



TOWN OF  
**SEDGEWICK**

# Agenda

Regular Meeting of Council

Thursday, April 18, 2019

Town of Sedgewick Council Chambers

6:00 pm

## Public works April 2019

1. Call to Order

2. Acknowledgement of Treaty 6

3. Adoption of Agenda

4. Minutes

4.1 Regular Meeting – [March 21, 2019](#)

4.2 Special Meeting – [April 2, 2019](#)

5. New Business

5.1 Bylaw 555 – [Procedural Bylaw](#)

5.2 Bylaw 556 – [Animal Control Bylaw](#)

6. Reports

6.1 Committee Reports

[Mayor P. Robinson](#)

- Report on FFCS meeting on April 10<sup>th</sup> & to BRAED on April 11<sup>th</sup>

Councillor G. Imlah

- Nothing to report

Councillor S. Levy

- Nothing to report

Councillor T. Schmutz

- Nothing to report

[Councillor G. Sparrow](#)

- Flagstaff Regional Housing Group – Nov,27, 2018 meetings

- Sedgewick Rec Board – March 11, 2019 meeting

- Sedgewick Golf Club Executive – March 28, 2019 meeting

8.2 Staff Departmental Reports

Public Works Report – [For the period ending April 18, 2019](#)

8.3 Chief Administrative Officer Report

CAO Report – [For the period ending April 18, 2019](#)

7. Correspondence Items

7.1	WCB – <a href="#">National Day of Mourning</a>
7.2	APWA – <a href="#">National Public Works Week</a>
7.3	Sedgewick Historical Society – <a href="#">2018 Financial Report</a>
7.4	Village of Holden – <a href="#">Invite to June 8 Parade</a>

8. Closed Session

8.1	Personnel - ( <i>FOIP s. 24</i> )
8.2	Concert – ( <i>FOIP s. 25</i> )

9. Round Table/Question Period

10. Adjournment



# Minutes

## Regular Meeting of Council

March 21, 2019

Town of Sedgewick Town Office

7:00 pm

Council Present
Mayor Perry Robinson Councillor Grant Imlah Councillor Stephen Levy Councillor Tim Schmutz Councillor Greg Sparrow – Arrived at 7:15pm

Also Present
Jim Fedyk                      CAO

### 1. Call to Order – 7:00 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

2019-03-55	MOTION by Clr. Levy		<b>CARRIED</b>
That the agenda be approved as presented.			

### 4. Delegations

**4.1 Wild Rose Coop Association – Sponsorship**  
Councillor Sparrow entered the meeting at 7:15pm.  
**4.2 Brian King Prof. Corp. – 2018 Financial Audit**

2019-03-56	MOTION by Clr. Imlah		<b>CARRIED</b>
That the 2018 Financial Audit be accepted as information.			

### 5. Minutes

2019-03-57	MOTION by Clr. Schmutz		<b>CARRIED</b>
That the Regular Meeting Minutes from February 26, 2019 be approved as presented.			

### 6. New Business

<b>6.1 Municipal Accountability Program</b>			
2019-03-58	MOTION by Clr. Sparrow		<b>CARRIED</b>
That Council direct Administration to submit a response plan to Municipal Affairs prior to the eight-week deadline.			

<b>6.2 Naming of Municipal Office</b>			
2019-03-59	MOTION by Mayor Robinson		<b>CARRIED</b>
That Council name 4818 – 47 Street in Sedgewick, Alberta as the place of its municipal office.			

<b>6.3 Tax Recovery</b>			
2019-03-60	MOTION by		<b>CARRIED</b>



# Minutes

## Regular Meeting of Council

March 21, 2019

Town of Sedgewick Town Office

7:00 pm

	Clr. Schmutz		
That Council direct Administration to inform Ackroyd Barristers & Solicitors by letter that if the tax arrears in respect of the parcel of land described as Plan 3825P, Block 3, Lots 15-18 are not paid before March 31 <sup>st</sup> , 2019, the Town of Sedgewick will offer the parcel for sale at a public auction that will be held in October 2019.			

