



Agenda

Regular Meeting of Council

Thursday, September 20th, 2018

Town of Sedgewick Council Chambers
6:00pm

1. Call to Order

2. Acknowledgement of Treaty 6

3. Adoption of Agenda

4. Public Hearing Bylaw 544 – Amendment #6 to Land Use Bylaw 461

5. Minutes Regular Meeting ([August 23rd, 2018](#))

6. Old Business

6.1 [Bylaw 544](#) – Amendment #6 to Land Use bylaw 461

7. New Business

7.1 [FortisAB Franchise Agreement](#) – 2019 Franchise Fee

7.2 [Parade Float](#) – Design & Budget

7.3 [Main Street Design Open House](#) - Next steps

7.4 [Recreation Funding Committee Bylaw 545](#) – RFD

7.5 [Spray Park Sewer System](#) - RFD

8. Reports

Committee Reports

Mayor P. Robinson

- Nothing to report

Councillor G. Imlah

- Nothing to report

[Councillor S. Levy](#)

- FRSWMA - draft minutes of August 27, 2018 meeting

Councillor T. Schmutz

- Nothing to report

[Councillor G. Sparrow](#)

- Sedgewick Rec Centre Board – Minutes of August 27, 2018 meeting

8.2 Staff Departmental Reports

[Public Works Report](#) – For the period ending September 20th, 2018

[Parks and Facilities Report](#) - For the period ending September 20th, 2018

8.3 Chief Administrative Officer Report

[CAO Report](#) – For the period ending September 20th, 2018

9. Correspondence

9.1 [Sedgewick Seniors Club](#) – Re: Main Street Revitalization -Handicapped Parking Request

9.2 [Resident Complaint](#) - Boulevard Maintenance

10. In-Camera

10.1 Recreation Plan (*FOIP Section 24*)

11. Round Table/Question Period

12. Adjournment



TOWN OF SEDGEWICK

Minutes

Regular Meeting of Council

Aug.23, 2018

Town of Sedgewick Town Office

6:30 pm

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

Also Present
Jim Fedyk CAO

1. Call to Order – 6:32 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

2018-08-153	MOTION by Clr. Schmutz		CARRIED
That the agenda be approved as presented.			

4. Delegations - None

5. Minutes

2018-08-154	MOTION by Mayor Robinson		CARRIED
That the Regular Meeting Minutes from July 12, 2018 be approved as presented.			
2018-08-155	MOTION by Clr. Levy		CARRIED
That the Special Meeting Minutes from July 26, 2018 be approved with the following amendment: That Motion 2018-07-151 read “That Council amends Motion #2018-07-143 to state...”			

6. Financial Statements

2018-08-156	MOTION by Clr. Imlah		CARRIED
That the monthly Financial Reports for the 2 nd quarter of 2018 and the operating and capital budget variance reports as of August 20, 2018 be accepted as presented.			

7. New Business

7.1 Flagstaff Intermunicipal Partnership – Amendment to ARB & SDAB Agreements			
2018-08-157	MOTION by Mayor Robinson		DEFEATED
That Council approve Flagstaff Intermunicipal Partnership Committee’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.			
7.2 Policy 18-07 – Compensation and Expenses Policy			
2018-08-158	MOTION by Clr. Imlah		CARRIED
That Council approve the recommendation of the Committee of the Whole to approve Policy			



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18-07, the Compensation and Expenses Policy as presented.

7.3 Policy 18-08 – Portable Stage Rental Policy

2018-08-159	MOTION by Clr. Schmutz		CARRIED
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That Council approve Policy 18-08, the Portable Stage Rental Policy as presented.

7.4 Regional Emergency Service Committee – Extension of Fire Agreements

2018-08-160	MOTION by Clr. Imlah		CARRIED
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That Council approve the recommendation of the Regional Emergency Service Committee to extend the current Regional Fire Services Agreement and the Regional Fire Chief Services Agreement until December 31, 2019.

7.5 Bylaw 542 – Outdoor Watering Bylaw

2018-08-161	MOTION by Clr. Levy		CARRIED
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That Council approve first reading to Outdoor Watering Bylaw 542.

2018-08-162	MOTION by Clr. Imlah		CARRIED
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That Council give second reading to Outdoor Watering Bylaw 542.

2018-08-163	MOTION by Clr. Schmutz		CARRIED UNANIMOUSLY
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That Council proceed to third reading to Outdoor Watering Bylaw 542.

2018-08-164	MOTION by Mayor Robinson		CARRIED
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That Council give third and final reading to Outdoor Watering Bylaw 542.

7.6 Cannabis Bylaw

2018-08-165	MOTION by Clr. Schmutz		CARRIED
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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.

7.7 LUB Amendment - Cannabis

2018-08-166	MOTION by Mayor Robinson		CARRIED
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That Council approve the recommendation of the Committee of the Whole 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.

7.8 Bylaw 543 – Municipal Emergency Management Bylaw

2018-08-167	MOTION by Clr. Imlah		CARRIED
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That Council approve first reading to Municipal Emergency Management Bylaw 543.

2018-08-168	MOTION by Clr. Levy		CARRIED
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That Council give second reading to Municipal Emergency Management Bylaw 543.

2018-08-169	MOTION by Clr. Schmutz		CARRIED UNANIMOUSLY
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That Council proceed to third reading to Municipal Emergency Management Bylaw 543.

2018-08-170	MOTION by Clr. Robinson		CARRIED
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That Council give third and final reading to Municipal Emergency Management Bylaw 543.



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7.9 Policy Review			
2018-08-171	MOTION by Clr. Imlah		CARRIED
That Council approve the Committee of the Whole's recommendation and rescind Town of Sedgewick Municipal Policies A1 through F6.			
7.10 Pylon Sign Advertising – Spot #3			
2018-08-172	MOTION by Mayor Robinson		CARRIED
That Council enter into a five-year agreement with The Leaf Corporation for lightbox advertising on the Town's Highway 13 Pylon sign for \$5,000.			
7.11 Bylaw 544/18 – Amendment #6 to LUB 461			
2018-08-173	MOTION by Clr.		CARRIED
That Council give first reading to Bylaw 544/18 – Amendment #6 to Land Use Bylaw 461.			
7.12 Irrigation of Hard Ball Diamond			
2018-08-174	MOTION by Clr. Levy		CARRIED
That Council accept the submitted quote by Hydro-tec Irrigation Ltd. as information.			
2018-08-175	MOTION by Clr. Schmutz		CARRIED
That Council direct Administration to obtain an estimate from Associated Engineering to design a method of bringing sufficient potable water to the spray park at Sedgewick Lake Park and sending waste water from the same spray park to the lagoons or if possible to be used for irrigation or other purposes.			
7.13 Development Permit 18-09 – Sedgewick Ag Society Shed			
2018-08-176	MOTION by Clr. Schmutz		CARRIED
That Council direct Administration to enter into an agreement with the Sedgewick Agricultural Society to allow for the development of a 16'x 24' storage shed on Town property at the recreation grounds with the Town responsible for the development permit application fee.			
7.14 Policy 18-09 – Municipal Lot Lease Policy			
2018-08-177	MOTION by Mayor Robinson		CARRIED
That Council approve the Committee of the Whole's recommendation to approve Policy 18-09, the Municipal Lot Lease Policy as presented.			
8. Reports			
8.1 Committee Reports			
2018-08-178	MOTION by Clr. Imlah		CARRIED
That the Committee Reports be accepted as information.			
8.2 Staff Departmental Reports			
2018-08-179	MOTION by Mayor Robinson		CARRIED
That the Public Works Report be accepted as information.			
8.3 CAO Report			
2018-08-180	MOTION by Clr. Schmutz		CARRIED
That the CAO Report be accepted as information.			



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8.4 Parks & Facility Maintenance Foreman Report			
2018-08-181	MOTION by Clr. Imlah		CARRIED
That the Parks' Report be accepted as information.			

9. Correspondence

9.1 SKNGS –Un-audited Financial Statement for the Year Ended December 31, 2017			
9.2 RCMP Killam/Forestburg Detachment – Crime Prevention Statistics – 1 st quarter 2017			
9.3 FFCS – Letter of Support: Health Canada Grant for Substance Abuse & Addictions			
9.4 AMA – Minister S. Anderson – Ministerial Order NO. MSL:047/18			
9.5 Parkland Regional Library – 2017 Annual Report Highlights			
9.6 Sedgewick Rec Board – June 2018 Profit/Loss Statement			
9.7 Battle river Power Co-op – AUC Decision #22164 Annexation			
9.8 AUMA/AMSC – Municipal flag			
2018-08-182	MOTION by Clr. Levy		CARRIED
That the correspondence items be accepted as information.			
2018-08-183	MOTION by Mayor Robinson		CARRIED
That Council approve sending a Letter of Support to Flagstaff Family & Community Services' application, in partnership with Alberta Health Services, Viking-Beaver FCCSS and Provost FCSS for a Health Canada Substance Use and Addictions Program grant that will encompass three years of work in the Flagstaff, Beaver and Provost areas.			

10. In camera

10.1 CAO Evaluation – FOIP s. 19			
10.2 CAO Contract – FOIP s.17			
2018-08-184	MOTION by Mayor Robinson		CARRIED
That Council close the meeting at 8:26pm, pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2, Sections 17 and 19 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss the Agenda Items “CAO Evaluation” and “CAO Contract” with all persons except Town Council and the CAO excluded from the meeting.			
CAO Fedyk departed the meeting at 8:29pm CAO Fedyk returned to the meeting at 8:34pm			
2018-08-185	MOTION by Mayor Robinson		CARRIED
That the meeting return to an open meeting at 8:37pm.			
2018-08-186	MOTION by Mayor Robinson		CARRIED
That Council approve a merit increase in salary to the CAO of \$10,000 and allow for the enrolment of the CAO in the APEX supplementary pension plan through the AUMA/AMSC retroactive to July 17 th , 2018.			

11. Round Table/Question Period

Council was shown initial renderings of a parade float design and offered input.			
Clr. Imlah spoke about the Gathering of the Clans festival to be held this weekend. The Scottish Club would like to use 8 panels of the portable stage with 12” legs.			



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2018-08-187	MOTION by Clr. Schmutz		CARRIED
That the fee for the portable stage be waived for the Flagstaff Scottish Club for the use of 8 panels and legs at the Gathering of the Clans Festival on August 25 th , 2018.			

12. Adjournment

2018-08-188	MOTION by Mayor Robinson		CARRIED
That the meeting be adjourned at 9:00 pm.			

Perry Robinson, Mayor

Jim Fedyk, CAO



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 second and third 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 second and third 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



2019 FORTIS FRANCHISE FEE

EXECUTIVE SUMMARY

As part of the Electrical Distribution System Franchise Agreement with Fortis Alberta, Council has the annual ability to increase, decrease or keep the franchise fee the same, with written notice. If increasing the franchise fee, it must stay within the current cap of 20%.

The agreement gives Fortis the privilege of being the sole supplier in Sedgewick and provides the Town with a revenue source in lieu of property taxes.

A deadline of Nov 1st has been set to ensure fee changes are implemented by Jan 1st, 2019. Late responses may cause the new franchise fee implementation to be delayed to April 1, 2019.

Any increase or decrease and resulting impact to customers must be advertised.

BACKGROUND

For 2018, Council approved keeping the franchise fee at 8% with projected revenues being \$52,423.

