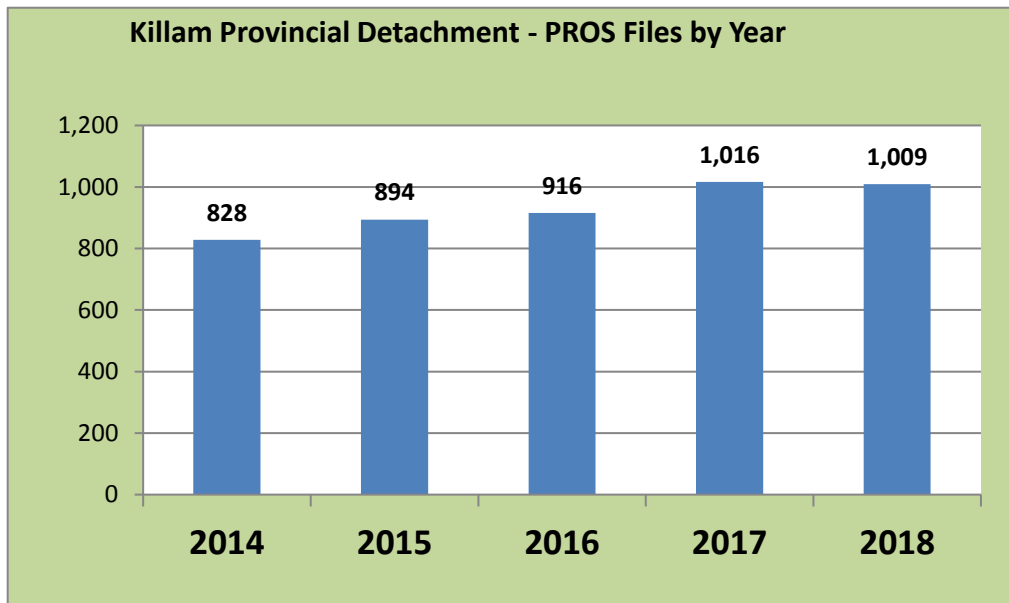
Date: July 19, 2018



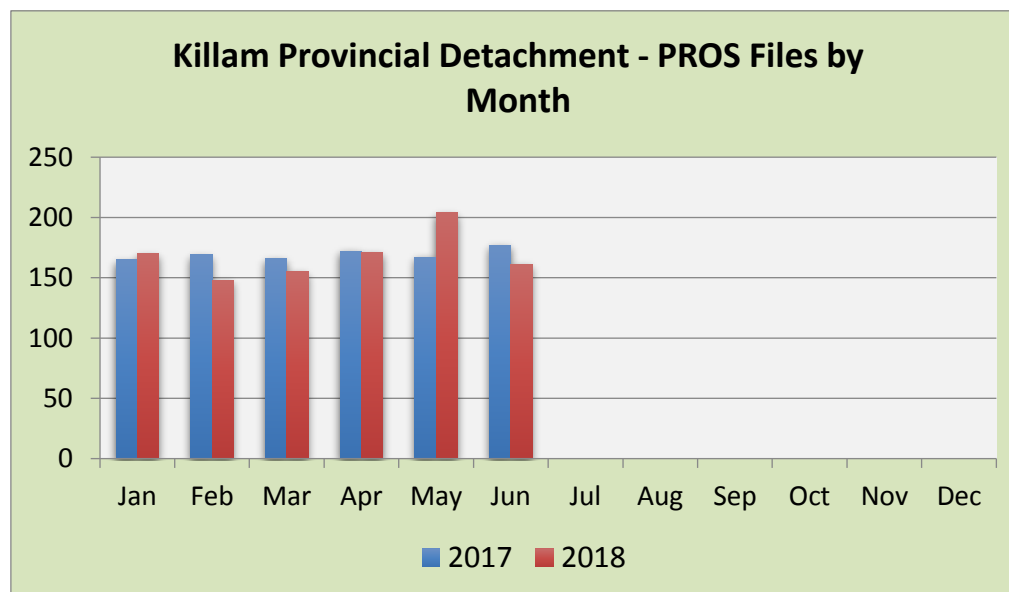
## Killam Provincial Detachment (January - June)

### File Counts

Based on PROS data, the Killam Provincial Detachment generated 1,009 files between January - June, 2018. This includes calls for service from the public as well as self-generated and proactive files. There was a decrease of 0.7% in 2018 when compared to 2017. Provincial Traffic files are not included in any of the information in this report due to PAT e-ticketing generating a file for each ticket.



In 2018 May had the most files generated (2017: June), while February had the least. (2017: January).





## Killam Provincial Detachment (January - June)

### Generated file times:

The following chart illustrates when all PROS files were **generated**. The chart ranges from least calls for service/files generated (green) to the highest number of calls for service/files generated (red) and is broken down by day (columns) and each hour of the day (rows).

Friday had the most files generated, while Sunday had the least.

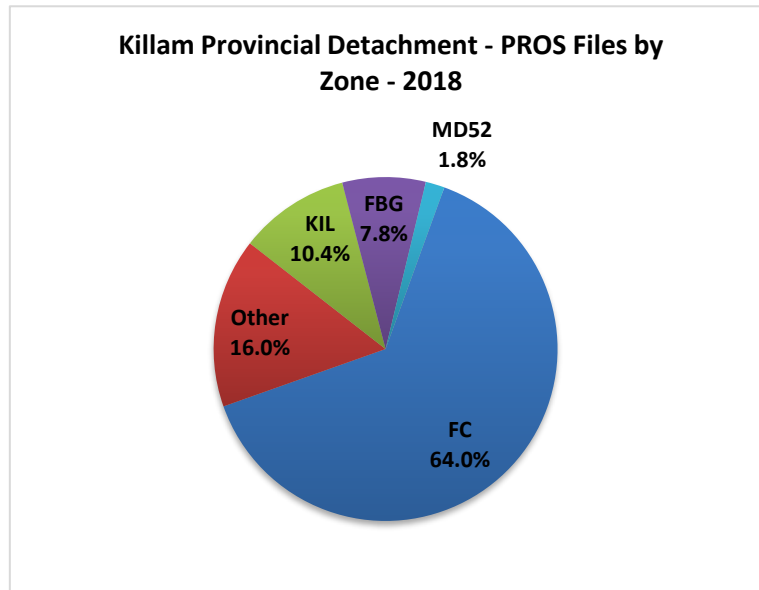
|                 |    | Day |     |     |     |     |     |     | Total |
|-----------------|----|-----|-----|-----|-----|-----|-----|-----|-------|
|                 |    | Sun | Mon | Tue | Wed | Thu | Fri | Sat |       |
| Hour of the Day | 0  | 4   | 3   | 3   | 2   | 5   | 4   | 2   | 23    |
|                 | 1  | 5   | 2   | 2   | 2   | 1   | 1   | 3   | 16    |
|                 | 2  | 1   | 0   | 2   | 3   | 1   | 3   | 5   | 15    |
|                 | 3  | 4   | 1   | 1   | 0   | 2   | 1   | 5   | 14    |
|                 | 4  | 3   | 0   | 2   | 1   | 2   | 1   | 2   | 11    |
|                 | 5  | 3   | 6   | 1   | 3   | 3   | 2   | 2   | 20    |
|                 | 6  | 0   | 3   | 4   | 4   | 4   | 3   | 4   | 22    |
|                 | 7  | 3   | 1   | 4   | 2   | 4   | 3   | 0   | 17    |
|                 | 8  | 3   | 8   | 14  | 6   | 11  | 5   | 8   | 55    |
|                 | 9  | 8   | 9   | 12  | 7   | 5   | 13  | 10  | 64    |
|                 | 10 | 6   | 13  | 7   | 9   | 11  | 11  | 3   | 60    |
|                 | 11 | 5   | 15  | 7   | 9   | 14  | 15  | 10  | 75    |
|                 | 12 | 4   | 9   | 10  | 7   | 9   | 10  | 6   | 55    |
|                 | 13 | 6   | 11  | 10  | 10  | 9   | 17  | 3   | 66    |
|                 | 14 | 4   | 12  | 11  | 13  | 9   | 6   | 3   | 58    |
|                 | 15 | 11  | 10  | 15  | 16  | 10  | 16  | 6   | 84    |
|                 | 16 | 6   | 11  | 15  | 8   | 7   | 9   | 8   | 64    |
|                 | 17 | 7   | 4   | 8   | 11  | 4   | 9   | 9   | 52    |
|                 | 18 | 10  | 5   | 6   | 3   | 4   | 5   | 5   | 38    |
|                 | 19 | 6   | 5   | 4   | 5   | 2   | 6   | 11  | 39    |
|                 | 20 | 6   | 9   | 3   | 8   | 8   | 10  | 8   | 52    |
|                 | 21 | 5   | 6   | 4   | 4   | 4   | 9   | 8   | 40    |
|                 | 22 | 4   | 4   | 5   | 7   | 7   | 9   | 4   | 40    |
|                 | 23 | 1   | 4   | 4   | 2   | 5   | 8   | 5   | 29    |
| Total           |    | 115 | 151 | 154 | 142 | 141 | 176 | 130 |       |