<b>6.4 Municipal Emergency Plan</b>			
2019-03-61	MOTION by Mayor Robinson		<b>CARRIED</b>
That Council approve the updated Emergency Management Plan as presented.			

<b>6.5 Discover Alberta's East Country Magazine</b>			
2019-03-62	MOTION by Clr. Imlah		<b>CARRIED</b>
That the provided information regarding advertising in the Discover Alberta's East Country magazine be accepted as information.			

<b>6.6 Dr. Meer Retirement Celebration</b>			
2019-03-63	MOTION by Clr. Levy		<b>CARRIED</b>
That Council approve supporting the retirement celebration for Dr. Meer by providing \$200 towards venue rental fees, \$500 towards catering costs, up to \$250 for a gift to be presented to Dr. Meer and advertising support at no cost.			

## 7. Reports

<b>7.1 Committee Reports</b>			
2019-03-64	MOTION by Clr. Levy		<b>CARRIED</b>
That the Committee Reports be accepted as information.			

<b>7.2 Staff Departmental Reports</b>			
2019-03-65	MOTION by Clr. Sparrow		<b>CARRIED</b>
That the Public Works Report be accepted as information.			

<b>7.3 CAO Report</b>			
2019-03-66	MOTION by Clr. Imlah		<b>CARRIED</b>
That the CAO Report be accepted as information.			

2019-03-67	MOTION by Clr. Sparrow		<b>CARRIED</b>
That a meeting be scheduled with Main Street stakeholders, Council, the CAO and representation from Associated Engineering for April 17 <sup>th</sup> at 7pm at the Community Hall.			

## 8. Correspondence

8.1	<b>Alberta Culture &amp; Tourism</b> – 2022 Alberta Winter Games & Summer 2022 Games
8.2	<b>Flagstaff County</b> – FIP 2019 Operating Budget Approval
8.3	<b>Town of Hardisty</b> – Flagstaff SDAB Member Re-appointment Approval
8.4	<b>Town of Hardisty</b> – FIP 2019 Operating Budget Approval
8.5	<b>Town of Hardisty</b> – Support of FIP ACP Grant for \$75,000
8.6	<b>Village of Alliance</b> – FIP 2019 Budget, FIP ACP Grant & Regional Government Process Approved
8.7	<b>Flagstaff Rural Crime Watch Society</b> – invitation to Rural Crime Political Forum March 28
8.8	<b>Village of Forestburg</b> – Invitation to Village 100 <sup>th</sup> Anniversary Parade on August 3 <sup>rd</sup>



# TOWN OF SEDGEWICK

## Minutes

### Regular Meeting of Council

March 21, 2019

Town of Sedgewick Town Office

7:00 pm

<b>8.9 Parkland Regional Library – 2018 Statistical Review</b>
<b>8.10 Parkland Regional Library – Board Talk Newsletter – February Issue</b>

<b>2019-03-68</b>	MOTION by Clr. Schmutz		<b>CARRIED</b>
That the correspondence items be accepted as information.			

<b>2019-03-69</b>	MOTION by Clr. Imlah		<b>CARRIED</b>
That Council direct Administration to send a letter to Wild Rose Co-op management stating that Council will formally decide on the issue of the sponsorship agreement at their April Council meeting.			

### 9. Round Table/Question Period

### 10. Adjournment

<b>2019-03-70</b>	MOTION by Mayor Robinson		<b>CARRIED</b>
That the meeting be adjourned at 9:50pm.			