In 2017, Council increased the franchise fee from 6% to 8% with recorded revenue being \$46,163.

From 2012 to 2016 the amount had been maintained at 6%. 2016 revenues were \$36,595 and 2015's were \$35,177.

Currently, neighbouring municipalities have the following rates adopted:

<u>Municipality</u>	<u>Rate</u>	<u>Effective as of</u>
Daysland	7%	2018
Hardisty	7%	2017
Killam	8%	2017
Lougheed	5%	2016
Strome	8%	2016

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

	2019 expected Revenue	Difference from 2018 to 2019	2018 Typical Residential Monthly Cost	2019 Typical Residential Monthly Cost
6%	\$40,551	(\$11,607)		\$70.75
7%	\$47,310	(\$4848)		\$71.42
8%	\$54,068	\$1910	\$67.56	\$72.08
9%	\$60,827	\$8669		\$72.75
10%	\$67,585	\$15,427		\$73.42

Staying at 8%, the Annual Franchise Fee Costs portion of the above estimate would move from \$4.77/month to \$5.09/month.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

SEPTEMBER 20TH, 2018
2019 FORTIS FRANCHISE FEE

BUDGET IMPLICATIONS

Maintaining the rate at 8% will result in an expected increase in revenue of \$1910.

ALTERNATIVES

1. Council may approve to maintain the Fortis Alberta Franchise Fee at 8% for 2019.
2. Council may approve an increase or decrease to Fortis Alberta Franchise Fee for 2019.
3. Council may defer the 2019 Fortis Franchise Fee issue to a later meeting.

RECOMMENDATION

1. That Council approve to maintain the Fortis Alberta Franchise Fee at 8% for 2019.

ATTACHMENTS

1. Municipal Franchise Riders

MUNICIPAL FRANCHISE FEE RIDERS

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

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

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

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	03-0041	Boyle	6%	2018/07/01
01-0003	Airdrie	15%	2018/04/01	03-0042	Breton	20%	2015/01/01
03-0005	Alix	18%	2015/01/01	01-0043	Brooks	12.63%	2015/01/01
03-0004	Alberta Beach	5%	2017/01/01	02-0044	Bruderheim	0%	2013/07/01
03-0007	Amisk	0%	2014/01/01	02-0047	Calmar	20%	2013/07/01
02-0011	Athabasca	7%	2018/04/01	01-0048	Camrose	10%	2016/01/01
04-0009	Argentia Beach	0%	2017/01/01	02-0050	Canmore	10%	2016/01/01
03-0010	Arrowwood	12%	2015/07/01	03-0054	Carmanagay	5%	2018/01/01
02-0387	Banff	4%	2018/01/01	03-0055	Caroline	7%	2016/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	3%	2013/07/01	02-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	12.40%	2016/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	4%	2017/01/01
02-0019	Beaumont	5%	2013/10/01	03-0066	Clive	9%	2013/01/01
03-0022	Beiseker	0%	2013/07/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	9%	2018/01/01	02-0069	Coaldale	11%	2015/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2015/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	15%	2015/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	20%	2013/07/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01
02-0040	Bowden	15%	2017/01/01	09-0361	Crowsnest Pass	16%	2016/01/01

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

MUNICIPAL FRANCHISE FEE RIDERS

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

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
04-0080	Crystal Springs	0%	2016/01/01	02-0197	Lamont	5%	2013/07/01
03-0081	Czar	5%	2013/10/01	01-0200	Leduc	16%	2014/01/01
02-0082	Daysland	7%	2018/01/01	02-0202	Legal	10%	2018/01/01
02-0086	Devon	13%	2018/01/01	03-0207	Lomond	15%	2017/01/01
02-0088	Didsbury	17%	2016/01/01	03-0208	Longview	17%	2017/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0209	Lougheed	5%	2016/01/01
03-0093	Duchess	15%	2018/01/01	02-0211	Magrath	8%	2017/01/01
02-0095	Eckville	10%	2015/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
03-0096	Edberg	10%	2018/01/01	02-0215	Mayerthorpe	8%	2016/01/01
03-0097	Edgerton	16%	2015/01/01	04-0359	Mewatha Beach	2%	2016/10/01
02-0100	Edson	5%	2015/01/01	02-0218	Milk River	12%	2017/01/01
03-0109	Ferintosh	11%	2016/01/01	02-0219	Millet	15%	2018/01/01
03-0112	Foremost	7%	2016/01/01	03-0220	Milo	20%	2017/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	02-0224	Morinville	20%	2013/07/01
02-0124	Gibbons	10%	2013/01/01	04-0230	Nakamun Park	0%	2013/10/01
03-0128	Glenwood	0%	2016/02/11	02-0232	Nanton	7%	2016/01/01
04-0129	Golden Days	0%	2017/01/01	02-0236	Nobleford	0%	2013/10/01
02-0135	Gratum	5.50%	2013/07/01	03-0233	New Norway	6%	2009/01/01
04-0134	Grandview	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	7%	2017/04/01	02-0238	Okotoks	10%	2017/01/01
03-0144	Hay Lakes	7%	2017/11/01	02-0239	Olds	8.59%	2015/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	7.50%	2013/01/01
03-0149	Hill Spring	5%	2015/09/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	10.70%	2013/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	10%	2016/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	9%	2017/01/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	0%	2013/10/01	02-0261	Raymond	12%	2016/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	0%	2013/07/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	15%	2018/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	12%	2017/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01
02-0188	Killam	8%	2017/01/01	03-0272	Rosemary	12%	2016/01/01
01-0194	Lacombe	6.20%	2013/10/01	04-0273	Ross Haven	0%	2016/01/01
04-0196	Lakeview	2%	2016/01/01	03-0276	Ryley	3%	2016/01/01

MUNICIPAL FRANCHISE FEE RIDERS

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

Muni Code	Municipality	Rider	Effective
04-0279	Seba Beach	4%	2014/01/01
02-0280	Sedgewick	8%	2017/04/01
04-0283	Silver Sands	3%	2018/01/01
04-0369	South Baptiste	0%	2005/05/01
04-0288	South View	0%	2018/01/01
01-0291	Spruce Grove	20%	2016/01/01
01-0292	St. Albert	0%	2016/01/01
03-0295	Standard	0%	2015/01/01
02-0297	Stavely	5%	2017/01/01
03-0300	Stirling	8%	2015/01/01
02-0301	Stony Plain	20%	2015/01/01
09-0302	Strathcona County	0%	TBD
02-0303	Strathmore	15%	2018/07/01
03-0304	Strome	8%	2016/01/01
02-0307	Sundre	9%	2018/01/01
04-0386	Sunrise Beach	0%	2018/01/01
04-0308	Sunset Point	10%	2017/01/01
02-0310	Sylvan Lake	12%	2016/01/01
02-0311	Taber	20%	2013/10/01
03-0315	Thorsby	20%	2015/01/01
02-0318	Tofield	5%	2015/01/01
02-0321	Turner Valley	10%	2017/01/01
04-0324	Val Quentin	0%	2016/01/01
02-0326	Vauxhall	2%	2015/01/01
02-0331	Viking	8%	2013/07/01
02-0333	Vulcan	20%	2013/10/01
03-0364	Wabamun	10%	2017/01/01
02-0335	Wainwright	7%	2018/01/01
03-0338	Warburg	10%	2015/01/01
03-0339	Warner	0%	2017/01/01
04-0344	West Cove	0%	2018/01/01
02-0345	Westlock	12%	2013/07/01
01-0347	Wetaskiwin	12%	2016/01/01
04-0371	Whispering Hills	5%	2016/10/01
02-0350	Whitecourt	2.55%	2018/01/01
04-0354	Yellowstone	3%	2016/01/01



PARADE FLOAT DESIGN

EXECUTIVE SUMMARY

Studio Y Creations has designed a parade float for the Town of Sedgewick and has provided a quote for the build.

BACKGROUND

Council provided input as to the design showing the following:

- A moose was chosen as the main character of the float
- Recreation was to be the main theme
- Bowling pins, an inner-tube, and hockey jersey were specified as items Council wanted to see added.

Any further design modifications would come at a cost.

Administration is recommending that Office Equipment reserves be used for the project as there is no plan to purchase equipment in the near future. \$52,000 remains in this reserve.

BUDGET IMPLICATIONS

\$15,000 from reserves

ALTERNATIVES

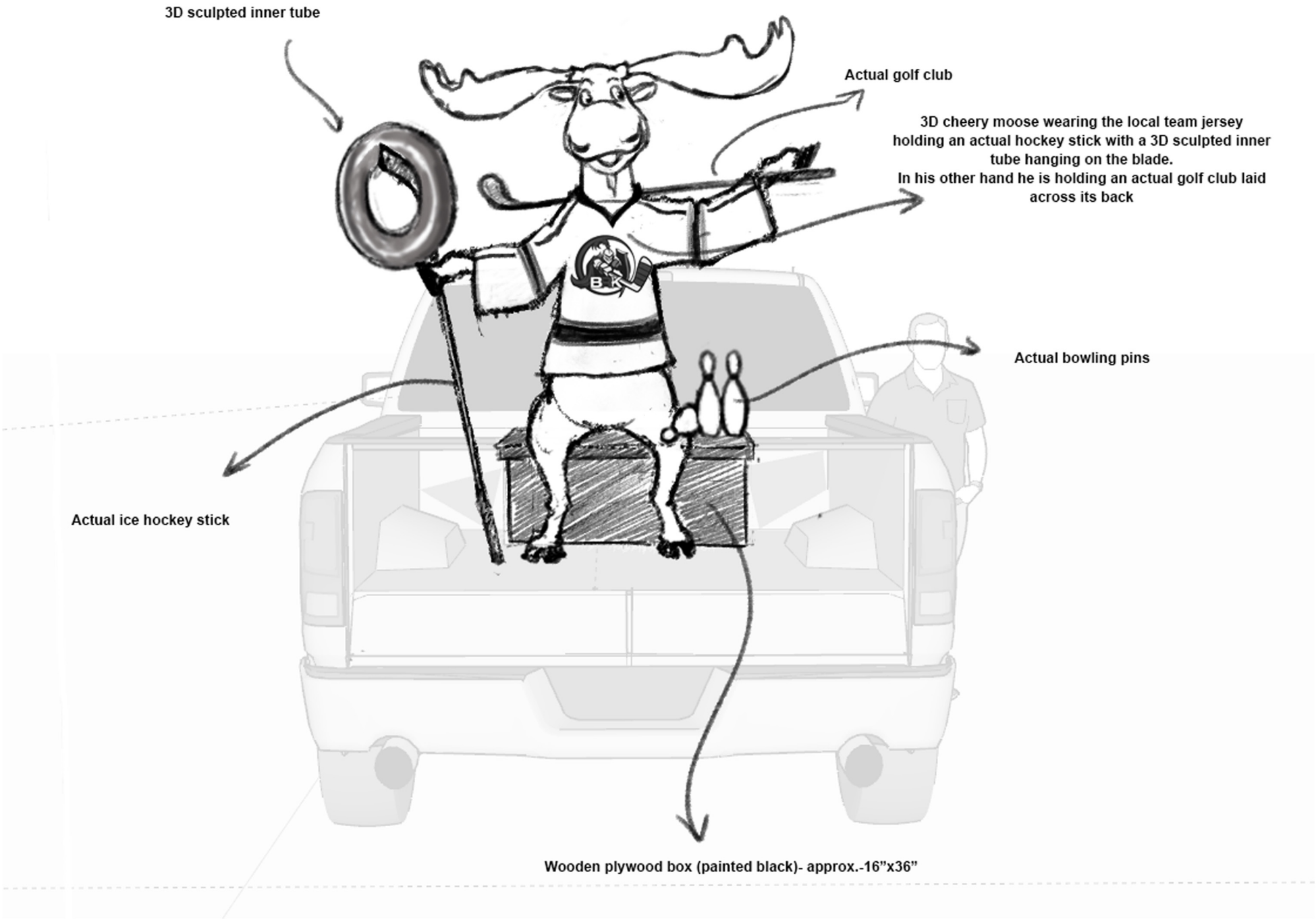
1. Council may approve the parade float design, as presented and allocate \$15,000 from Office Equipment Reserves 49712900 to build the float.
2. Council may approve the parade float design, as presented, but defer the build until 2019.
3. Council may choose to further modify the design of the float.
4. Council may choose not to build a new parade float.