## Killam Provincial Detachment (January - June)

### File Generation by Zone:

The following graph and table shows a break-down of where files were generated in 2018 as well as a comparison to previous years for how many files were generated in each. The zone 'Other' is used for files that were improperly zoned. In 2018 the zone 'FC' had the most files generated.



| Killam Provincial Detachment - PROS Files by Zone |      |      |      |      |      |
|---|------|------|------|------|------|
| Zone  | 2014 | 2015 | 2016 | 2017 | 2018 |
| FC  | 533  | 601  | 604  | 680  | 646  |
| Other   | 26   | 58   | 35   | 84   | 161  |
| KIL   | 140  | 124  | 156  | 134  | 105  |
| FBG   | 89   | 87   | 99   | 72   | 79   |
| MD52  | 40   | 24   | 22   | 46   | 18   |



## Killam Provincial Detachment (January - June)

### Public Calls for Service (CHDS Files):

The following chart shows calls for service for 2018 broken down by day and hour of the day. There were 301 self-generated, front counter and proactive files created in 2018 accounting for 29.8% of all files generated. There were 708 calls for service from the public through the OCC in 2018.

When just OCC calls for service are considered, Friday had the most calls for service while Thursday had the least.

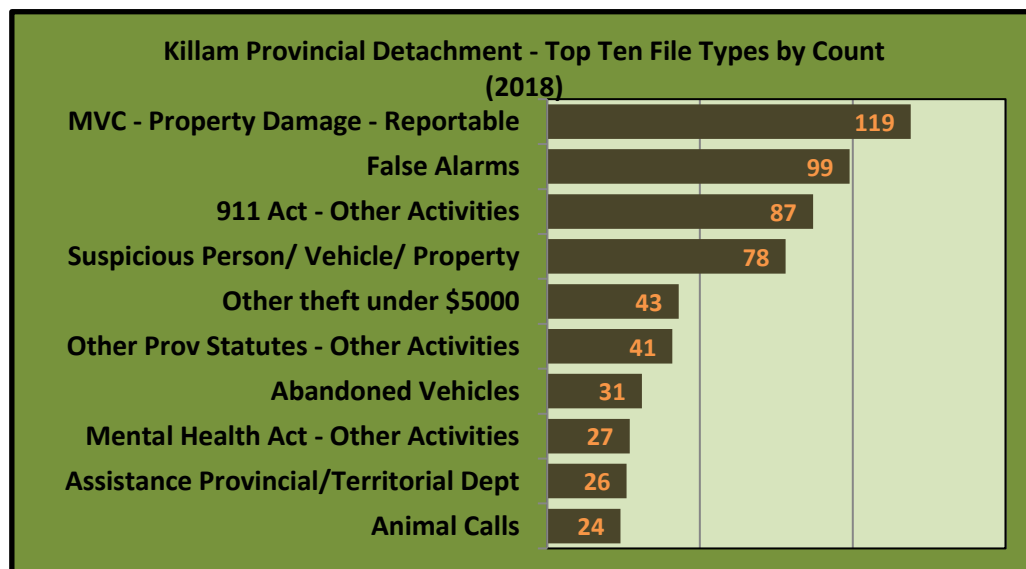
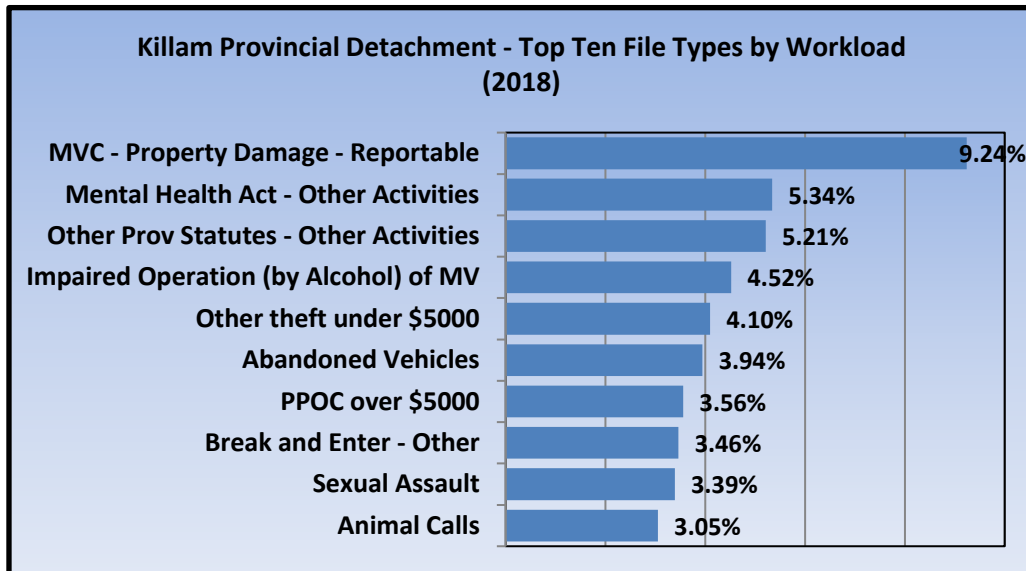
|                 |    | Day |     |     |     |     |     |     | Total |
|-----------------|----|-----|-----|-----|-----|-----|-----|-----|-------|
|                 |    | Sun | Mon | Tue | Wed | Thu | Fri | Sat |       |
| Hour of the Day | 0  | 3   | 3   | 3   | 2   | 4   | 3   | 1   | 19    |
|                 | 1  | 5   | 2   | 2   | 2   | 0   | 1   | 3   | 15    |
|                 | 2  | 1   | 0   | 2   | 3   | 1   | 2   | 4   | 13    |
|                 | 3  | 4   | 1   | 1   | 0   | 2   | 1   | 1   | 10    |
|                 | 4  | 3   | 0   | 2   | 1   | 2   | 1   | 2   | 11    |
|                 | 5  | 2   | 6   | 1   | 3   | 3   | 2   | 2   | 19    |
|                 | 6  | 0   | 3   | 4   | 4   | 4   | 3   | 4   | 22    |
|                 | 7  | 3   | 1   | 4   | 2   | 3   | 3   | 0   | 16    |
|                 | 8  | 2   | 5   | 11  | 5   | 8   | 3   | 6   | 40    |
|                 | 9  | 8   | 4   | 6   | 2   | 4   | 7   | 8   | 39    |
|                 | 10 | 5   | 7   | 0   | 3   | 9   | 4   | 3   | 31    |
|                 | 11 | 4   | 3   | 2   | 3   | 9   | 12  | 10  | 43    |
|                 | 12 | 2   | 7   | 6   | 2   | 5   | 5   | 5   | 32    |
|                 | 13 | 5   | 2   | 4   | 7   | 3   | 11  | 3   | 35    |
|                 | 14 | 4   | 6   | 10  | 7   | 5   | 1   | 3   | 36    |
|                 | 15 | 6   | 4   | 8   | 8   | 3   | 8   | 3   | 40    |
|                 | 16 | 5   | 8   | 4   | 6   | 2   | 6   | 6   | 37    |
|                 | 17 | 7   | 4   | 8   | 10  | 2   | 5   | 8   | 44    |
|                 | 18 | 10  | 4   | 5   | 3   | 2   | 5   | 5   | 34    |
|                 | 19 | 6   | 4   | 3   | 4   | 1   | 5   | 11  | 34    |
|                 | 20 | 5   | 8   | 3   | 5   | 5   | 9   | 7   | 42    |
|                 | 21 | 5   | 3   | 4   | 4   | 4   | 7   | 7   | 34    |
|                 | 22 | 4   | 4   | 3   | 7   | 6   | 9   | 4   | 37    |
|                 | 23 | 1   | 4   | 2   | 2   | 5   | 8   | 3   | 25    |
| Total           |    | 100 | 93  | 98  | 95  | 92  | 121 | 109 |       |