\_\_\_\_\_  
Perry Robinson, Mayor

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



# Minutes

## Regular Meeting of Council

April 2<sup>nd</sup>, 2019

Town of Sedgewick Town Office

6:00pm

Council Present
Mayor Perry Robinson Councillor Grant Imlah (by phone) Councillor Stephen Levy Councillor Tim Schmutz Councillor Greg Sparrow

Staff Present
Jim Fedyk                      CAO

### 1. Call to Order – 6:00pm

### 2. Closed Session

- 2.1 Request for Property Tax Incentive
- 2.2 Recreation Centre Sponsorship

2019-04-71	MOTION by Mayor Robinson		<b>CARRIED</b>
------------	-----------------------------	--	----------------

That the meeting go into a closed session at 6:01pm, with all persons except Town Council and the CAO excluded from the meeting, to discuss agenda items “Request for Property Tax Incentive” as per Section 16 and “Recreation Centre Sponsorship” as per Section 25 of the Freedom of Information & Privacy Act.

2019-01-72	MOTION by Mayor Robinson		<b>CARRIED</b>
------------	-----------------------------	--	----------------

That the meeting return to an open meeting at 6:27pm.

2019-04-73	MOTION by Clr. Schmutz		<b>CARRIED</b>
------------	---------------------------	--	----------------

That the Town of Sedgewick offer a 50% tax incentive for 10 years in relation to the property described as Plan 3835P, Block 10, Lots 8-10 so as to induce the sale of the property to a commercial interest to be used to house their long term operations.

2019-04-74	MOTION by Clr. Sparrow		<b>CARRIED</b>
------------	---------------------------	--	----------------

That Council direct Administration to send a letter to the Wild Rose Co-op Board of Directors regarding Rec Centre sponsorship outlining issues as discussed by Council.

### 3. Adjournment

2019-01-75	MOTION by Mayor Robinson		<b>CARRIED</b>
------------	-----------------------------	--	----------------

That the meeting be adjourned at 6:30pm.

\_\_\_\_\_  
Perry Robinson, Mayor

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



## **BYLAW 555 – PROCEDURE BYLAW**

### **EXECUTIVE SUMMARY**

---

The Municipal Accountability Program review identified gaps in Bylaw 535 – the Town of Sedgewick Procedural Bylaw.

### **BACKGROUND**

---

The MAP review identified the following gaps in the current bylaw:

- The bylaw allowed for councillors to cancel meetings in writing
- The bylaw allowed for all votes that were not unanimous to be recorded votes
- The bylaw used the term 'in-camera' rather than 'closed session'

Changes have been made in the new bylaw to correct these gaps.

### **BUDGET IMPLICATIONS**

---

None

### **ALTERNATIVES**

---

1. Council may give first, first and second, or first, second and third readings to Bylaw 555, the Procedural Bylaw.
2. Council may wish to make further amendments to Bylaw 555.

### **RECOMMENDATION**

---

1. That Council give first, second and third reading to Bylaw 555, the Procedural Bylaw.

### **ATTACHMENTS**

---

1. Bylaw 535, The Town of Sedgewick Procedural Bylaw
2. Bylaw 555, The Town of Sedgewick Procedural Bylaw\_DRAFT

TOWN OF SEDGEWICK  
BYLAW NO. 555/19  
TOWN OF SEDGEWICK PROCEDURAL BYLAW

---

A BYLAW OF THE TOWN OF SEDGEWICK TO PROVIDE FOR THE ORDERLY  
PROCEEDINGS OF MEETINGS OF COUNCIL, COUNCIL COMMITTEES AND OTHER  
BODIES ESTABLISHED BY COUNCIL.

**WHEREAS** Section 145 of the Municipal Government Act, R.S.A. 2000 Chapter M-26 and amendments thereto authorizes Council to pass bylaws to regulate the procedure and conduct of Council, Council Committees, and other bodies established by Council;

**AND WHEREAS** the Council of the Town of Sedgewick wishes to establish and follow a process of governance that reflects transparent government;

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

**1. Title**

This bylaw shall be known as the "Procedural Bylaw" of the Town of Sedgewick

**2. Definitions**

**"Closed Session"** means a meeting of Council or Committee which is held in private without the presence of the public pursuant to Section 197 of the Municipal Government Act.