RECOMMENDATION

1. That Council approve the parade float design, as presented, and allocate \$15,000 from Office Equipment Reserves 49712900 to build the float.

ATTACHMENTS

1. Design of Parade Float
2. Quote for Parade Float

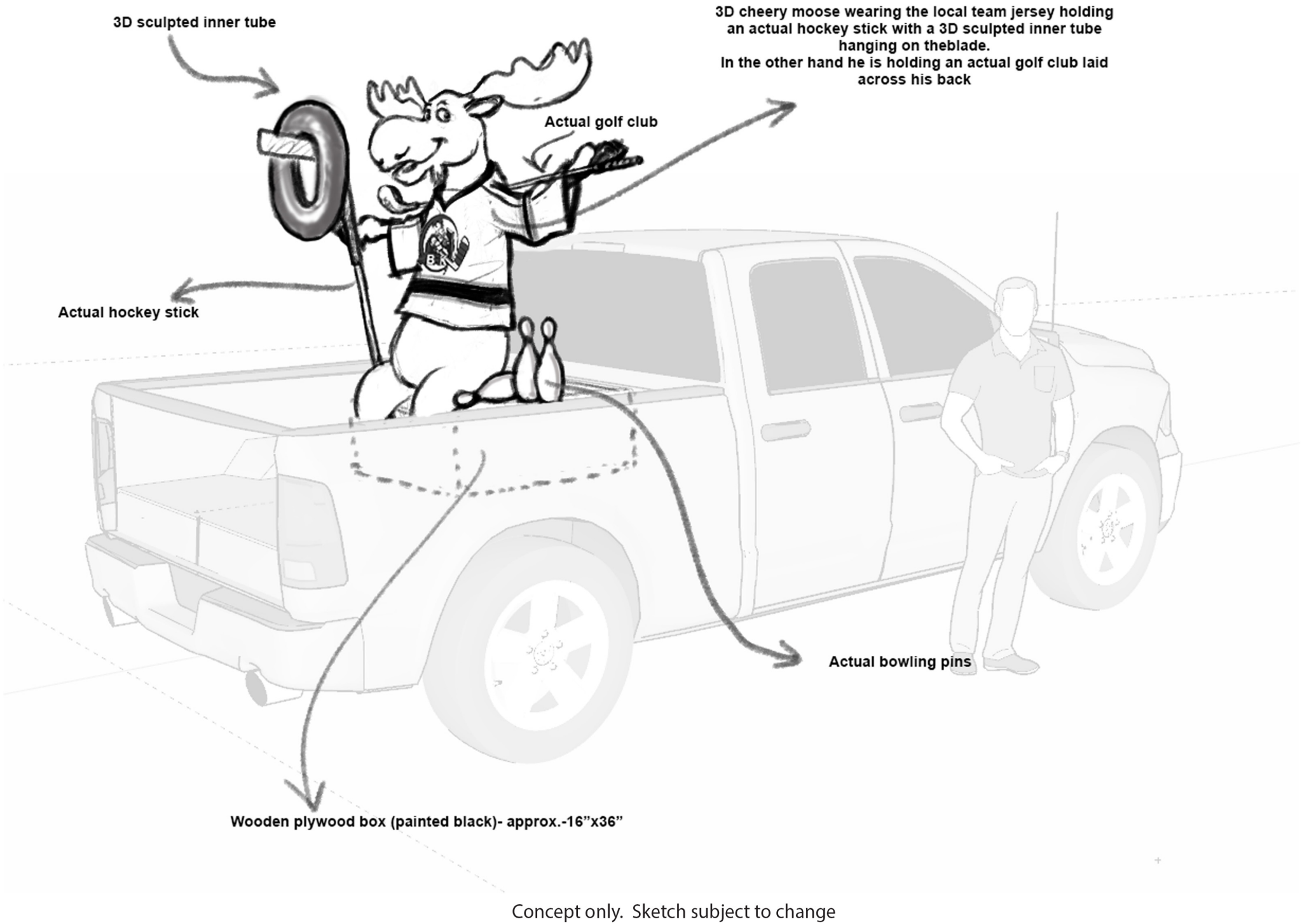


Concept only. Sketch subject to change

Client Town of Sedgewick	Sketch Status Rough Sketch	Drawn By Bob	Date 09/10/2018
	Area Exterior	Checked By Adrienne	Revision No. 3

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25
YEARS



Client Town of Sedgewick	Sketch Status Rough Sketch	Drawn By Bob	Date 09/10/2018
	Area Exterior	Checked By Adrienne	Revision No. 3

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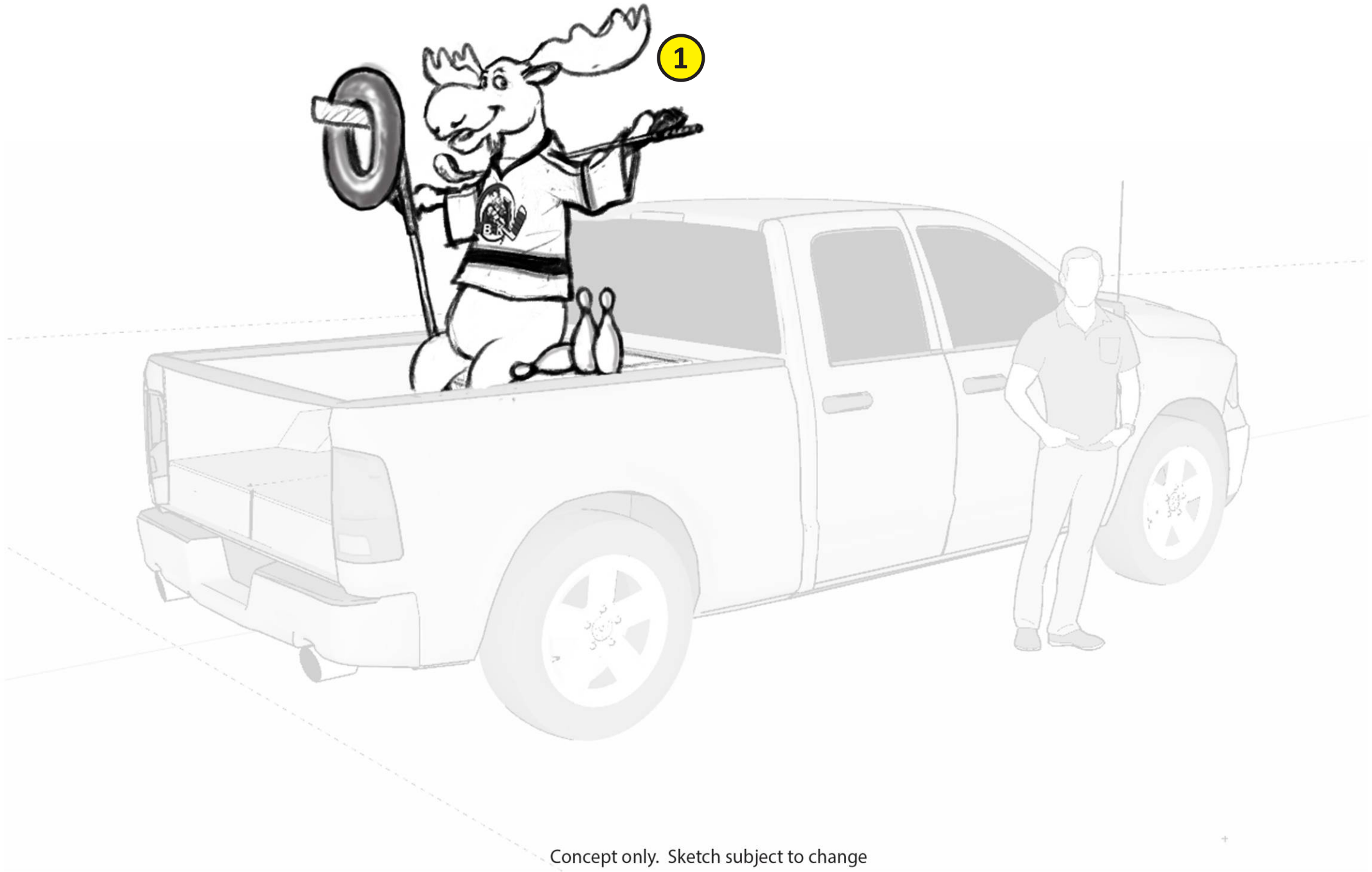
25
YEARS