## Killam Provincial Detachment (January - June)

### Top Ten File Types by Workload and by File Count:

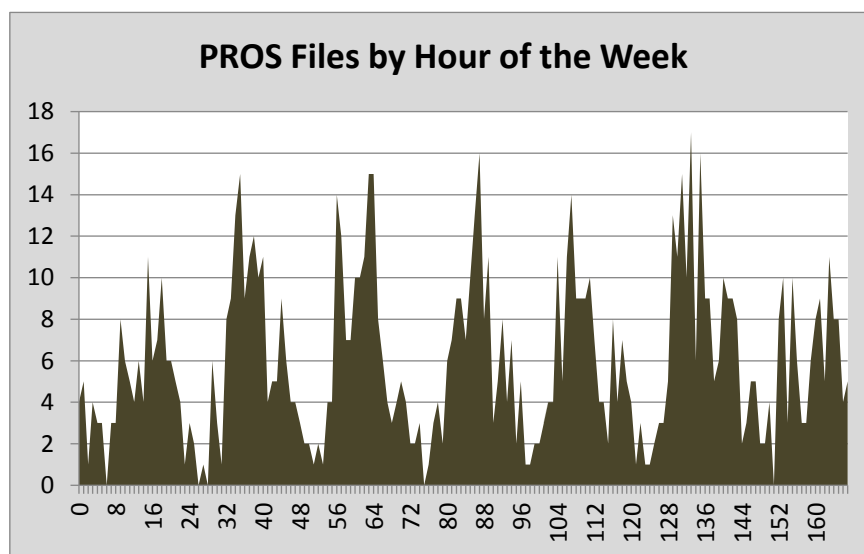
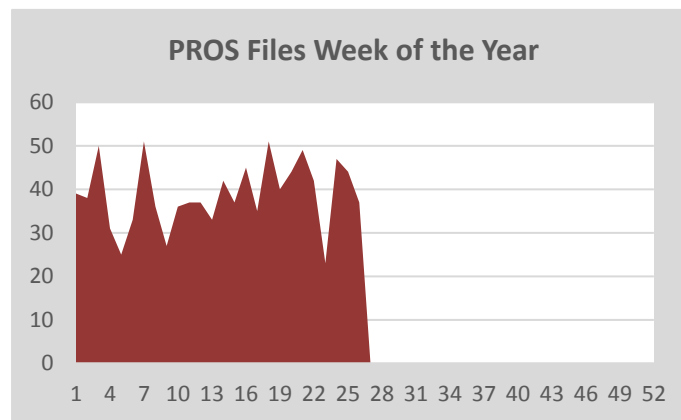
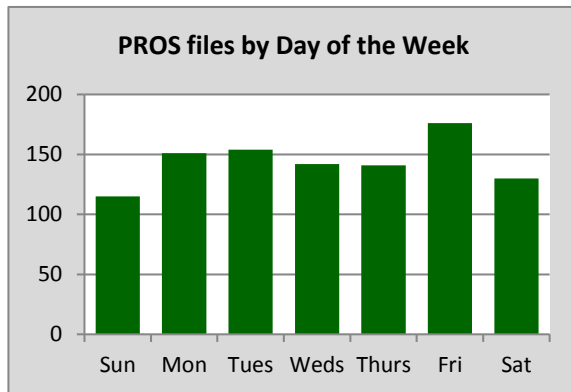
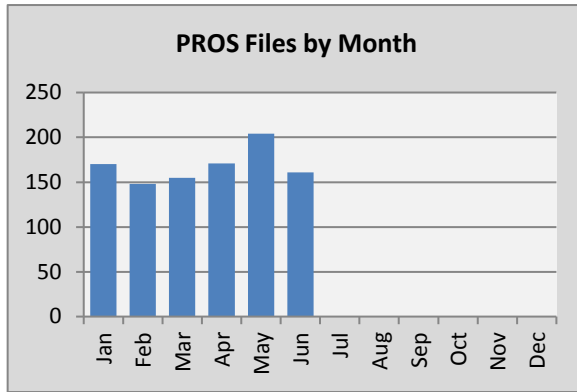
The two graphs below show the top 10 files types that were generated in 2018 both by estimated workload and by frequency.





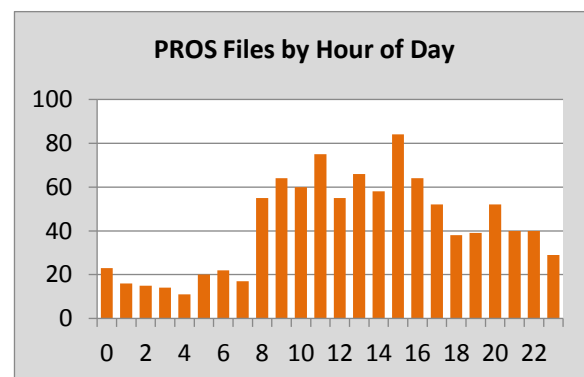
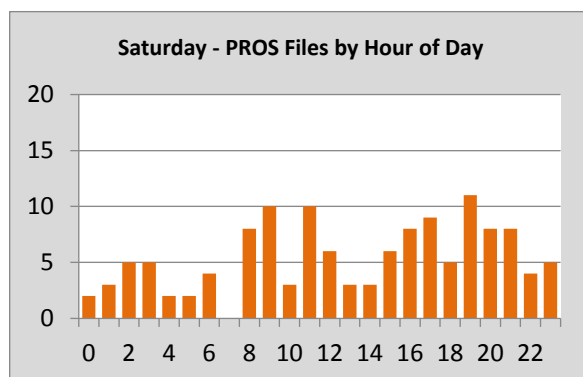
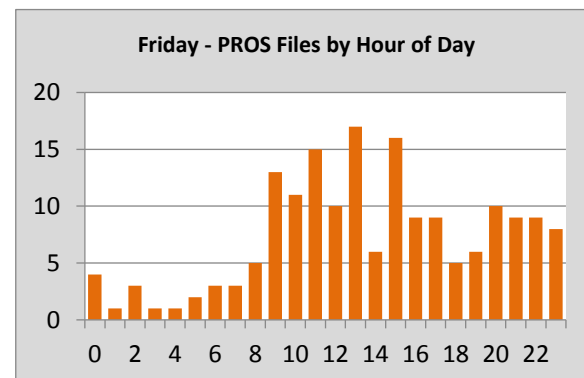
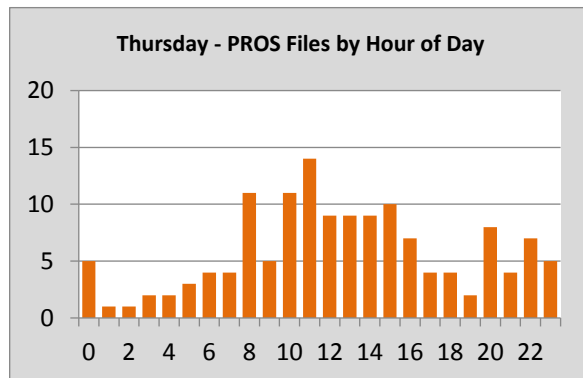
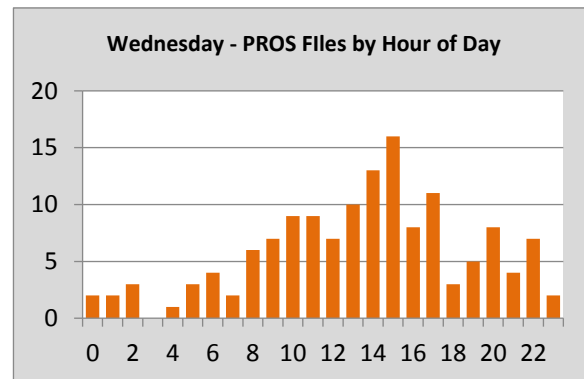
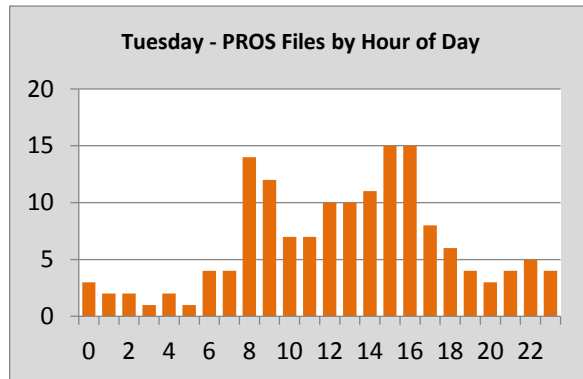
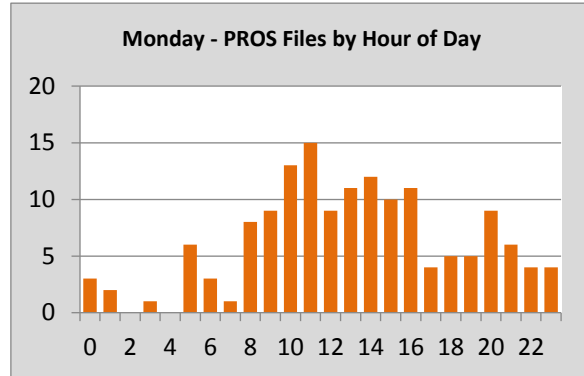
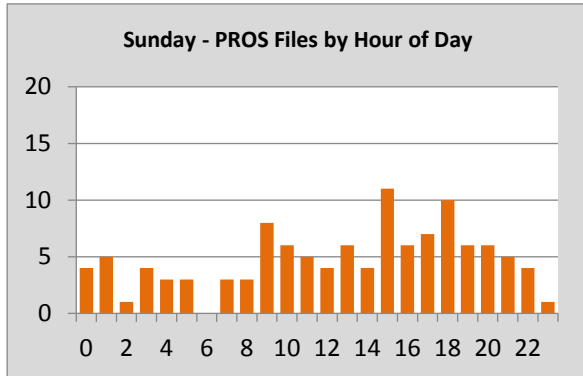
## Killam Provincial Detachment (January - June)