**"Member"** is a duly elected member of Council who continues to hold office.

**"Organizational Meeting"** means a Meeting of Council held in accordance with Section 192 of the Municipal Government Act.

**"Point of Order"** is a statement from a Member to call attention to any departure from the Meeting Procedure Bylaw.

**"Point of Procedure"** is a question directed to the Chair to assist a Member to:

- a) make an appropriate motion;
- b) raise a Point of Order;
- c) understand the procedure; or
- d) understand the effect of a motion.

**"Public Hearing"** means a Meeting or portion of a Meeting held for the purposes of hearing matters as prescribed by the Municipal Government Act or other legislation or hearing other matters which Council directs be considered at a Public Hearing.

**"Quorum"** means the majority of all Members, fifty (50) percent plus one (1).

**"Recorded Vote"** means that where a vote is not unanimous, the Minutes shall record the Members present at the Meeting and shall show which Members voted for or against the Motion or who abstained.

**3. Roles and Responsibilities**

3.1 The Mayor shall:

- a) call Council Meetings to order;
- b) chair Council Meetings;
- c) maintain order and preserve decorum in Council Meetings and if necessary, call a member to order;
- d) rule on Points of Order and Points of Procedure;
- e) ensure that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so;
- f) decide, with the permission of Council, who may address Council; and
- g) have all of the same rights and is subject to the same restrictions, as to participation in debate, as all other Councillors.



- 3.2 The Deputy Mayor shall:
- a) chair Council Meetings when the Mayor is absent or unable to act as Mayor and shall have all the powers and responsibilities of the Mayor under this Bylaw.

#### **4. Meetings**

##### **4.1 Organizational Meeting**

4.1.1 An Organizational Meeting shall be held not later than two weeks after the third Monday in October each year.

4.1.2 The business of the meeting shall be limited to:

- a) The administering of an oath of office to the Mayor and all councillors
- b) A review of the Code of Conduct Bylaw
- c) The appointment of a Deputy Mayor by Council
- d) The determination by resolution the dates, times and location of regular Council meetings for the forthcoming year
- e) The appointment of Council representatives to boards and committees for a one year term
- f) Any other business as identified in the MGA

4.1.3 The CAO shall chair the meeting until such a time that the Mayor takes an oath to office. At this time, the Mayor shall take over as chair.

##### **4.2 Regular Meetings of Council**

4.2.1 Regular Council meetings shall adjourn no later than 10 p.m. unless Council adopts a Motion to proceed past that time and in that case shall not adjourn later than 11 p.m.

4.2.2 Should there be no Motion to continue past 10:00 p.m., or if the business of the meeting is not completed by 11 p.m., all Unfinished Business which appears on the Agenda shall be tabled until the next regular Meeting of Council.

4.2.3 If it appears that any Unfinished Business is urgent the Mayor shall call a Special Meeting to deal with such matters.

##### **4.3 Special Meetings**

4.3.1 A Special Meeting shall be scheduled when required to do so by the Mayor or a majority of Council.

4.3.2 Where a Special Meeting is required by a majority of Council, the Mayor shall call such meeting within 14 days of the date on which the request was made.

4.3.3 No less than 24-hours' notice of a Special Meeting shall be provided to each Councillor and to the public. The notice shall state the time, date, place and nature of the business to be transacted.

4.3.4 A Special Meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least two-thirds of the whole Council agrees to this in writing before the beginning of the meeting.

4.3.5 The Agenda for a Special Meeting shall be restricted to the business stated in the notice unless all Councillors are present and a motion is passed to deal with the matter.

##### **4.4 Closed Session Meetings**

4.4.1 The Municipal Government Act permits Council or Committee to close all or part of the meeting to the public if a matter to be discussed is within one of the exceptions to disclosure contained in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

4.4.2 Council shall pass a Resolution prior to moving to a Closed Session meeting stating the nature of the Closed Session meeting and relevant sections of the Freedom of Information and Protection of Privacy Act.