Town of Sedgewick - Pricing Guide September 12, 2018



A

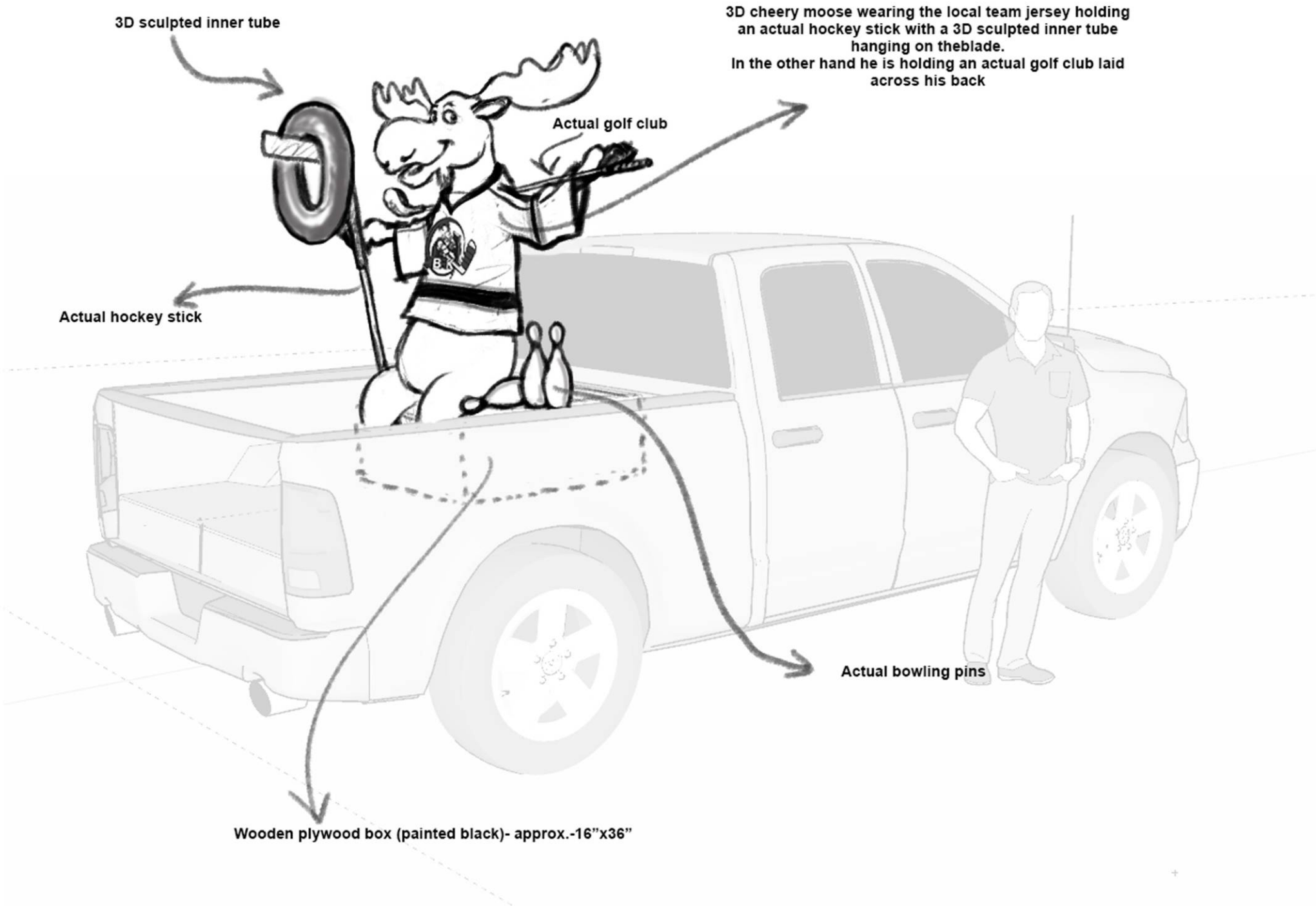
Parade Float Prop



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25
YEARS



STUDIO Y CREATIONS

The Town of Sedgewick

Parade Float

September 12, 2018



STUDIO Y CREATIONS

Jim Fedyk
CAO
Town of Sedgewick
Sedgewick, Alberta

Summary of Proposed Work

SYC is proposing to fabricate a unique 3D sculpted prop to be used in parades for The Town of Sedgewick. Fabrication will be based on design proposed within this proposal.

Product

The feature displays will be fabricated from a combination that may include steel, wood, plastic, EPS foam with a durable urethane hard-coat and painted with exterior grade paint, and actual prop items such as, golf club, bowling pins and hockey stick. Internal armatures will be built-in where necessary. The final product will be extremely durable and of the highest quality.

SYC specializes in three genres of interpretive model making: thematic/ children's, realistic life/natural history and industrial/mechanical. The company has the capability to work with foam, clay, urethane, wood and metal. We have CNC Hotwires and 3D routers that aid in building process and guarantee accuracy.



STUDIO Y CREATIONS

Product

(A)

Town of Sedgewick Parade Float Prop

\$13,900.00

Sculpted Moose on painted Plywood Box as per design

Please Note: Hockey Stick, Golf Club and Bowling Pins will be purchased items and assembled by SYC

Product Price

\$13,900.00

Pricing does not include GST, Shipping or onsite Installation

Terms and Conditions

Studio Y strives to provide the highest-quality product and customer service. In order for us to meet these goals, we are outlining the following terms that will help us deliver a well-executed project.

- 50% deposit; work will not begin until deposit is received.
- 50% interim payment, to be received prior to shipment.
- All information pertinent to the project must be sent at the start of the project.
- Any delays in receiving information, drawings (where applicable) and approvals from the customer may impact the delivery date.
- Any delays in receiving payments may impact the delivery date.
- Any changes made by the customer during the course of the project may impact the delivery date and be subject to additional charges.
- Price subject to change after 30 days.
- Price in Canadian Dollars. Does not include GST

Does not include shipping and/or installation



STUDIO Y CREATIONS



TOWN OF SEDGEWICK

REQUEST FOR DECISION

SEPTEMBER 20TH, 2018
MAIN STREET DESIGN OPEN HOUSE

MAIN STREET DESIGN OPEN HOUSE

EXECUTIVE SUMMARY

The open house for Main Street revitalization was held on September 12th. It is estimated that between 60-70 individuals attended.

BACKGROUND

Associated Engineering produced an initial design for Main Street to begin a conversation on how the downtown might be developed in the future.

All written correspondence regarding the renderings has been distributed to Council.

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council should decide what next steps for the project are.

RECOMMENDATION

1. Administration has no recommendation at this time.

ATTACHMENTS

None.



RECREATION FUNDING COMMITTEE BYLAW

EXECUTIVE SUMMARY

Flagstaff County provides annual recreation funding to the Sedgewick Agricultural Society who in turn allows the Recreation Funding Committee to distribute the funding to deserving user groups. The decisions are then brought to Council for final approval.

The Recreation Funding Committee was established under Bylaw 524, The Recreation Funding Committee Bylaw. Administration has prepared a new bylaw for Council's consideration as well as an agreement with the Sedgewick Agricultural Society that will create efficiencies and is better aligned with the current relationship.

BACKGROUND

Bylaw 524 establishes the Recreation Funding Committee and outlines the following areas:

- 1) Membership
- 2) Administration of the committee
- 3) RFC accounting
- 4) Schedules
 - a. Policies and Procedures
 - b. Grant Application Guidelines
 - c. Grant Application Process
 - d. Grant Application
 - e. Grant Review Process
 - f. Preliminary Review Card
 - g. Secondary Review Card
 - h. Follow-up Form

As outlined in Council's December 2017 Strategic Planning Session, one of the keys to success is 'Enabling the volunteer sector in making contributions to our quality of life'. Administration is proposing that simpler administering of the Recreation Funding Committee would be beneficial to both those groups that are applying for the funding as well as those volunteers who are distributing it. This includes a simpler application and review process and guidelines that are in line with Flagstaff County's intent.

Bylaw 545

The new bylaw identifies the purpose of the committee in simple terms which is "to review submitted applications and provide recommendations to Council for the allocation of recreational grant funding provided by Flagstaff County."

The Committee is allowed to develop its own criteria and methods of distributing funding (e.g. number of phases, application process, required forms, etc).

Membership of the committee remains unchanged.

The Bylaw specifies that the status of the Committee is contingent upon an agreement being in place between the Ag Society and the Town.



BACKGROUND

Agreement

The agreement allows for:

- funding decisions to be made by the Recreation Funding Committee on behalf of the Ag Society of which at least 3 members shall be Ag Society members.
- funding decisions to be approved by Council prior to payout
- dispute resolution process if Council does not approve the Committee's recommendations
- funding to be transferred from the Society to the Town and held in the Town's general bank account with transactions being recorded in the general ledger
- ability for either party to terminate the agreement

The above issues are better served to be in an agreement than they are in a bylaw.

Bylaw 545 and the proposed agreement with the Ag Society will:

- 1) make the process simpler for volunteers on both sides
- 2) allow the RFC to make modifications to the process as they see fit
- 3) remain aligned with Flagstaff County's guidelines
- 4) save Town staff time by having the funding run through the Town's general ledger

BUDGET IMPLICATIONS

None

ALTERNATIVES

1. Council may give first reading to Bylaw 545, The Recreation Funding Committee Bylaw and enter into a Recreation Funding agreement with the Sedgewick Agricultural Society to help administer the funding on the Agricultural Society's behalf.
2. Council may accept the draft of Bylaw 545 as information.

RECOMMENDATION

1. Council may give first reading to Bylaw 545, The Recreation Funding Committee Bylaw and enter into a Recreation Funding Agreement with the Sedgewick Agricultural Society to help administer the funding on the Agricultural Society's behalf.

ATTACHMENTS

1. Bylaw 524, The Recreation Funding Committee Bylaw
2. Bylaw 545, The Recreation Funding Committee Bylaw_DRAFT
3. Recreation Funding Agreement with the Ag Society_DRAFT

Bylaw #524
of the Town of Sedgewick
Province of Alberta

A bylaw of the Town of Sedgewick in the Province of Alberta to provide for the operations and use or recreation funding.

WHEREAS Section 145 of the *Municipal Government Act*, R.S.A 2000, M-26, as amended, authorizes municipalities to enter into a bylaw to establish and Recreation Funding Committee;

AND WHEREAS the Council for the Town of Sedgewick has determined that it is appropriate to establish a Recreation Funding Committee for the purpose of allocating recreation funding;

NOW THEREFORE, in consideration of the promises, mutual terms, covenants and conditions herein, the parties agree as follows:

1. **DEFINITIONS**

1.1 In this Bylaw, the following terms shall have the following meanings, unless the context specifically required otherwise:

- (a) "ACT" means the Municipal Government Act, R.S.A 2000, Chapter M-26, as amended from time to time;
- (b) "ADMINISTRATION" means administrative staff from within the Sedgewick Town Office;
- (c) "AG SOCIETY" means the Sedgewick Ag Society.
- (d) "CAPITAL GRANT" means funds required to assist with repair or replacement of an asset;
- (e) "CHIEF ADMINISTRATIVE OFFICER (CAO)" means the Administrative head of the municipality appointed by Town Council;
- (f) "CULTURAL GROUP" means a group associated with arts and cultural events within the Town of Sedgewick and/or Flagstaff Region.
- (g) "OPERATIONAL GRANT" means funds required to assist in the operational cost of a project/program;
- (h) "ORGANIZATIONAL SUCCESS" means a success that has been achieved from the operations of a program;
- (i) "PROJECT/PROGRAM" means one in the same – a planned series of events;
- (j) "PURPOSE" means the reason for which something is done or created or for which exists;
- (k) "RECREATION GROUP" means a group of person(s) associated with a recreation program within the Town of Sedgewick and/or Flagstaff Region;
- (l) "TOWN" means that Town of Sedgewick;
- (m) "TOWN COUNCIL" means elected officials for the Town of Sedgewick;
- (n) "RECREATION FUNDING COMMITTEE (RFC)" means the volunteer board comprised of seven (7) members appointed by Town Council;
- (o) "USER GROUP" means an organization of users that share an interest in a similar project and/or activity;

1.2 All other terms used in this Bylaw shall have the meaning assigned to in the Act.

2. **ESTABLISHMENT**

2.1 The RFC is hereby established.

2.2 A Committee has all the powers, duties and responsibilities of the RFC as directed by Town Council.

2.3 A decision of the Committee is a decision of the RFC.

2.4 The RFC shall operate in accordance with the Policies and Procedures attached hereto as Schedule "A".

3. RFC MEMBERSHIP

3.1 The RFC shall be appointed by Council resolution and shall consist of seven (7) volunteer members:

- (a) Three (3) members from the Ag Society;
- (b) Two (2) members from the Sedgewick Recreation Board;
- (c) One (1) member from an Arts and Culture group that operates within the corporate limits of the municipality;
- (d) One (1) member from Town Council.

3.2 Council shall appoint committee alternates by resolution as follows:

- (a) Two (2) members from the Ag Society;
- (b) Two (2) members from the Sedgewick Recreation Board;
- (c) One (1) member from an Arts and Culture group.