### Distribution of Files





## Killam Provincial Detachment - Files by Day (January - June)

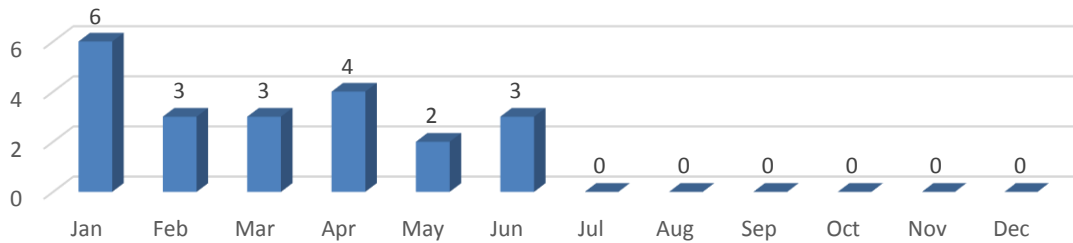






## Killam Provincial Detachment - Criminal Code Traffic (January - June)

Criminal Code Traffic - Killam Provincial Detachment (2018)



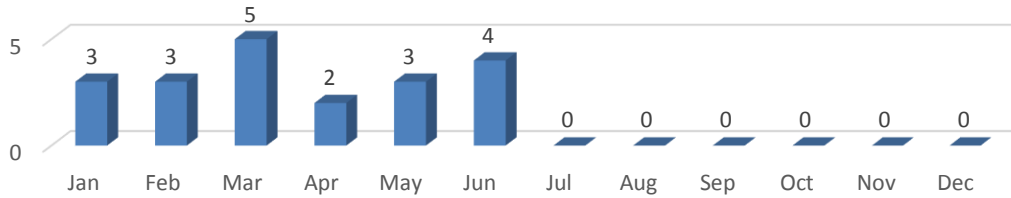
Criminal Code Traffic - Day of the Week

|                          |       | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |
|--------------------------|-------|-----|-----|-----|-----|-----|-----|-----|-------|
| Hour<br>of<br>the<br>Day | 0     |     |     |     |     |     |     |     | 0     |
|                          | 1     |     |     |     |     |     |     |     | 0     |
|                          | 2     |     |     |     |     |     | 1   |     | 1     |
|                          | 3     |     |     |     |     |     |     | 1   | 1     |
|                          | 4     |     |     |     |     |     |     |     | 0     |
|                          | 5     |     |     |     |     |     |     |     | 0     |
|                          | 6     |     |     |     |     |     |     |     | 0     |
|                          | 7     |     |     |     |     |     |     |     | 0     |
|                          | 8     |     |     |     |     |     |     |     | 0     |
|                          | 9     |     |     |     |     |     |     | 1   | 1     |
|                          | 10    |     |     |     |     |     |     | 1   | 1     |
|                          | 11    |     |     |     |     |     | 1   |     | 1     |
|                          | 12    |     |     |     |     |     |     |     | 0     |
|                          | 13    |     |     |     |     |     |     |     | 0     |
|                          | 14    |     | 1   | 1   |     |     |     |     | 2     |
|                          | 15    |     |     | 1   |     |     | 1   | 1   | 3     |
|                          | 16    |     |     |     |     | 1   |     |     | 1     |
|                          | 17    |     |     |     |     |     | 2   | 1   | 3     |
|                          | 18    | 1   |     | 1   |     |     |     | 1   | 3     |
|                          | 19    |     |     |     |     |     |     |     | 0     |
|                          | 20    |     |     |     |     |     |     |     | 0     |
|                          | 21    |     |     |     | 1   |     |     |     | 1     |
|                          | 22    |     |     | 1   | 1   |     |     |     | 2     |
|                          | 23    |     |     |     |     | 1   |     |     | 1     |
|                          | Total | 1   | 1   | 4   | 2   | 2   | 5   | 6   |       |



## Killam Provincial Detachment - Assaults (Excluding Sexual Assaults) (January - June)

Assaults (Excluding Sexual Assaults) - Killam Provincial Detachment (2018)

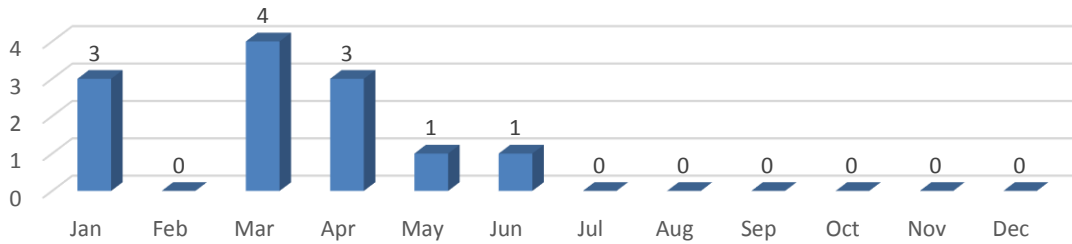


|                 |    | Assaults (Excluding Sexual Assaults) - Day of the Week |     |     |     |     |     |     | Total |
|-----------------|----|--|-----|-----|-----|-----|-----|-----|-------|
|                 |    | Sun  | Mon | Tue | Wed | Thu | Fri | Sat |       |
| Hour of the Day | 0  |  | 1   |     |     |     |     | 1   | 2     |
|                 | 1  | 2  |     |     |     |     |     |     | 2     |
|                 | 2  |  |     |     |     |     |     |     | 0     |
|                 | 3  |  |     |     |     |     |     |     | 0     |
|                 | 4  |  |     |     |     |     |     |     | 0     |
|                 | 5  |  |     |     |     |     |     |     | 0     |
|                 | 6  |  |     |     |     |     |     |     | 0     |
|                 | 7  |  |     |     |     |     |     |     | 0     |
|                 | 8  |  |     |     |     |     |     |     | 0     |
|                 | 9  |  |     | 1   |     |     |     |     | 1     |
|                 | 10 |  |     |     |     |     |     |     | 0     |
|                 | 11 |  |     |     |     |     |     | 1   | 1     |
|                 | 12 |  |     |     |     |     |     | 1   | 1     |
|                 | 13 |  |     |     | 1   |     |     |     | 1     |
|                 | 14 |  | 1   |     |     |     |     |     | 1     |
|                 | 15 | 1  |     |     |     |     |     | 1   | 2     |
|                 | 16 |  |     |     |     |     |     |     | 0     |
|                 | 17 |  |     |     |     |     |     | 1   | 1     |
|                 | 18 | 2  |     |     | 1   |     |     |     | 3     |
|                 | 19 |  |     |     |     |     | 1   | 1   | 2     |
|                 | 20 |  |     | 1   |     |     | 1   |     | 2     |
|                 | 21 |  |     |     |     |     |     |     | 0     |
|                 | 22 |  |     |     |     |     |     |     | 0     |
|                 | 23 |  | 1   |     |     |     |     |     | 1     |
| Total           |    | 5  | 3   | 2   | 2   | 0   | 2   | 6   |       |



## Killam Provincial Detachment - Injury & Fatal MVCs (January - June)

Injury & Fatal MVCs - Killam Provincial Detachment (2018)