4.4.3 A meeting held Closed Session subject to the Municipal Government Act and the Freedom of Information and Protection of Privacy Act may exclude Administration, but not Councillors as long as the Councillor is not disqualified from participating in the discussion of the matter due to Pecuniary Interest.

4.4.4 When a Closed Session meeting is held, Council may invite any person or persons to attend the Closed Session meeting as Council deems appropriate.

4.4.5 When a meeting is held Closed Session, no resolution or bylaw may be passed except a resolution to revert to a meeting held in public.

#### 4.5 Cancellations

4.5.1 A regular meeting may be cancelled by a vote of the majority of members at a previously held meeting.

4.5.2 A special meeting of Council may be cancelled:

- a) by the Mayor if twenty-four (24) hours written notice is provided to all members and the public, or
- b) by the Mayor, with the written consent of two-thirds (2/3) of the members, if less than twenty-four (24) hours' notice is provided to all members.

4.5.3 Notice of a cancelled or rescheduled Council or Council committee meeting will be posted in the Town office and on the Town of Sedgewick website.

#### 4.6 Commencement of Meetings

4.6.1 As soon as there is a Quorum after the time for commencement of a Meeting:

4.6.1.1 The Chair shall call the Meeting to order; or if the Mayor or Deputy Mayor are not present within fifteen (15) minutes after the time set for the Meeting and a Quorum is present, the CAO or designate shall call the Meeting to order and the Councillors present shall select a Councillor to Chair the Meeting;

4.6.1.2 Upon their arrival, the Mayor or Deputy Mayor shall assume the Chair.

#### 4.7 Quorum

4.7.1 No Quorum

If there is not a Quorum within fifteen (15) minutes after the time set for the Meeting, the CAO or designate shall record the names of the Members present and the Meeting shall be adjourned to the time of the next regular Meeting.

4.7.2 Lost Quorum

If at any time during a Meeting Quorum is lost, the Meeting shall be Recessed and if Quorum is not achieved within 15 minutes, the Meeting shall be deemed to be adjourned.

### 5. Agenda

#### 5.1 Agenda Preparation

5.1.1 The Agenda for each Council Meeting is established by the CAO

5.1.2 Should members of Council wish for items to be included in the Agenda, a description of the item shall be submitted three (3) business days prior to the Council meeting.

#### 5.2 Agenda Distribution

5.2.1 The CAO or designate shall distribute the Council Meeting Agenda to Members of Council at least two (2) business days prior to the Council Meeting.

5.2.2 The CAO or designate shall post the Council Agenda on the Town's public website at least 24 hours prior to the Council Meeting.

#### 5.3 Late Submissions

5.3.1 Administrative reports and submissions received too late to be included with the regular Agenda shall be included on the next regular Council Agenda.

5.3.2 In exceptional circumstances, at the discretion of the CAO or designate, submissions received too late to be included with the regular Agenda, may be added to the regular Council Agenda at the meeting as an emergent business item.

5.3.3 Emergent Business is an Agenda item that is not on the Agenda and because of time constraints must be brought before Council. The Emergent Business item shall be considered as an addendum to the Agenda.

#### 5.4 Order of Business on the Agenda

5.4.1 The Order of Business on any regular Agenda shall be:

- a) Call to Order
- b) Adoption of Agenda
- c) Public Hearings
- d) Delegations
- e) Approval of Minutes
- f) Financial Reports
- g) Old Business
- h) New Business
- i) Committee Reports
- j) Staff Reports
- k) Correspondence Items
  - 1) Items Requiring Action
  - 2) Other Items
- l) Closed Session
- m) Round table/Question period
- n) Adjournment

#### 5.5 Proceedings

##### 5.5.1 Discussion Directed Through Chair

All discussion at a Meeting shall be directed through the Chair.