Appointed committee alternates may step in if the standing member from their organization is unable to attend.

3.3 Appointment to the RFC Committee shall be on a three (3) year term. One member from the Ag Society and one member from the Sedgewick Recreation Board shall be appointed on a four (4) year term to ensure continuity.

3.4 A retiring Member may be re-appointed to the RFC upon the expiration of the Member's term but the person must re-apply for appointment to Town Council.

3.5 Members shall adhere to the Policies and Procedures set out in Schedule "A" as attached hereto.

3.5 A Member's appointment may be rescinded if the Member:

- i. Fails or refuses to adhere to the Policies and Procedures as set out in Schedule "A".

4. RFC ADMINISTRATION

4.1 A secretary will be provided by the Town and shall be responsible to the RFC as follows:

- i. Preparation of all meeting packages;
- ii. Preparation and completion of all financials for the RFC;
- iii. Recruit and orient new members;
- iv. Develop and run training sessions and workshops for grant applicants and grant recipients;
- v. Advise on prospective grant applications;
- vi. Facilitate communication between project grantees and the RFC;
- vii. Completion of a Preliminary Assessment and follow-up on all grant applications;
- viii. Review of all follow-up forms from user groups;
- ix. Publication of all grant award recipients;
- x. Complete distribution of final grant payments pending review of completed Follow-up forms;
- xi. Any other administrative duties that are necessary for the RFC to operate and function effectively;
- xii. Such other matters that the RFC may direct.

5. RFC ACCOUNTING

5.1 Administration shall be responsible for the preparation and completion of all financial and accounting practices.

5.2 The RFC shall have an individual set of books that shall be administered by the Town.

5.3 Signing authority – the RFC must appoint and authorize two members as signatory personnel. The Town’s signatory personnel shall have authority on the RFC Committee. All disbursement must be signed by one member appointed by the RFC and the CAO and/or his delegate.

5.4 Administration shall complete a yearend internal financial review which shall be prepared for RFC by February 28 of each year and forwarded to the Ag Society.

5.5 All costs associated with the RFC start up shall be automatically deducted from the available recreation funding.

6. FUNDING COMMITMENT

6.1 Funds associated with the committee shall be received from the Ag Society annually as allocated from Flagstaff County.

6.2 The Town shall provide annually a detailed financial request for a lump sum allocation to provide funds for basic operations of the Sedgewick Recreation Facility to the Ag Society.

6.3 Any RFC funds that have not been spent by December 31st of each year shall be allocated towards a capital project. The RFC shall be delegated the authority to recommend distribution of these funds to Town Council; no funding applications is required.

7. SCHEDULES

- Schedule “A” – Policies and Procedures
- Schedule “B” – Grant Application Guidelines
- Schedule “C” – Grant Application Process
- Schedule “D” – Grant Application
- Schedule “E” – Grant Review Process
- Schedule “F” – Preliminary Review Card
- Schedule “G” – Secondary Review Card
- Schedule “H” – Follow-up Form

8. AMENDMENT OF BYLAW

Bylaw 516 is hereby rescinded.

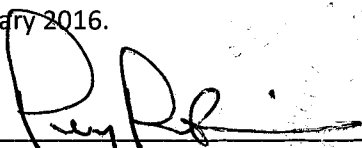
9. ENACTMENT

9.1 This bylaw shall take effect on February 18th, 2016 .

READ a first time this 18 day of February 2016.

READ a second time this 18 day of February 2016.

READ a third time by unanimous consent of council this 18 day of February 2016.


Perry Robinson, Mayor


Amanda Davis, CAO

SCHEDULE "A"
RECREATION FUNDING COMMITTEE BYLAW #524
POLICIES AND PROCEDURES

1. APPLICATION

- 1.1 These Policies and Procedures shall apply to all meetings of the board.
- 1.2 Any matter of meeting procedure which is not herein provided for, shall be determined according to the most current edition of Robert's Rules of Order.
- 1.3 Procedure is a matter of interpretation by the Chair.
- 1.4 In the event of a conflict between the provisions of these Policies and Procedures and *Roberts Rules of Order*, the provisions of these Policies and Procedures shall prevail.

2. CHAIR AND VICE CHAIR

- 2.1 At the first meeting of the board, the Members shall elect from their membership a Chair and Vice-Chair by majority vote.
- 2.2 The Chair:
- (a) Shall preside at the board meetings,
 - (b) Shall ensure that all board meetings are conducted in a fair and impartial manner,
 - (c) May limit a submission if the Chair determines it to be repetitious
- 2.3 The appointment of the Chair and Vice-Chair shall be on a three (3) year term.
- 2.4 In the event of the absence or inability of the Chair to preside at a board meeting, the Vice-Chair shall preside.
- 2.5 In the event of the absence or inability of both the Chair and the Vice-Chair to preside at a meeting, the Members present constituting a quorum shall elect one of the Members to preside as acting Chair for that meeting.

3. COMMITTEE MEMBERSHIP

- 3.1 Committee membership shall consist of the following:
- (3) members from the Ag Society;
 - (2) members from the Sedgewick Recreation Board;
 - (1) member from a Sedgewick Arts and Cultural group;
 - (1) member from Town Council.
- 3.2 Members shall be appointed by resolution of Council.

4. MEETINGS

- 4.1 The board shall have a minimum of three meetings per year to address grant applications as well as to review the application process.
- (a) Phase I meeting shall commence no later than May 15th,
 - (b) Phase II meeting shall commence no later than September 15th
 - (c) Annual application review process no later than October 31st

SCHEDULE "A"
RECREATION FUNDING COMMITTEE BYLAW #524
POLICIES AND PROCEDURES

4.2 All meetings shall be open to the public.

4.3 Meetings shall be held in the Council Chambers of the Sedgewick Town Office located at 4818-47th Street, Sedgewick Alberta, T0B 4C0.

5. QUORUM

5.1 Four (4) members shall constitute a quorum of the board.

6. VOTING

6.1 Each member shall only have one (1) vote.

6.2 Motions do not require seconders.

7. DECISIONS

7.1 Only members present for the entire board meeting shall participate in making of a decision on any matter before it.

7.2 The decision of the majority of Members present at the meeting shall be deemed to be the decision of the whole board.

7.3 All decisions shall be recommended to Town Council for final approval/rejection.



Grant Overview:

Flagstaff County deemed it appropriate to allocate Recreation funding to our Towns and Villages through our Ag Societies effective January 1st, 2015; in turn Ag Societies are responsible to distribute funding to recreation user groups.

At this time our goal is to ensure all our facilities operate in a state of cost recovery while ensuring the best recreational opportunities are available for all users. We also support programs that benefit our citizens regionally.

*Note – Recreation grants do not guarantee long-term financial support. The provision of this program is subject to change therefore your group/organization is encouraged to strive to find alternate sources of funding to offset your programs now and into the future.

Program Objectives:

The Town objective is to provide recreation grants that offset the operational expense of recreation activities for all ages within Sedgewick’s corporate limits and surrounding areas.

The intent of the program is not to enhance user groups’ financial status it is to help cover the costs of our facilities and your programs. If your organization/program is sustainable we strongly encourage your support for less viable programs and/or increase/offer enhanced training and skill building options.

As a reminder to all applicants if our facilities are unable to sustain themselves the Town may have to increase property taxes to offset deficits therefore we are requesting that your applications are as accurate as possible.

Priorities for Funding:

Although each application is determined to be successful on a case-by-case basis, applications should meet at least one of the following priorities:

- Programs that contribute to ongoing use of recreation facilities within the Town and surrounding area.
- Projects that can reasonably demonstrate future financial feasibility.
- Capital projects that retrofit current facilities so as to decrease normal operating costs.
- Projects that revitalize well used programs.
- Projects that enhance skill/team building.
- Projects/programs that attend to a wide demographic.

Eligibility:

To be eligible for the Town Recreation Grant Program, applicants must be one of the following:

- A recreation user group (example, Minor Hockey, Flagstaff Fusion, Sedgewick Golf Club etc.)
- A cultural user group (example, Sedgewick Library, Battle River Art Club, Flagstaff Players etc.)
- An Agricultural Society
- A school

You are ineligible to apply for funding if you are:

- A for profit organization
- A faith based group
- A business or entrepreneur
- A Cemetery
- A museum



Eligible Project Criteria:

- Applications must be submit to the Town’s Administrative Office no later than May 1st, and/or September 15th.
- Application Phase must be clearly recorded on applications.
- Funds must be accounted for and used by December 31st of each year.
- Projects may begin January 1st however funding may not be granted.
- Capital projects must be complete within two years of receiving funds.
- Projects must not duplicate existing programs and services already available in the community.
- Funds must be used for the purpose for which they were approved or recipient must repay the full amount. Failure to repay funds may result in future ineligibility.
- Recipients must complete and submit a Follow-Up form within thirty (30) days of completion of the project and account for all expenses.
- The Town reserves the right to refuse or amend funding requests within any application.

Eligible Expenses:

- Renovation and repairs to existing structural, electrical or mechanical systems in order to upgrade existing facilities to improve operational efficiencies and comply with current building codes, or to enhance programs offered within the facility.
- Costs of offering recreation programming within the Town and surrounding areas.
- Start-up costs for new programs.

Ineligible Expenses:

- Retirement of debt
- Cost of developing a proposal
- Assessment studies
- Cash, prizes, gift cards, food hampers, awards/trophies/plaques
- Promotional items
- Permanent staff salaries
- Other expenses that the Town Council may deem inappropriate as recommended by the RFC.

Funding Obligations:

- Successful applicants must submit a Follow-up form to the Town within thirty (30) of project completion. Follow-Up forms will be provided to the recipient with their initial grant payment.
- Recipients must report the use of recreation funds. Recipients may either provide:
 - a) A Detailed Revenue and Expenditure report from an accounting program. This report must clearly describe revenue and expenditures for the approved project.
 - b) Submit a photocopy of actual receipts that is organized to support the follow up form. The receipts must reflect revenue and expenditures specifically related to the approved project.
 - c) An audited financial statement that has been prepared by a recognized audit firm and signed by two board members. The audited financial statement must clearly outline the grant received as well as specific expenses related to the project.

Original documents and receipts must be kept by the recipient for seven (7) years as per recognized accounting principles.
- Unused recreation funds, or funds used for purposes other than what was approved must be returned to the Town.
- Operational projects must be completed by December 31st of each current year.
- Capital projects must be completed within two years. Extension may be granted by Town Council upon receiving a written request as recommended by the RFC.
- Failure to meet the above obligations may result in restricted access to future recreation funding.



Town of Sedgewick – SCHEDULE “C” - Recreation Grant Application Process

Application Process:

Applications must be sent to the Town at P.O. Box 129, Sedgewick, AB T0B 4C0 postmarked May 1st, and/or September 15th or emailed to recreationgrants@sedgewick.ca.

All applications must be legible; any illegible grants may become ineligible. Applications received via facsimile (fax) shall not be accepted.

Funding Distribution Process:

There shall be two rounds of applications:

- Phase I - deadline of May 1st at 12:00 NOON
- Phase II - deadline of September 15th at 12:00 NOON

Successful applicants:

- Phase one applicant shall receive notification regarding the success of their application by May 30th.
- Phase two applicants shall receive notification regarding the success of their application by October 15th.