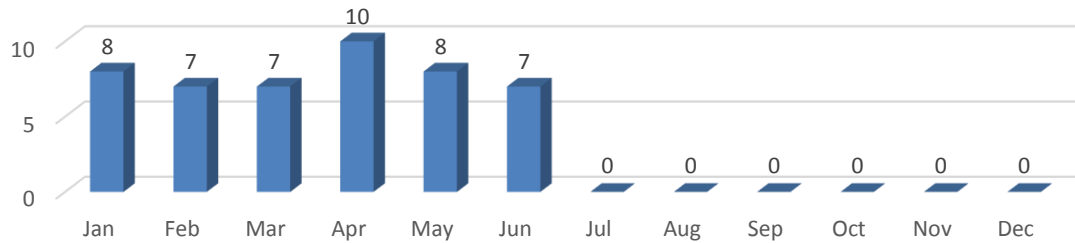
Injury & Fatal MVCs - Day of the Week

|                 |    | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |
|-----------------|----|-----|-----|-----|-----|-----|-----|-----|-------|
| Hour of the Day | 0  |     |     |     |     |     |     |     | 0     |
|                 | 1  |     |     |     |     |     |     |     | 0     |
|                 | 2  |     |     |     |     |     |     |     | 0     |
|                 | 3  |     |     |     |     |     |     |     | 0     |
|                 | 4  |     |     |     |     |     |     |     | 0     |
|                 | 5  |     |     |     |     |     |     |     | 0     |
|                 | 6  |     |     |     |     |     |     | 1   | 1     |
|                 | 7  |     |     |     |     |     | 1   |     | 1     |
|                 | 8  |     |     |     |     |     |     |     | 0     |
|                 | 9  |     |     |     |     |     |     |     | 0     |
|                 | 10 |     |     |     |     |     |     |     | 0     |
|                 | 11 |     |     |     |     |     |     |     | 0     |
|                 | 12 |     |     |     |     |     |     |     | 0     |
|                 | 13 |     | 1   |     |     |     |     | 1   | 2     |
|                 | 14 | 1   |     |     |     |     |     |     | 1     |
|                 | 15 |     |     |     |     |     |     |     | 0     |
|                 | 16 |     | 1   |     |     |     |     | 1   | 2     |
|                 | 17 | 2   |     |     |     |     |     |     | 2     |
|                 | 18 |     |     |     |     |     |     |     | 0     |
|                 | 19 |     |     |     |     |     |     | 1   | 1     |
|                 | 20 |     |     |     |     |     | 1   |     | 1     |
|                 | 21 |     |     |     |     |     |     |     | 0     |
|                 | 22 |     |     |     |     |     |     |     | 0     |
|                 | 23 |     | 1   |     |     |     |     |     | 1     |
| Total           |    | 3   | 3   | 0   | 0   | 0   | 2   | 4   |       |



## Killam Provincial Detachment - Break & Enters (January - June)

Break & Enters - Killam Provincial Detachment (2018)

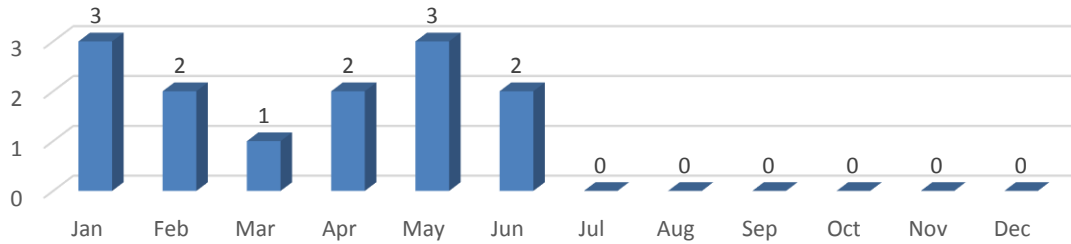


|                 |    | Break & Enters - Day of the Week |     |     |     |     |     |     | Total |
|-----------------|----|----------------------------------|-----|-----|-----|-----|-----|-----|-------|
|                 |    | Sun                              | Mon | Tue | Wed | Thu | Fri | Sat |       |
| Hour of the Day | 0  |                                  |     |     |     | 1   |     |     | 1     |
|                 | 1  |                                  |     |     |     |     |     | 1   | 1     |
|                 | 2  |                                  |     |     | 1   |     |     |     | 1     |
|                 | 3  |                                  |     |     |     |     | 1   |     | 1     |
|                 | 4  |                                  |     | 1   |     |     |     |     | 1     |
|                 | 5  |                                  | 1   |     | 1   |     |     | 1   | 3     |
|                 | 6  |                                  |     |     |     |     | 1   | 1   | 2     |
|                 | 7  |                                  | 1   | 1   |     |     | 1   |     | 3     |
|                 | 8  | 1                                |     |     |     |     |     | 2   | 3     |
|                 | 9  |                                  |     |     | 2   | 1   |     |     | 3     |
|                 | 10 |                                  | 1   |     |     | 1   | 1   |     | 3     |
|                 | 11 | 1                                |     |     | 1   | 2   | 2   | 1   | 7     |
|                 | 12 |                                  |     |     |     |     |     |     | 0     |
|                 | 13 | 1                                |     | 1   |     |     | 1   |     | 3     |
|                 | 14 |                                  | 2   |     | 1   |     | 1   |     | 4     |
|                 | 15 | 1                                |     |     |     |     |     |     | 1     |
|                 | 16 |                                  |     | 2   |     |     | 1   |     | 3     |
|                 | 17 |                                  |     | 1   |     |     |     | 1   | 2     |
|                 | 18 |                                  | 1   |     |     |     |     | 1   | 2     |
|                 | 19 |                                  |     |     |     |     |     |     | 0     |
|                 | 20 |                                  |     |     |     | 1   |     | 1   | 2     |
|                 | 21 |                                  |     |     |     |     |     |     | 0     |
|                 | 22 |                                  |     |     |     |     |     |     | 0     |
|                 | 23 |                                  |     |     |     |     | 1   |     | 1     |
| Total           |    | 4                                | 6   | 6   | 6   | 6   | 10  | 9   |       |



## Killam Provincial Detachment - Theft of Motor Vehicles (January - June)

Theft of Motor Vehicles - Killam Provincial Detachment (2018)



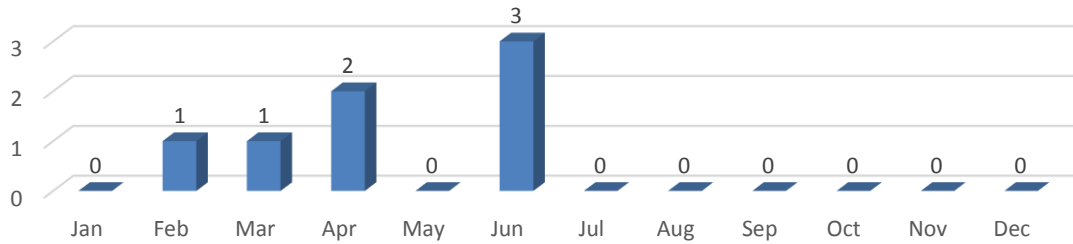
Theft of Motor Vehicles - Day of the Week

|                 |    | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |
|-----------------|----|-----|-----|-----|-----|-----|-----|-----|-------|
| Hour of the Day | 0  |     |     |     |     |     |     |     | 0     |
|                 | 1  |     |     |     |     |     |     |     | 0     |
|                 | 2  |     |     |     |     |     |     |     | 0     |
|                 | 3  |     |     |     |     |     |     |     | 0     |
|                 | 4  |     |     |     |     |     |     |     | 0     |
|                 | 5  |     | 1   |     |     |     |     |     | 1     |
|                 | 6  |     |     |     |     |     |     |     | 0     |
|                 | 7  | 1   |     |     |     |     |     |     | 1     |
|                 | 8  |     |     |     | 1   |     |     | 1   | 2     |
|                 | 9  |     |     | 1   |     |     |     | 1   | 2     |
|                 | 10 |     |     |     |     |     |     |     | 0     |
|                 | 11 |     |     |     |     |     |     |     | 0     |
|                 | 12 |     | 1   |     |     |     |     |     | 1     |
|                 | 13 |     |     |     |     |     |     |     | 0     |
|                 | 14 |     |     |     |     |     |     |     | 0     |
|                 | 15 |     | 1   |     |     |     |     |     | 1     |
|                 | 16 |     | 1   |     |     |     |     |     | 1     |
|                 | 17 |     |     |     |     |     |     |     | 0     |
|                 | 18 |     |     |     |     |     |     |     | 0     |
|                 | 19 |     |     |     |     |     |     |     | 0     |
|                 | 20 |     |     | 1   |     |     |     |     | 1     |
|                 | 21 | 1   |     |     |     |     |     |     | 1     |
|                 | 22 |     | 1   |     |     |     |     |     | 1     |
|                 | 23 |     |     |     | 1   |     |     |     | 1     |
| Total           |    | 2   | 5   | 2   | 2   | 0   | 0   | 2   |       |