##### 5.5.2 Pecuniary Interest

5.5.2.1 Where a Member has a pecuniary interest in respect to a matter before the Council or Committee, the Member of Council must adhere to the provisions of Section 172 of the Municipal Government Act including:

- a) Disclosing the general nature of the pecuniary interest prior to any discussion of the matter;
- b) Abstaining from voting on the matter;
- c) Abstaining from any discussion of the matter, and
- d) Unless otherwise permitted by Section 172(2) or (3) of the Municipal Government Act to remain in the room, leaving the room in which the Meeting is being held until discussion and voting on the matter are concluded.

5.5.2.2 The Member's abstention and the nature of the pecuniary interest shall be noted in the Minutes.

5.5.2.3 A Member who has a Pecuniary Interest in a matter is not considered part of Quorum for that matter.

##### 5.5.3 Temporary Absence

5.5.3.1 If a Member arrives late, leaves before the Meeting is adjourned, or is temporarily absent from the Meeting, the Meeting Minutes shall reflect such absence and the time of the absence.

#### 5.5.4 Speaking to Motions

5.5.4.1 No Member shall speak unless and until recognized by the Chair.

5.5.4.2 Unless permitted by the Chair, Members may speak only twice on any Motion, once in debate and once to ask questions.

5.5.4.3 The Chair may grant further permission to a Member to speak as follows:

- a) to provide an explanation of the Member's previous remarks if misunderstood;
- b) in the case of the mover, to answer questions from the floor directed to the Chair; and
- c) to allow the mover to close debate after the Chair has called for further discussion and all other Members have had an opportunity to be heard.
- d) The Chair may impose limits on the duration that Members shall speak on any matter as long as the amount of time given is the same for all Members.

### **6. Minutes**

6.1 The CAO or designate shall prepare a written record of all Council Meetings that includes:

- a) The names of the Members present at and absent from the meeting.
- b) All decisions and other proceedings.
- c) The names of members of the public who speak to an item.
- d) Any abstentions made under the Municipal Government Act by any Member and the reason for the abstention.
- e) Any abstentions made as a result of a pecuniary interest and the reason for the abstention.
- f) The signatures of the Mayor and the CAO.

### **7. Public Hearing Procedures**

7.1 The Chair shall call the Public Hearing to order.

7.2 The Chair shall outline Public Hearing procedures.

7.3 Administration shall introduce the proposed bylaw or question.

7.4 The CAO or designate shall confirm the Public Hearing has been advertised in accordance with applicable legislation.

7.5 If in attendance, the Chair shall allow the applicant to present the application. The applicant shall state their name and present their application within a time period of 10 minutes. An extension may be granted by a motion of Council.

7.5 The Chair shall allow questions of clarification from Members to the applicant.

7.6 The Chair shall then open the floor to presentations from the public.

7.7 The Chair shall allow questions of clarification from Members to the individuals speaking to the proposed bylaw or resolution.

7.8 After hearing from those persons on the Speaker's List in support or in opposition, the Chair shall ask if anyone else present wishes to speak in support or in opposition to the proposed bylaw or resolution.

7.9 The Chair shall allow for a rebuttal from the applicant to the points raised by those who spoke in opposition to the application.

7.10 Following any rebuttal from the applicant the Chair shall ask for a Motion to close the Public Hearing.

- 7.11 Statutory Public Hearings must be closed before Council votes on the bylaw.
- 7.12 After the Public Hearing is closed, Council may debate the proposed bylaw or resolution and may do one of the following:
  - (a) amend the bylaw or resolution;
  - (b) pass the bylaw or resolution; or
  - (c) defeat the bylaw or resolution.
- 7.13 Members who are absent for the whole Public Hearing must abstain from voting on the matter.
- 7.14 Members who are absent for a part of the Public Hearing may abstain from voting on the matter.
- 7.15 If the number of Members present at a Meeting is less than Quorum after those Members referred to above leave, the debate and vote is adjourned to the time of the next regular Meeting.
- 7.16 The Meeting Minutes shall record the names of all persons who:
  - a) spoke for or against; and
  - b) provided written submissions in response to the Notice of Public Hearing for or against the proposed bylaw.