Funds Distribution:

- Successful applicants shall receive an initial grant allocation of 50%.
- Successful applicants shall receive the remaining 50% grant allocation upon the successful completion of the Follow-Up Form.

***Note** – Recreation grants funds follow a calendar year with the date ending December 31st. Please apply accordingly.

The Application Breakdown:

1.0 Applicant Information

Organization Name – Insert the name of the organization you are representing. (ie. Minor Hockey)

Address – Insert the mailing address for the organization you are representing. (ie. PO Box 000, Sedgewick, AB T0B 4C0)

Contact Person & Information – Insert the name of the individual who shall be contacted should there be any queries arising from within the application. **The contact person must be educated and knowledgeable on the contents of the application submit.**

Non-profit/Society Number – Should this apply to your organization insert the appropriate number.

2.0 Project Overview

Project Title – Apply a title to your project (ie. Flagstaff Fusion Lacrosse Youth Development).

Project State Date – Insert the anticipated start date of your project.

Project End Date – Insert the anticipated end date of your project.

Location – Indicate where your project shall take place (ie. Sedgewick Recreation Centre)

Phase – Means the Phase of application your project applies to. (Phase I, Spring – Phase II, Fall).

Amount Requested- Indicate the amount requested for your project (reference Section 5.0)

Total Project Expense – Insert total project expense.



Town of Sedgewick – SCHEDULE “C” - Recreation Grant Application Process

Capital/Operating Application – Check the box that applies to your application.

3.0 Application Profile

3.1 Organizational Overview – Provide a brief description of your organization and your organizations purpose.

3.2 Organizational Successes – List three (3) organizational successes that you have achieved over the past five (5) years. (ie. Twenty five new registrants for the canskate program in 2014).

3.3 Executive Membership – Provide a list of the executives on your committee and their appointed position. (ei. John Doe, President...)

4.0 Project Description

4.1 Summary of Project – Provide a brief summary of the project you are applying for; what is the project.

4.2 Explain the need for project funding – Provide a brief summary as to why your project requires additional funding. (ie. to offset full cost recovery expenses). Make clear detailed points.

4.3 What is the target age for the project – Indicate the age group that will benefit from the project. (ie. Ages 5-16)

4.4 Anticipated Users – How many users are you targeting for this program? Ensure numbers are realistic to the proposed program/project.

5.0 Project Budget

Income/Expenses – Provide a breakdown of all project income and expenses. The *PROJECT TOTAL* must balance. Ensure you do not over apply as funds are limited.

Insert a title for all listed expense along with the value. (Ex. Income, “Enbridge donation” - \$1,000).

6.0 Applicant Agreement

Organization Name – Same as 1.0 in Applicant Information (Ex. Minor Hockey)

Signature of applicant certifying that the information in the document is true and accurate. The individual signing the application must have signing authority within the organization.

The date the application was complete and submit.



Town of Sedgewick – SCHEDULE “D” -Rec Grant Program Application Form

Applications must be submitted by May 1st and/or September 15th annually to:

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

Email: recreationgrants@sedgewick.ca
Phone: 780-384-3504

1.0 Applicant Information

Organization Name:

Mailing Address:

Contact Person & Information:

Position: **Phone:** **Email:**

Non-profit/Society Number

2.0 Project Overview

Project Title: **Start Date:** **End Date:**

Location: **Phase:**

Amount Requested: **Total Project Expense:**

Capital Application: ☐ **Operating Application:** ☐

3.0 Applicant Profile

3.1 Please describe your organization and its purpose.

3.2 List three organizational successes you have achieved over the past five (5) years.

1.
2.
3.

3.3 Executive Membership (Name and Position of Pres., Vice Pres. Secretary and Treasurer only):

4.0 Project Description

4.1 Please provide a brief summary of the project.



Town of Sedgewick – SCHEDULE “D” -Rec Grant Program Application Form

4.2 Please provide a brief summary why you are requesting funding and how your program will benefit the community/region.

4.3 Define the target age for your project.

4.4 Anticipated Users

5.0 Project Budget

Income:		Expenses:	
Recreation Grant Request	\$	List All Project Expenses	\$
User Fees:	\$		\$
Fundraising:	\$		\$
Other (provide breakdown):	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total:	\$	Total:	\$

*Note all totals must BALANCE.

6.0 Applicant Agreement

_____ agrees that the information in this document is true and accurate.
Organization Name

Signature/Position

Date (mm/dd/yyyy)

DO NOT USE - OFFICE USE ONLY	
Reviewed by:	Complete Application/Received:
_____	_____
Approved/Rejected	Approved Funding:
_____	_____
Phase: _____	50% Funds: _____
50% Funds: _____	50% Funds: _____

*All sections of the application must be filled out or the application shall be deemed incomplete.



Town of Sedgewick – SCHEDULE “E” - Recreation Grant Review Process

Preliminary Review (Administration):

All Administrative functions are delegated the by the Town Chief Administrative Officer (CAO).

1. Administration shall complete a Preliminary Assessment on all Recreation Grant Applications.
 - Administration has the authority to reject incomplete and/or inappropriate applications.
 - Administration shall prepare a report summarizing rejected applications for the RFC. Rejected applications shall be made available to RFC if requested.
2. Following the Preliminary Assessment the Administration shall request a RFC meeting within seven (7) days of the Phase I and/or Phase II application deadline.
3. Administration shall prepare a RFC meeting package with the inclusion of eligible grants, preliminary assessment cards and a funding balance sheet.

Secondary Review (RFC):

1. The RFC shall meet no later than the following dates to address all funding applications:
 - Phase I – May 15th
 - Phase II – September 15th
2. The RFC shall complete a Secondary Review Assessment on each and every application taking into consideration the Preliminary Assessment.
3. The RFC shall make recommendations to Town Council on approval/rejection of all recreation applications.
 - The RFC has authority to amend the funding amount requested on each application.

Final Review Process (Town Council):

1. A special meeting of Council shall be called to address recommendations set forth from the RFC no later than three business days prior to May 30th to address Phase I applications and three business days prior to October 15th to address Phase II applications.
2. Any discrepancies or lack of understanding between Town Council and the RFC shall be addressed immediately prior to the release or rejection of any application.

Annual Application Review Process:

The RFC shall meet annually during the month of October to review the Recreation Grant Funding process and applications.

Any revisions to any part shall be recommended to Town Council for approval. Any revision must be approved and applications must be available by December 31st of each year for the upcoming year.

Town of Sedgewick - Recreation Grant - Evaluation Aid (Administrative) - Preliminary Review		
SCORE Balance = 27		Y = 1
		N = 0
1.0 Applicant Information:		
All Sections of the Application Complete	Y	N
Is the application legible	Y	N
Organization Name	Y	N
Contact Person	Y	N
2.0 Project Overview:		
Start Date - Current Year	Y	N
Capital/Operating Specified	Y	N
3.0 Application Profile		
Organizational Successes:		
None	0	
One strong success or partial success	1	
One strong success and partial/minor successes	2	
Two strong successes	3	
Two strong successes and partial/minor successes	4	
Three strong successes	5	
4.0 Project Description:		
Does the summary align with the grant objectives?	Y	N
Does the program services the needs of the community?	Y	N
Is the program supporting regional efforts?	Y	N
Users Served - Programming		
0-12 Participants	1	
13-25 Participants	2	
26-70 Participants	3	
71-120 Participants	4	
Over 120 Participants	5	
5.0 Project Budget		
Is the project balanced	Y	N
Carry Forward Assessment:		
Has the applicant received funding in the past?	Y	N
Were the funds fully expended?	Y	N
Does the applicant meet the goals and objectives of the program?	Y	N

Requested funding (recreation grant):	
100% total project cost	0
75% total project cost	1
50% total project cost	2
25% total project cost	3
Less than 25% total project cost	4

Town of Sedgewick - SCHEDULE "F" - Preliminary Review Card

Project Name:
Preliminary assessment completed by:
Recommendation to the Recreation Funding Committee:
Reason for rejecting application:
Date preliminary assessment was completed:
Preliminary assessment score out of 27:

Town of Sedgewick - Recreation Grant - Evaluation Aid (Committee) - Secondary Review

SCORE Balance = Y = 1
N = 0

Carry Forward Score (Preliminary) _____

Healthy Lifestyle Assessment:

Does the application contribute to physical, mental or social health and wellbeing?	
No physical, mental, or social health benefits	0
High degree of one health benefit.	1
High degree of two health benefits.	2
High degree of all three health benefits.	3

New/Revitalized:

Has the applicant made efforts to improve or revitalize the program/project?	
Not new or no improvements planned	0
Not new and program was extremely successful during recent years/seasons.	1
New program no historical evidence to confirm its success.	1
Fully revised program/project with previous successes confirmed.	2

Financial Capital:

Has the applicant made efforts to ensure the programs financial sustainability?	
No efforts made to ensure financial sustainability.	0
Financial sustainability is only possible through the use of reserve funds.	0
Minimal fundraising efforts have been made to ensure financial sustainability.	1
High degree of effort to ensure the programs financial sustainability through fundraising and/or fees.	2
Program/project is fully sustainability without financial contribution from this program, any funds derived from this program will enhance programs and servicing.	3

Community Capital:

Has the applicant made efforts to ensure the activity benefits the community and region?	
No efforts have been made to ensure the activity benefits the community and region.	0
Efforts have been made to ensure the activity benefits the local community only.	1
Efforts have been made to broaden benefits beyond the local community and supports regional initiatives.	2

Town of Sedgewick - SCHEDULE G - Secondary Review Card

Project Name:
Secondary assessment completed by:
Date preliminary assessment was completed:
Total Score:
Recommendation to Town Council:

Committee Chairperson

Date



Town of Sedgewick – SCHEDULE “H” - Rec Grant Program Follow Up Form

1.0 Applicant Information

Organization Name: _____

Mailing Address: _____

Contact Person & Information: _____

Position: _____

Phone: _____

Email: _____

2.0 Assessment

2.1 Was the program a success and were the funds expended as per the application?

3.0 Actual Project Costs

Income:

Recreation Grant \$ _____

User Fees: \$ _____

Fundraising: \$ _____

Other (provide breakdown): \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total: \$ _____

Expenses:

List All Project Expenses \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total: \$ _____

**Note – a copy of receipts proving all income and expenses are required to be submit with the follow up form.*

4.0 Applicant Agreement

I hereby certify that the information provided in the above follow-up report is correct and factual.

Signature/Position

Date (mm/dd/yyyy)

DO NOT USE - OFFICE USE ONLY

Reviewed by: _____

Complete Application/Received: _____

Total Eligible Project Expenses _____

Project Funding: _____

Phase: _____ 50% Funds: _____ Difference: _____

Final Payment Approval: _____

**TOWN OF SEDGEWICK
BYLAW NO. 545/18
TOWN OF SEDGEWICK RECREATION FUNDING COMMITTEE BYLAW**

**A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, TO
ESTABLISH THE RECREATION FUNDING COMMITTEE**

WHEREAS the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, authorizes the Council to pass bylaws in relation to the establishment, functions, procedure and conduct of Council committees and other bodies;

AND WHEREAS Council wishes to establish a Recreation Funding Committee within the Town of Sedgewick;

AND WHEREAS the Recreation Funding Committee will submit recommendations to Council for the allocation of recreational funding as provided by Flagstaff County;

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

1. Citation

- 1.1. This bylaw may be cited as the "Recreation Funding Committee Bylaw".