## Killam Provincial Detachment - Theft From Motor Vehicles (January - June)

Theft From Motor Vehicles - Killam Provincial Detachment (2018)



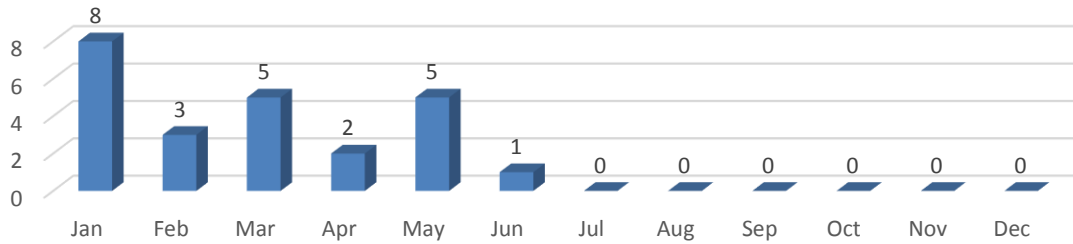
Theft From Motor Vehicles - Day of the Week

|                 |    | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |
|-----------------|----|-----|-----|-----|-----|-----|-----|-----|-------|
| Hour of the Day | 0  |     |     |     |     |     |     |     | 0     |
|                 | 1  |     |     |     |     |     |     |     | 0     |
|                 | 2  |     |     |     |     |     |     |     | 0     |
|                 | 3  |     |     |     |     |     |     |     | 0     |
|                 | 4  |     |     |     |     |     |     |     | 0     |
|                 | 5  |     |     |     |     |     |     |     | 0     |
|                 | 6  |     |     |     |     |     |     |     | 0     |
|                 | 7  |     |     |     |     |     |     |     | 0     |
|                 | 8  |     | 1   |     |     |     |     |     | 1     |
|                 | 9  |     |     |     |     | 1   |     |     | 1     |
|                 | 10 |     |     |     |     | 1   |     |     | 1     |
|                 | 11 |     |     |     |     |     |     | 1   | 1     |
|                 | 12 |     |     |     | 1   |     |     |     | 1     |
|                 | 13 |     |     |     |     |     |     |     | 0     |
|                 | 14 |     |     |     |     |     |     |     | 0     |
|                 | 15 |     |     |     | 1   |     |     |     | 1     |
|                 | 16 |     |     |     |     |     |     |     | 0     |
|                 | 17 |     |     |     |     |     |     |     | 0     |
|                 | 18 |     |     |     |     |     |     |     | 0     |
|                 | 19 |     |     |     |     |     |     |     | 0     |
|                 | 20 |     |     |     | 1   |     |     |     | 1     |
|                 | 21 |     |     |     |     |     |     |     | 0     |
|                 | 22 |     |     |     |     |     |     |     | 0     |
|                 | 23 |     |     |     |     |     |     |     | 0     |
| Total           |    | 0   | 1   | 0   | 3   | 2   | 0   | 1   |       |



## Killam Provincial Detachment - Mischief to Property (January - June)

Mischief to Property - Killam Provincial Detachment (2018)



|                 |    | Mischief to Property - Day of the Week |     |     |     |     |     |     | Total |
|-----------------|----|--|-----|-----|-----|-----|-----|-----|-------|
|                 |    | Sun                                    | Mon | Tue | Wed | Thu | Fri | Sat |       |
| Hour of the Day | 0  |  |     |     |     |     |     |     | 0     |
|                 | 1  |  |     |     |     |     |     |     | 0     |
|                 | 2  |  |     |     | 1   |     |     |     | 1     |
|                 | 3  |  |     |     |     |     |     |     | 0     |
|                 | 4  |  |     |     |     |     | 1   |     | 1     |
|                 | 5  |  |     |     |     |     |     |     | 0     |
|                 | 6  |  |     |     |     |     |     |     | 0     |
|                 | 7  |  |     |     |     |     |     |     | 0     |
|                 | 8  |  |     | 1   | 1   |     |     | 1   | 3     |
|                 | 9  |  | 1   |     | 1   |     | 2   |     | 4     |
|                 | 10 | 1                                      | 2   |     |     |     |     |     | 3     |
|                 | 11 |  |     |     | 1   |     | 1   |     | 2     |
|                 | 12 |  |     | 1   |     | 1   |     |     | 2     |
|                 | 13 |  |     | 1   |     |     | 1   | 1   | 3     |
|                 | 14 |  | 1   |     |     |     |     |     | 1     |
|                 | 15 |  |     | 1   |     | 1   |     |     | 2     |
|                 | 16 |  |     |     | 1   |     |     |     | 1     |
|                 | 17 |  |     |     | 1   |     |     |     | 1     |
|                 | 18 |  |     |     |     |     |     |     | 0     |
|                 | 19 |  |     |     |     |     |     |     | 0     |
|                 | 20 |  |     |     |     |     |     |     | 0     |
|                 | 21 |  |     |     |     |     |     |     | 0     |
|                 | 22 |  |     |     |     |     |     |     | 0     |
|                 | 23 |  |     |     |     |     |     |     | 0     |
| Total           |    | 1                                      | 4   | 4   | 6   | 2   | 5   | 2   |       |

**From:** [FFCS Reception](#)  
**To:**



**Subject:** FFCS requesting letters of support for Health Canada Grant  
**Date:** July-30-18 11:19:55 AM  
**Attachments:** [Template letter of support for SUAP grant.docx](#)  
[Untitled attachment 24467.htm](#)

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Flagstaff Family and Community Services, in partnership with Alberta health Services, Viking-Beaver FCSS and Provost and District FCSS are in the process of applying for a Health Canada grant. This grant is a Substance use and addictions program grant and will encompass three-years of work in these regions of rural East Central Alberta.

FCSS and it's partners are projecting hiring four new full-time workers for the span of the grant term. Two of these workers will be community educators/navigators and the other two would be court navigators for people charged under the criminal code for issues relating to substance use and abuse.

There are many questions surround the de-criminalization of marijuana, but in meetings with partners it was decided to propose a full time program aimed at prevention, treatment and harm reduction for all four categories named by Health Canada: Cannabis, Opioids, tobacco and alcohol.

We are currently working on the grant application and budget and can share that information with you if you need to see a copy of the grant.

We ask that letters of support be e-mailed back to Lynne Jenkinson at [ljenkinson@telus.net](mailto:ljenkinson@telus.net) before August 31st, 2018.

Thank you in advance for supporting this important project and we look forward to dealing with Health Canada on a successful proposal.



Virus-free. [www.avg.com](http://www.avg.com)





*Office of the Minister  
MLA, Leduc-Beaumont*

AR93928

July 25, 2018

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

Dear Mayor Robinson,

As you are aware, recent changes to the *Municipal Government Act* will require all municipalities to create intermunicipal collaboration frameworks (ICF) and intermunicipal development plans (IDP) with their neighbours. This work reflects our mutual priority of ensuring all Albertans benefit from the efficient delivery of local services and effective co-ordination of development, and I am pleased to see the progress already made.

The two-year period set out in legislation to accomplish this task is challenging, but I am confident the existing legacy of intermunicipal co-operation has placed us in a position to be successful. I am nevertheless aware of some specific challenges that can be addressed at this time, and gratefully acknowledge the practical solutions that have been proposed during discussions with the municipal associations, the administrative associations, and municipalities.

As a result of these discussions, I have signed Ministerial Order No. MSL:047/18 (attached), which makes the following changes:

- Exempts parties from the requirement to create an IDP where the entire area along one or both sides of the common boundary between the parties is composed entirely of federal or provincial Crown land. This change recognizes the limited value in the creation of an IDP where development is restricted.
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between municipal districts, special areas, improvement districts, or rural specialized municipalities. This change will allow rural municipalities to focus their efforts on working with their urban neighbours during the initial two-year period.