## **8. Delegations**

- 8.1 Individuals who wish to present an issue in front of Council must submit a written request to the CAO at least three (3) business days prior to the Council Meeting.
- 8.2 Reappearing before Council regarding the same matter shall only be permitted once six (6) months has passed from the original presentation.
- 8.3 No delegation shall address Council for longer than ten minutes, exclusive of the time required to answer questions from council, unless granted a time extension by a majority vote of members present.

## **9. Bylaws**

- 9.1 All proposed bylaws shall:
  - a) have a bylaw number assigned by the CAO or designate;
  - b) have a concise title indicating the purpose of the bylaw;
  - c) be presented in its entirety to all Councillors present at the Meeting prior to any Motion for first reading;
  - d) have three (3) separate and distinct readings;
  - e) be presented in its entirety including any amendments passed after first reading to all Councillors present at the Meeting prior to any Motion for third reading; and not be given more than two (2) readings at one (1) meeting, unless the Councillors present at the Meeting unanimously agree to a Motion to proceed to third reading.
- 9.2 Council shall hear an introduction of the proposed bylaw from Administration prior to first reading.
- 9.3 After first reading has been given, any Member may move the bylaw be read a second time.
- 9.4 Any amendments to the bylaw that are carried prior to the vote on third reading shall be considered to have been given first and second reading and shall be incorporated into the proposed bylaw.
- 9.5 Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw.
- 9.6 Proposed deletions to a bylaw shall be noted by "strikeout" and all proposed additions or amendments shall be reflected in red print.

- 9.7 If a bylaw is defeated on third reading the previous readings shall be rescinded.
- 9.8 A bylaw shall be rescinded if the bylaw does not receive third reading within two years from the date of the first reading.
- 9.9 A bylaw is effective from the date of third reading unless the bylaw provides for another effective date.
- 9.10 The Chair and the CAO shall sign and seal the bylaw as soon as reasonably possible after third reading.
- 9.11 The CAO or designate is designated to consolidate one or more bylaws as deemed convenient and in doing so, must:
  - (a) incorporate all amendments to the bylaw into one bylaw; and
  - (b) omit a provision that has been repealed or that has expired.

## **10. Motions**

- 10.1 Members may ask questions of administration before a motion is made, for the purposes of Amending motions.
- 10.2 Subsequent motions on the same topic may be made by any member.
- 10.3 After a motion is moved, it becomes the property of Council.
- 10.4 The Chair may speak to a motion at any time after it has been moved.
- 10.5 A motion may be withdrawn by the member that made the motion any time before voting occurs, subject to no objection from any member present. Motions withdrawn in this manner shall not be recorded in the minutes.
- 10.6 A friendly amendment, defined as a proposed change in wording that enhances and strengthens the original motion, may be proposed and adopted if the mover of the motion approves. Only the motion as amended by the friendly amendment shall appear in the minutes.
- 10.7 When a motion contains more than one distinct proposition, Council shall vote on each proposition separately if any member so requests or the presiding officer so directs.
- 10.8 After a motion has been made, a member may request further information. The Chair shall provide the information or direct the request to administration or to the appropriate member.
- 10.9 After a motion has been made, no other motion may be made except for:
  - a) A motion to amend the motion on the table;
  - b) A motion to table the motion until a time later in the meeting; or
  - c) A motion to postpone the main motion to a definite date of a future meeting.
- 10.10 Any member may request that the Chair call a vote on a motion, and the Chair shall consider and rule on the request immediately.
- 10.11 Once the presiding officer has called the vote on a motion on the floor, no member may speak to the motion until after the result of the vote has been declared.
- 10.13 Motions shall be recorded in the minutes as “carried” or “defeated”.