2. Definitions

- 2.1. "Arts and Culture Group" means a coordinated group that is formed for the purpose of creating, displaying or appreciating arts and culture.
- 2.2. "Sedgewick Agricultural Society" means the Sedgewick and District Agricultural Society.
- 2.3. "Sedgewick Recreation Board" means the Town of Sedgewick Recreation Board as established by the Town of Sedgewick under Bylaw 532/17.

3. Establishment of Committee

- 3.1. There shall be established a Committee known as the Town of Sedgewick Recreation Funding Committee (hereinafter referred to as "The Committee").
- 3.2. The status of the Committee shall be contingent upon an active agreement being in place between the Town and the Sedgewick Agricultural Society. The Committee shall not meet if such an agreement is not in place and fully executed by both parties.

4. Purpose of the Committee

- 4.1. The purpose of the Committee shall be to review submitted applications and provide recommendations to Council for the allocation of recreational grant funding provided by Flagstaff County.
- 4.2. The Committee shall develop its own criteria and methods of distributing funding.

5. Composition of the Committee

- 5.1. The membership of the Committee shall be appointed by Council and consist of seven (7) volunteer members as per the following:
 - 5.1.1. Three members from the Sedgewick Agricultural Society
 - 5.1.2. Two members from the Sedgewick Recreation Board
 - 5.1.3. One member from an Arts and Culture Group that operates within the corporate limits of the Town of Sedgewick
 - 5.1.4. One member from Sedgewick Town Council
- 5.2. A pool of alternates shall be appointed by Council as follows:

BYLAW 545/18

TOWN OF SEDGEWICK RECREATION FUNDING COMMITTEE BYLAW

- 5.2.1 Two members from the Sedgewick Agricultural Society
- 5.2.2. Two members from the Sedgewick Recreation Board
- 5.2.3. One member from an Arts and Culture Group

5.3. Appointments to the Recreation Funding Committee shall be for a three year term except for one member of the Agricultural Society and one member from the Recreation Board which will be appointed for four year terms to ensure continuity.

5.4. Retiring members may be reappointed by Council.

5.5. At the first meeting of the Committee and annually thereafter at a meeting of the Committee, a chairperson and a vice-chairperson of the Committee shall be elected by a vote of a simple majority of those members of the Committee present.

5.6. The elected chairperson must be a representative of the Sedgewick Agricultural Society.

5.7. The chairperson shall preside over all Committee meetings and direct the operation of the Committee.

5.8. The vice-chairperson shall fulfill the duties of the chairperson in his or her absence.

5.9. If the chairperson and vice-chairperson are both absent from a meeting, one of the other members of the Committee in attendance shall be elected as chairperson to preside over that meeting by a simple majority vote.

5.10. A quorum shall consist of at least four members of the Committee in attendance.

6. Meetings

6.1. Meetings shall be held when required and be at the call of the chair.

7. Severability

7.1. 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.

8. Repeal

8.1. Town of Sedgewick Bylaw #524 is hereby repealed.

9. Enactment

9.1. 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

RECREATION FUNDING AGREEMENT

THIS RECREATION FUNDING AGREEMENT (the "Agreement") dated this _____ day of _____, _____

BETWEEN:

THE TOWN OF SEDGEWICK

4818 47th Street, Sedgewick, AB T0B 4C0
(the "Town")

-AND-

THE SEDGEWICK AND DISTRICT AGRICULTURAL SOCIETY

Box _____, Sedgewick, AB, T0B 4C0
(the "Ag Society")

1. BACKGROUND

- 1.1. Flagstaff County has developed the Flagstaff County Recreation Grant which distributes recreational funding to the ten Agricultural Societies within the region.
- 1.2. The Ag Society currently receives annual recreation funding from Flagstaff County and are responsible for distributing the funding to eligible organizations within the community.
- 1.3. The Ag Society is agreeable to the funds being allocated as per the recommendation of a Town Council appointed committee, known as the Recreation Funding Committee with final approval given by Town Council.
- 1.4. The Town is agreeable to act as an intermediary between all parties while ensuring that the funding is allocated and other essential duties are performed as required.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the Town and the Ag Society agree as follows:

2. FUNDING COMMITTEE

- 2.1. The Town will establish a Recreation Funding Committee through bylaw ensuring that at least three members of the Committee be a current member of the Ag Society.
- 2.2. The Ag Society will allow the Recreation Funding Committee to make funding recommendations on their behalf.
- 2.3. The Ag Society understands that funding recommendations must be approved by Town Council.

3. FINANCIAL

- 3.1. The Ag Society will forward all recreation funding received from Flagstaff County to the Town by April 30th of each year or within 30 days of receiving the funding from the County.
- 3.2. The Town will hold the funds within its general bank account and record all transactions through its general ledger.
- 3.3. The Town will be responsible for making payments to approved organizations and will provide the Recreation Funding Committee or Ag Society with proof of all transactions and/or balance of account upon request.

4. APPROVAL OF FUNDING

- 4.1. The recommendations of the Recreation Funding Committee will be presented to Town Council for final approval. Council will approve the funding recommendation as a whole rather than approving funding to specific organizations.
- 4.2. Should Council not approve the Recreation Funding Committee's recommendation, the Town will provide the Recreation Funding Committee with its reasoning or further questions in writing. The Recreation Funding Committee has 20 days from Council's decision to submit to the Town either:
 - 4.2.1. New funding recommendations based on the concerns of Council, or
 - 4.2.2. A written response answering any questions of Council or providing further explanations for the Recreation Funding Committees original funding recommendations.
- 4.3. In the event that the Recreation Funding Committee's recommendations are not approved by Council a second time, the Mayor of the Town and the President of the Ag Society or their appointed delegates will meet within 30 days of the Council meeting in which the recommendations were defeated. If either party is of the opinion that the dispute cannot be settled satisfactorily, that party may choose to terminate the agreement as outlined in Section 6.
- 4.4. Once approved the Town will pay out the allocated amount to the organization within 30 days.

5. TERM OF AGREEMENT

- 5.1. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until the Agreement is terminated as per the options provided in Section 6.

6. TERMINATION

- 6.1. In the event that Flagstaff County ceases to provide recreational funding to the Ag Society, this Agreement will be terminated.
- 6.2. In the event that Flagstaff County modifies the guidelines of the Flagstaff County Recreation Grant so as to contradict the terms of this Agreement, this Agreement will be terminated.
- 6.3. The Ag Society will be permitted to terminate this Agreement at any time by giving written notice to the Town.
- 6.4. The Town may terminate this agreement by giving the Ag Society 30 day's written notice.

7. PERFORMANCE

- 7.1. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

8. NOTICE

- 8.1. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:
 - 8.1.1. Town of Sedgewick
4818 47th Street, Box 129, Sedgewick, AB, T0B 4C0

8.1.2. Sedgewick Ag Society
Box ____, Sedgewick, AB, T0B 4C0

or to such other address as either Party may from time to time notify the other.

9. INDEMNIFICATION

9.1. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

10. MODIFICATION OF AGREEMENT

10.1. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

11. TIME OF THE ESSENCE

11.1. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

12. SEVERABILITY

12.1. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

13. WAIVER

13.1. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this _____ day of _____, _____.

Town of Sedgewick

Perry Robinson, Mayor

Sedgewick Agricultural Society

Andrew Hampshire, President



SPRAY PARK SEWER SYSTEM

EXECUTIVE SUMMARY

At the August 23rd, 2018 regular meeting of Council, the following motion was passed:

That Council direct Administration to obtain an estimate from Associated Engineering to design a method of bringing sufficient potable water to the spray park at Sedgewick Lake Park and sending waste water from the same spray park to the lagoons or if possible to be used for irrigation or other purposes.

Associated Engineering has offered a hypothesis on the issues at the spray park however would require performing a detailed field study to confirm and make a definitive recommendation.

BACKGROUND

Through conversations with the engineer, the issue seems to be that the sewer disposal system is undersized both in storage capacity and pumping capacity.

This is based on the following information:

- The RV park worked well prior to the construction of the spray park.
- The RV park is managed through two holding tanks. Tank #1 pumps into tank #2, and then tank #2 pumps through a 1.75" line into the 8" main line leading to the lagoons. Distance to the lagoons is 1200 meters.
- A 700 gallon holding tank (tank #3) with 0.5hp Goulds high head pump was installed with the spray park. This connects through a tee connection to the 1.75" line that leaves the lake park. The connection has a back flow preventer which prevents tank #2 from pumping to tank #3.
- Currently tank #3 overflows which ceases operation of the spray park.

Analysis

- There is a volume imbalance between incoming water (10,000 gallon take that was installed) and outgoing water (700 gallon tank) for the spray park.
- The engineer suspects that pump from tank #2 overpowers the pump in tank #3. Also both pumps may be overpowered by the lift station pump (8" pipe). Three pumps are fighting each other in the end.
- The 1.75" line is undersized.

The engineer is recommending that a field study be undertaken to confirm the system hydraulics. It may be feasible to increase storage capacity of the entire park and combine the pumping. Regardless, he feels the 1.75" line is still inadequate so a cost benefit analysis of increasing the size vs increasing storage can be undertaken.

Approximate cost of performing the field study which includes onsite visits and compilation of data with analysis is \$5000.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

SEPTEMBER 20TH, 2018
SPRAY PARK SEWER SYSTEM

BACKGROUND (CONT.)

Using the waste water as irrigation is not an option unless the water is treated which would add further expense. This is due to provincial regulations regarding the contamination and the spread of disease.

BUDGET IMPLICATIONS

\$5000 from Recreation Capital Reserves (current balance (\$70,000))

ALTERNATIVES

1. Council may allocate \$5000 from Recreation Capital Reserves to having a field study performed to analyze the sewer disposal system at the Lake Park.
2. Council may accept the above as information.

RECOMMENDATION

1. That Council allocate \$5000 from Recreation Capital Reserves to having a field study performed to analyze the sewer disposal system at the Lake Park.

ATTACHMENTS

None

FRSWMA Regular Monthly Board Meeting

August 27, 2018

Sterling Room of the County Office, Sedgewick, AB

Minutes

1.0) Attendance

DIRECTORS:

Elaine Fossen	Village of Forestburg
Jeanette Herle	Flagstaff County
Rick Krys	Town of Killam
Dean Lane	Town of Hardisty
Josephine Mackenzie	Village of Alliance
Janice McTavish	Village of Rosalind
Brandon Martz	Village of Heisler
James Robertson	Town of Daysland
Deb Smith	Village of Loughheed

REGRETS:

Stephen Levy	Town of Sedgewick
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STAFF:

Murray Hampshire	Manager
David Dahl	FRSWMA

2.0) Call to Order

Chair D. Smith called the meeting to order at 7:04 p.m.

3.0) Agenda

Agenda was reviewed.

Resolution # 379/2018. Director Rick Krys moved to accept agenda as presented.
CARRIED

Akakiy Chikvinidze from Cascades Recovery provided a presentation on current state of recycle markets from the perspective of a large processor/broker. A very informative Q & A followed.

4.0) Adoption of Minutes

4.1) Minutes of the April 30, 2018 Regular Board Meeting were reviewed.