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RECEIVED  
JUL 30 2018

- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between municipalities that are members of the same growth management board (GMB). This change will allow GMB member municipalities to harmonize their ICFs and IDPs with their growth and service plan, and provide an opportunity to address through an ICF or IDP any matters not addressed in a growth or servicing plan.
- Extends the timeline by one year (to April 1, 2021) for all ICFs and IDPs between a municipality that is a member of a GMB, and a municipality that is not a member of the GMB, but is located within the boundaries of the member municipality. This change will allow GMB member municipalities to create their ICFs and IDPs within the context of their growth and servicing plan.

In each case, all parties to a framework or plan must agree to apply the exemption or extension by council resolution, and the resolution must be filed with the Minister within 90 days of the date the resolution is passed.

In the event other circumstances arise that are beyond your control, I will consider specific requests for an exemption or time extension. However, based on the importance of this work to all Albertans, I encourage you to make every effort to work with your neighbours and to meet the legislated timelines.

I trust these changes will provide some practical efficiencies as we work toward improved intermunicipal solutions.

Sincerely,



Hon. Shaye Anderson  
Minister of Municipal Affairs

Attachment: Ministerial Order No. MSL:047/18

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



ALBERTA  
MUNICIPAL AFFAIRS

Office of the Minister  
MLA, Leduc-Beaumont

MINISTERIAL ORDER NO. MSL:047/18

I, Shaye Anderson, Minister of Municipal Affairs, pursuant to Sections 605 and 631 of the *Municipal Government Act (MGA)*, make the following order:

- 1) Two or more councils of municipalities that have common boundaries where the entire area along one or both sides of the common boundary is composed entirely of federal or provincial crown land are exempt from the requirements of Section 631 of the *MGA* on the condition that all parties to the framework agree to apply the exemption by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 2) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are municipal districts or specialized municipalities referred to in Section 77 of the *MGA* (excluding the Municipality of Jasper), improvement districts referred to in Section 581 of the *MGA*, or special areas as defined in Section 1 of the *Special Areas Act*, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.
- 3) That the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(3) of the *MGA* is April 1, 2021, where the framework or plan is between municipalities that are members of the same growth management board established pursuant to Section 708.02 of the *MGA* before April 1, 2018, and on the condition that all parties to the framework agree to apply the extension by resolution and file copies of the resolutions with the Minister within 90 days of the date each resolution is passed.

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# Parkland Regional Library

## 2017 Annual Report Highlights

PRL serves 221,510 residents across Central Alberta in 64 municipalities and 5 First Nations reserves, with 49 member libraries. In 2017 we invested in our libraries to effectively serve and support their communities.

**1,274,063**

items were borrowed across the region. That's an average of 30 per patron!



**77,192**

eContent items were borrowed.



1 item is borrowed every  
**02:00** minutes from one of our libraries.



**28,095**

New resources (books, equipment, and devices) were added to our libraries.

**253,529**

Items were borrowed between libraries in our region.



Our delivery vans made the equivalent of 6 trips around the earth!



**44,017**

cardholders across the region.



Our Indigenous Liaison built relationships and delivered pop-up library services to First Nations communities.



## Consulting Services



PRL Consultant Librarians offered 540 hours of professional expertise and support to libraries and boards. They visited libraries 63 times and offered remote support 283 times.



243 people attended training workshops hosted by PRL gaining new knowledge to support their communities.

## IT Services



Parkland Regional Library is the only library system in Alberta to centrally manage IT services for all of our member libraries!



IT Negotiated a savings of \$500 per month on internet service fees and increased bandwidth across the region!

50 new SuperNet devices & 97 new computers were installed in libraries.



People visited PRL library websites an average of **1,549** times per day!



People connected to SuperNet wifi across the region **2,870** times per day!



# Financial Highlights



**\$675,053**

delivered in direct grants and purchases for member libraries.

**\$732,738**

invested in professional support to member library staff and trustees, including workshops and training, communications and helpdesk support.

**\$780,656**

invested in building and managing strong regional collections, including shared digital collections, large print and audio books, and specialty collections such as program kits, gaming, and virtual reality.

**\$303,835**

invested in IT Infrastructure across our region, including computer maintenance and software licensing, computers purchased for member libraries, and the SuperNet.

**\$262,888**

invested in transportation and delivery of library materials to our member libraries.

**\$549,419**

invested in regional library operations and administration.

**\$109,624**

invested in First Nations programming and outreach.

**\$3,414,213**

total invested by municipalities across Central Alberta and the Government of Alberta to provide high level library services to as many Albertans as possible.

# Sedgewick Rec Centre

## Profit & Loss

### June 2018

|                                       | Jun 18           |
|---------------------------------------|------------------|
| Income                                |                  |
| 4100 · Bowling                        |                  |
| 4125 · Bowling Facility Rentals       | 100.00           |
| Total 4100 · Bowling                  | 100.00           |
| 4200 · Arena                          |                  |
| 4203 · Lacrosse Arena Rental          | 800.00           |
| 4220 · Arena Facility Rental          | 8,203.81 - CHSPS |
| Total 4200 · Arena                    | 9,003.81         |
| 4400 · Concession                     |                  |
| 4401 · Concession Sales               | 880.95           |
| 4415 · Bottle depot                   | 230.60           |
| Total 4400 · Concession               | 1,111.55         |
| 4500 · Facility                       |                  |
| 4600 · Interest Income                | 3.82             |
| 4710 · July 1st                       | 1,325.00         |
| Total 4500 · Facility                 | 1,328.82         |
| 4901 · Rec Board Fundraising          |                  |
| 4902 · Wildrose Gift Card Sales       | 10,750.00        |
| 4905 · Wildrose Co-op Rebate          | 600.00           |
| Total 4901 · Rec Board Fundraising    | 11,350.00        |
| Total Income                          | 22,894.18        |
| Expense                               |                  |
| 6200 · Concession Expense             |                  |
| 6205 · Concession Merchandise         | 1,889.45         |
| Total 6200 · Concession Expense       | 1,889.45         |
| 6300 · Facility Expenses              |                  |
| 6301 · Bookkeeping                    | 1,200.00         |
| 6305 · Bank charges                   | 4.15             |
| 6307 · New Dual Air Glider            | 698.00           |
| 6315 · Facility Repair & Maint        | 3,736.18         |
| 6325 · Custodial Supplies             | 967.58           |
| 6328 · First Aid/Safety               | 1,451.25         |
| 6350 · Waste Management Fees          | 12.12            |
| 6360 · Office Supplies                | 395.24           |
| 6365 · Telephone Costs                | 191.48           |
| 6370 · July 1st Expense               | 6,865.87         |
| 6375 · Ball Diamond Expenses          | 757.10           |
| Total 6300 · Facility Expenses        | 16,278.97        |
| 6400 · Utilities                      |                  |
| 6410 · Natural Gas                    |                  |
| 6414 · Facility Nat Gas - 55% or rest | 376.23           |
| Total 6410 · Natural Gas              | 376.23           |
| 6430 · Lighting                       |                  |
| 6434 · Facility Light 40% or rest     | 2,373.22         |
| Total 6430 · Lighting                 | 2,373.22         |
| 6440 · Power Plant                    |                  |
| 6441 · Arena Power Plant - 50%        | 1,180.00         |
| Total 6440 · Power Plant              | 1,180.00         |
| Total 6400 · Utilities                | 3,929.45         |

**Sedgewick Rec Centre**  
**Profit & Loss**  
June 2018

|                                       | Jun 18     |
|---------------------------------------|------------|
| 6500 · Fundraising Expenses           |            |
| 6501 · Wildrose Gift Card Purchases   | 10,000.00  |
| Total 6500 · Fundraising Expenses     | 10,000.00  |
| 6700 · Payroll Expenses               |            |
| 6710 · Facility Manager Hours         |            |
| 6712 · Facility Manager OT Hours      | 0.00       |
| 6710 · Facility Manager Hours - Other | 1,127.00   |
| Total 6710 · Facility Manager Hours   | 1,127.00   |
| 6720 · Concession hours               |            |
| 6722 · Concession overtime hours      | 0.00       |
| 6720 · Concession hours - Other       | 770.00     |
| Total 6720 · Concession hours         | 770.00     |
| 6723 · Concession Supervisor          |            |
| 6724 · Concession Supervisor OT Hours | 0.00       |
| 6723 · Concession Supervisor - Other  | 405.00     |
| Total 6723 · Concession Supervisor    | 405.00     |
| 6725 · Janitorial hours               | 168.00     |
| 6700 · Payroll Expenses - Other       | 217.93     |
| Total 6700 · Payroll Expenses         | 2,687.93   |
| Total Expense                         | 34,785.80  |
| Net Income                            | -11,891.62 |



## Sedgewick Recreation Facility 2018 Approved Budget

|                               | 2018 Budget          | 2018 Actual          | % of Budget<br>June 2018 (50%) |
|-------------------------------|----------------------|----------------------|--------------------------------|
| <b>Revenues:</b>              |                      |                      |                                |
| Ag Society - Annual           | \$ 14,500.00         | \$ -                 | 0%                             |
| Facility Room Rentals         | \$ 11,000.00         | \$ 1,250.00          | 11%                            |
| July 1st Revenues             | \$ 5,000.00          | \$ 1,325.00          | 27%                            |
| Fundraisers/Raffles/Signage   | \$ 10,000.00         | \$ 360.00            | 4%                             |
| Arena Revenue (winter)        | \$ 80,000.00         | \$ 46,585.22         | 58%                            |
| Arena Revenue (spring/summer) | \$ 10,000.00         | \$ 7,051.91          | 71%                            |
| Bowling Revenues              | \$ 32,000.00         | \$ 885.72            | 3%                             |
| Curling Revenues              | \$ 30,000.00         | \$ 13,629.37         | 45%                            |
| Library Lease/UT              | \$ 4,800.00          | \$ 2,400.00          | 50%                            |
| Concession                    | \$ 109,934.00        | \$ 57,102.25         | 52%                            |
| Co-op Gift Cards              | \$ 100,000.00        | \$ 35,850.00         | 36%                            |
| Co-op Gift Card - Dividend    | \$ 6,000.00          | \$ 2,520.00          | 42%                            |
| Bank Interest                 | \$ 50.00             | \$ 15.61             | 31%                            |
| Capital Grants                | \$ 15,000.00         | \$ -                 | 0%                             |
| County Recreation Funding     | \$ 27,500.00         | \$ -                 | 0%                             |
| Other                         | \$ 500.00            | \$ 70.00             | 14%                            |
| Donations                     | \$ 10,000.00         | \$ 14,120.00         | 141%                           |
| ATM Fee Income                | \$ 2,200.00          | \$ 1,132.50          | 51%                            |
| <b>Total Revenues:</b>        | <b>\$ 468,484.00</b> | <b>\$ 184,297.58</b> | <b>39%</b>                     |
|                               |                      |                      |                                |
| <b>Expenditures:</b>          |                      |                      | <b>% of Budget</b>             |
| Salaries (Full Time)          | \$ 84,240.00         | \$ 20,459.50         | 24%                            |
| Salaries (Part-Time)          | \$ 62,700.00         | \$ 45,119.28         | 72%                            |
| Salaries - Employer Contr.    | \$ 14,694.00         | \$ 5,891.91          | 40%                            |
| Education/Training            | \$ 1,000.00          | \$ 551.50            | 55%                            |
| Office Supplies               | \$ 2,000.00          | \$ 1,305.00          | 65%                            |
| Advertising/Promotional       | \$ 1,000.00          | \$ -                 | 0%                             |
| Service Charges               | \$ 400.00            | \$ 53.90             | 13%                            |
| General Goods & Services      | \$ 100,000.00        | \$ 55,811.68         | 56%                            |
| Janitorial Supplies           | \$ 5,000.00          | \$ 2,372.30          | 47%                            |
| WCB                           | \$ 750.00            | \$ 1,003.33          | 134%                           |
| Freight                       | \$ 100.00            | \$ -                 | 0%                             |
| Telephones/Alarms             | \$ 3,000.00          | \$ 1,300.30          | 43%                            |
| Audit Fees                    | \$ 2,000.00          | \$ -                 | 0%                             |
| Waste Management Fees         | \$ 1,400.00          | \$ 532.12            | 38%                            |
| Insurance                     | \$ 200.00            | \$ -                 | 0%                             |
| Building R&M                  | \$ 20,000.00         | \$ 7,922.65          | 40%                            |
| Equipment R&M                 | \$ 25,000.00         | \$ 3,494.61          | 14%                            |
| Electricity                   | \$ 70,000.00         | \$ 38,509.21         | 55%                            |
| Gas                           | \$ 25,000.00         | \$ 17,002.28         | 68%                            |
| Concession Exp.               | \$ 50,000.00         | \$ 24,201.40         | 48%                            |
| Capital Contribution          | \$ -                 | \$ -                 |                                |
| <b>Total Expenditures:</b>    | <b>\$ 468,484.00</b> | <b>\$ 225,530.97</b> | <b>48%</b>                     |
| <b>Net Surplus/(Deficit)</b>  | <b>\$ -</b>          | <b>-\$ 41,233.39</b> |                                |



## Carbon Levy Charge

### Town of Sedgewick Utilities Bills

| MONTH  | AMOUNT     |
|--------|------------|
| Jan-18 | \$917.18   |
| Feb-18 | \$1,094.52 |
| Mar-18 | \$692.51   |
| Apr-18 | \$562.35   |
| May-18 | \$128.79   |
| Jun-18 | \$47.79    |
| Jul-18 |            |
| Aug-18 |            |
| Sep-18 |            |
| Oct-18 |            |
| Nov-18 |            |
| Dec-18 |            |

|                  |                   |
|------------------|-------------------|
| <b>YTD Total</b> | <b>\$3,443.14</b> |
|------------------|-------------------|



MEMBER OWNED • COMMUNITY POWERED

August 8, 2018

P.O. Box 129  
4818 – 47 Street  
Sedgewick, AB T0B 4C0

Dear Perry Robinson,

RE: AUC Decision #22164 Annexation

Despite collaboration from all affected Rural Electrical Associations (REAs) and the Alberta Federation of REAs, the arguments put forward regarding the issue of rural/urban annexation failed to persuade the AUC to decide in favor of the REAs and their respective members.

In summary, the AUC cited the municipal franchise agreement between municipalities and FortisAlberta as a key rationale to alter REA designated service area boundaries to align with municipal corporate limits. This decision was disappointing not only for our members, but it also negatively impacts the independent cooperative power providers; Alberta's Rural Electrification Associations.

However the AUC decision also clearly stated, "**Existing REA members may continue to be serviced by the REA until the respective municipality passes a bylaw requiring that REA member/resident to transfer to FortisAlberta. If the municipality does not proceed with a by-law, the REA member may choose to remain an REA member until a change of ownership of the applicable site occurs and/or a mandatory site transfer is applicable.**"

As no municipalities were represented or attended the AUC proceedings, Battle River Power Coop, and fellow REAs, are hopeful that municipalities will not immediately proceed to a by-law that would arbitrarily force REA members to change. Rather, we remain encouraged they will allow the changeover to occur as land use is modified; a process that has taken place in the past.

As always, we continue to work with our members during this time and if you have any questions regarding the decision, please do not hesitate to contact us. For your information, the full decision can be viewed at:

[www.auc.ab.ca/regulatory\\_documents/ProceedingDocuments/2018/22164-D01-2018.pdf](http://www.auc.ab.ca/regulatory_documents/ProceedingDocuments/2018/22164-D01-2018.pdf)

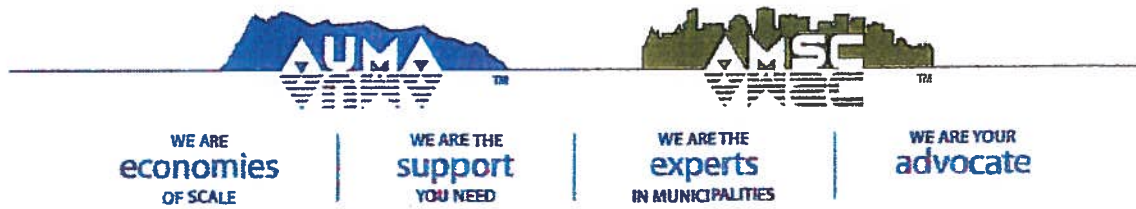
Yours truly,

Battle River Power Coop

PER:

A handwritten signature in blue ink, appearing to read "Colleen Musselman", written over a horizontal line.

Colleen Musselman, MBA CED  
General Manager



July 27, 2018

Thank you for supplying your municipality's flag for display at the annual AUMA Convention and AMSC Trade Show.

In 2016 the decision was made to move away from physical flags and create a video loop that includes the images of the flags that represent our members. This has allowed us more space within our venue for attendees, additional time for our program, and a more interactive and engaging presentation of our member flags.

Enclosed is the flag that your municipality had supplied to the AUMA. If your flag has been updated in recent years, please send a new electronic copy to [msheskey@auma.ca](mailto:msheskey@auma.ca) (please send in .jpg, .png, or .pdf format). *sent.*

Sincerely,

Maegan Sheskey  
Events Coordinator  
AUMA