Resolution # 380/2018. Board member D. Lane moved to approve the minutes of the May 28, 2018 regular meeting, attached to and forming part of these minutes.
CARRIED

4.2) Minutes of the June 25, 2018 Special Board Meeting were reviewed

Resolution # 381/2018. Board member J. Herle moved to approve the minutes of the June 25, 2018 regular meeting, attached to and forming part of these minutes.
CARRIED

5.0) Reports

5.1) Operations update: Executive Director M. Hampshire provided operations update attached to and forming part of these minutes. Discussion ensued.

Resolution # 382/2018. Board member J. Robertson moved to accept operations report as presented.
CARRIED

5.2) Financial reports: Executive Director M. Hampshire provided July 31, 2018 P&L and August 23, 2018 cash position. Discussion ensued.

Resolution # 383/2018. Board member B. Martz moved that we accept financial

6.0) Business

6.1) Review of Current Medical Absence Policy and review of Short Term Disability Options. A discussion paper was presented to board with options for managing absence from work due to injury, illness or hospitalization including Short Term Disability Insurance packages, and/or revised internal policy. Much discussion ensued.

Resolution 384/2018. Board member J. McTavish moved that the Executive Director modify internal HR policies related to Absence from Work to reflect:

- a) 100% salary compensation by for hospitalization, injury and/or illness requiring up to 7 days consecutive absence from work.
- b) Accumulated medical days are debited for every day absent from work
- c) Starting on the 8th day of hospitalization, injury and/or illness, the employee's compensation will be reduced to 75% of regular salary for the remaining period of uninterrupted absence (Maximum 90 days).
- d) Employee becomes eligible for Long Term Disability after 90 uninterrupted days of absence, pursuant to the provisions within the LTD insurance agreement.

CARRIED

6.2) Review of Recycle programs – Further to Resolution 377/2018 approving the new Recycle Program in its entirety, Executive Director M. Hampshire informed the Board that the program requires 11 more bins than originally expected (due to recommendations to spit the paper stream into two), plus the cost of bin purchase has greatly increased. The new cost estimate exceeds 2018 capital purchase budget by \$45,000, which overage requires board approval. Much discussion ensued about our current financial standing, cash position and general support for the recycle program.

Resolution 385/2018. Board member R. Kryz made a motion that Flagstaff Waste proceed with the purchase of the extra bins at the higher cost, as outlined in the attached amended Recycle Program Proposal.

CARRIED

7) Correspondence & Information

- 7.1) Recycle Proposal with Amended Bin Costs
- 7.2) 2018 Capital Budget - Updated and revised
- 7.3) Short Term Disability Quotes.

Resolution 386/2018. Board member J. Herle moved that the Board accept the correspondence and Information

CARRIED

8.0) Adjourn

Resolution # 387/2018. Board member E. Fossen moved the meeting adjourn at 8:45pm.

Chair

Manager

Next Meeting

Sept 24, 2018

Sedgewick Rec Center Board Meeting-August 27/18

Call to Order-Cory called the meeting to order @ 6:30. In attendance: Cory, Connie, Kari, Aleska, Pam, Greg.

Treasurer's Report-Connie gave the treasurer's report. Capital-\$86,382.00
Operating-\$50,155.00 plus [REDACTED]. Aleska made motion to approve the report as presented. Carried.

Minutes of Last Meeting-Kari read the minutes from the July 23/18 meeting. Cory moved to approve the previous minutes. Carried.

Business Arising from Minutes-Carpets were cleaned in the library and mats downstairs.

Town Council Rep Report-Greg gave the town council report.

-The idea of possibly paying some staff year round with benefits.(e.g.Golf Manager/Curling Ice Maker.) was brought forward.

User Group Issues- Wages:

- Maxine-\$19.00/hr
- Patty-\$17.00/hr
- Students-\$15.00/hr
- Michael-\$19.00/hr
- Cory G.-\$23.00/hr

Hockey-Plant will be turned on Sept.12th. Hockey will likely start the last week of September.

Library/Bowling-Carpet was cleaned.

Ball-Doing a new diamond before winter. **Motion:**Pam made a motion to give minor ball \$5000 from the capital account for completion of ball diamond. Carried.

AG Society-The rec center will be getting \$10,000 from the Ag Society instead of the previous \$14,500.00.

New Business-Tables-The question was asked if we should purchase 20 6foot tables. Cory will price out for next meeting.

-Cooler from Lodge-Should we fix the cooler that came from the lodge? Cory noted that Sheldon would look at it again to see what needs done.

Manager's Report-Car Rally-The car rally went great. Lots of compliments.

-Combine Clinic-

-Elevator-Ram coming to fix elevator for emergency exit.

-Brett Kissel-Cory talking with Gary re concert.

-Dollies-A&B making 3 carts to haul tables.

-Old Equipment in Building-Will try to get rid of some.

Next Meeting-Sept.24/18 @ 6:30 Adjourned @ 8:00.



TOWN OF SEDGEWICK

DEPARTMENTAL REPORT

MEETING DATE: SEPTEMBER 20, 2018

DEPARTMENT: PUBLIC WORKS

SUMMARY

Working on water, roads and sewer. In the line of public works, September is Sewer month.

ACCOMPLISHMENTS

- The backup generator for the water treatment plant is finally up and running. Its been a long process, but it is now installed and functional. Some demolition still remains to be done.
- A break in the sewer main line from the Lift station to the lagoons was discovered and repaired
- A break in the sewer main across from Mizane's restaurant occurred during the last phase of the camera inspection of old lines. Repair to happen today.
- I repaired the street sweeper, and some street sweeping was done before leaves started to fall.
- Several potholes have been filled around town this month.

PRESENT AND FUTURE ACTIVITIES

- winterization of the parks and rec facilities has begun, and should all be completed by the end of September
- snow fences will be set up in a few key areas in the next month.
- I plan to sweep leaves from the streets once the majority have fallen in the next few weeks.

APPENDIX:

NONE

PREPARED BY:

BRENT POLEGE, ACTING FOREMAN



TOWN OF SEDGEWICK

DEPARTMENTAL REPORT

MEETING DATE: SEPTEMBER 20TH, 2018

DEPARTMENT: PARKS & FACILITIES

SUMMARY

Switching from summer to winter duties. Trees, grass, and flower beds will soon be tucked away for the winter. Learning the Rec Centre areas, with emphasis on the ice and Ice Plant.

ACCOMPLISHMENTS

- Worked on-call weeks solo
- Racks for vinyl arena floor covering were assembled, and readied for use
- Assisted with/observed the Spray Park winterization with Rainman
- Assisted with/observed ice install at the Rec Centre
- Obtained safety equipment for Nov. event in Rec Centre
- Spoke with 2 different irrigation companies regarding ball diamond and football field irrigation plans. As of now, have not received any correspondence
- Assisted Thelma with 3 different family requests in the Cemetery by taking pictures for records
- Movie in the Park went well. Sprayed for mosquitos and also supplied garbage and recycling containers
- Completed WHMIS 2015/ Incident Investigation online courses

PRESENT AND FUTURE ACTIVITIES

- Football Field ready to go. However, no team this season
- Planning for next season's ice install. Still planning on replacing existing ice painting system
- Clearing up any confusion in regards to my role in the Rec Centre, and with the Town
- Winterizing of Main Street Park, Rec grounds will be finished by end of Sept.

APPENDIX:

NONE

PREPARED BY:

KOREY PINKERTON, FOREMAN



TOWN OF SEDGEWICK

CAO REPORT TO COUNCIL

MEETING DATE: SEPTEMBER 20TH, 2018

SUMMARY

Some projects are nearing completion such as the subdivision, Spruce Drive, and the Water Treatment Plant genset replacement. Projects to be done in 2018 include the Water treatment plant HVAC and SCADA projects.

MEETINGS

- Spruce Drive sewer extension kick-off meeting on August 24th
- CAO meeting on August 27th
- Meeting with Transitional Solutions re: Regional Fire Services on September 6th
- Lucky Highway 13 meeting on September 6th
- Main Street design open house on September 12th
- FIP partnership meeting re: Safety Program on September 13th

ACCOMPLISHMENTS

- Subdivision work is winding down. Curbs and sidewalks have been poured. Paving and final lot grading to be done.
- Spruce Drive sanitary pipe has been laid and buried. The Doctor's office septic tank has been tied into the line.
- Camtrac returned to complete the cameraing of the sanitary sewer on 47th Street on September 15th. While attempting to cut a protruding lateral in front of Mizane's the main collapsed and was repaired by the subdivision contractor on September 17th.
- A break was discovered in the sewer line between the lift station and the lagoons. It was due to pressure of a rock that has been there from the time it was installed. The break has been fixed by clamping in a replacement portion.
- Water Treatment Plant genset has been connected and the final programming is being done.
- Design for WTP HVAC is complete and out to tender.

PRESENT AND FUTURE

- Recreation Funding Committee Phase II deadline passed on September 15th. Committee will meet shortly to distribute remaining funding.
- Will attend AUMA convention from September 25th to 28th
- Brett Kissel concert ticket sales have surpassed 650. Postering is now complete.
- Hardisty is currently being attend to for the SCADA upgrades. Sedgewick is expected to be next on the list. Priority was given to which community needed their issues solved the quickest.

APPENDIX:

NONE

PREPARED BY:

JIM FEDYK, CAO

Sedgewick Senior Club

P.O. Box 205

SEDGEWICK, AB

September 8/2018

Town Council

Town of Sedgewick

RE: Revitalization of Main Street, Sedgewick

The Sedgewick Senior Club request that the Town of Sedgewick incorporate a Handicap Parking Space in front of the Sedgewick Senior Centre Building, 4822-47 Street, when they finalize plans for the revitalization of the Main Street.

Thank you for your attention to this matter.

Sedgewick Seniors Club,

A handwritten signature in black ink, appearing to read 'M. Rawluk'.

Re: Mary Lou Rawluk,

Secretary.

Carol Arntzen/Bob Gould

Box 606, Sedgewick, Alberta, T0B 4C0/ 780-384-2180

Mr. Jim Fedyk

CAO

Town of Sedgewick

Sedgewick, Ab. T0B 4C0

Dear: Mr. Fedyk

We would like the Town Council to address who is responsible for the maintenance of the grassed area parallel to 47th Street between 49th Ave. and 50th Ave. immediately along the east side of 47th Street between the street and the sidewalk. We feel the area should be considered the town's responsibility as part of the street and not a boulevard, because there is a boulevard between the sidewalk and our property line. Currently this area is being mowed by the residents along the street; mainly by Tom Watkins. We have tried to mow the area with a Zero Turn Mower and it is next to impossible to hold the mower on the side slope and mow the area going South and North. To mow it West and East (up and down the slope) is not safe because the curb along the street is a straight drop and turning on this slope is not safe.

Town office informed Carol, when she approached them about mowing this area, that it is our responsibility to look after the area; and furthermore if we had an accident we were liable. This is town property and we feel that the town should be responsible for its maintenance and/or any liability when mowing this area.

If you or any Council Members would like to view the area with ourselves please contact us at (780)384-2180.

We do look after the maintenance of the space between the sidewalk and our property and that is not a problem. Our street address is 4970-47 St.

Sincerely,

A handwritten signature in dark ink, appearing to be 'Carol Arntzen' followed by a large, stylized flourish that extends to the right, likely representing 'Bob Gould'.

Carol Arntzen & Bob Gould