## **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 and rescind Bylaw 535/17.

**First Reading** passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this \_\_\_\_ day of \_\_\_\_\_, 2019.

**Second Reading** passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this \_\_\_\_ day of \_\_\_\_\_, 2019.

**Third Reading** passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this \_\_\_\_ day of \_\_\_\_\_, 2019.

**TOWN OF SEDGEWICK**

\_\_\_\_\_  
**MAYOR**

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

DRAFT



## **BYLAW 556 – ANIMAL CONTROL BYLAW**

### **EXECUTIVE SUMMARY**

---

Administration has developed Bylaw 556 – The Town of Sedgewick Animal Control Bylaw for Council's review to replace current Bylaw 464.

### **BACKGROUND**

---

Bylaw 464, the Dog Control Bylaw was approved in August 2009. Due to recent complaints, the bylaw has been updated to provide options for dealing with nuisance animals and restricted dogs.

Updates to the bylaw include:

- Definitions – Nuisance, Service and Restricted dogs are defined
- Licensing – Restricted and Nuisance added as new categories of licenses
- New requirements of an owner whose animal/dog has been classified as a nuisance or restricted

Animals that prove to be disruptive may be deemed as nuisance animals and if so must register for a nuisance animal license. The CAO may impose any of the following conditions:

- The animal be kept indoors or secured in a fully enclosed outdoor pen;
- Be muzzled while outdoors;
- The owner is to undertake repairs to the property to ensure compliance of the bylaw;
- The animal be registered and complete a behaviour modification course;
- Any other reasonable conditions.

A Restricted Dog is one that has bitten, attacked or caused a severe injury to a person or other dog without provocation or which has been deemed as having a propensity to attack.

Owners of restricted dogs may have the following conditions imposed on them;

- Apply for a restricted dog license;
- Post signs alerting the public;
- Keep dog muzzled, on a leash and under the control of someone over 18 years old if off their property;
- Kept indoors or if outdoors either leashed and in the control of an adult within a fenced property or in a fully enclosed holding pen sheltered from the elements but not within 2 meters of a property line or 5 meters of a neighboring dwelling unit.

Enforcement includes fines as per Schedule A, direction by written order, or impoundment of the animal.

### **BUDGET IMPLICATIONS**

---

None





TOWN OF  
**SEDGEWICK**

**REQUEST FOR DECISION**

APRIL 18<sup>TH</sup>, 2019

BYLAW 556 – ANIMAL CONTROL BYLAW

**ALTERNATIVES**

---

1. Council may give first, first and second, or first, second and third reading of Bylaw 556.
2. Council may direct Administration to make changes to the proposed Bylaw and bring back to a future Council meeting,
3. Council may accept the proposed Bylaw as information.

**RECOMMENDATION**

---

1. That Council give first reading to Bylaw 556, the Town of Sedgewick Animal Control Bylaw.

**ATTACHMENTS**

---

1. Bylaw 464, The Dog Control Bylaw
2. Bylaw 556, The Town of Sedgewick Animal Control Bylaw\_DRAFT

---

**TOWN OF SEDGEWICK  
BYLAW NO. 556/19  
TOWN OF SEDGEWICK ANIMAL CONTROL BYLAW**

---

**A BYLAW OF THE TOWN OF SEDGEWICK, IN THE PROVINCE OF ALBERTA, TO  
PROVIDE FOR THE LICENSING, REGULATION AND CONTROL OF ANIMALS IN THE  
TOWN OF SEDGEWICK.**

**WHEREAS** pursuant to the Municipal Government Act, R.S.A. 2000, c.M-26, a municipality may pass bylaws with respect to the safety, health and welfare of people and the protection of people and property;

**AND WHEREAS** the Town of Sedgewick is of the view that it is necessary for the preservation and protection of public health, safety and welfare of the residents of the Town of Sedgewick to provide for the control and keeping of Dogs within the Town of Sedgewick;

**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 “Animal Control Bylaw”.

**2. Definitions**

“**Altered Dog**” means a Dog that has been spayed or neutered;

“**Animal**” means any domesticated Dog, cat or other creature and does not include Wildlife;

“**Animal Shelter**” means a facility determined by the Town for the safekeeping, and holding of impounded or seized animals as set out within this Bylaw;

“**Attack**” means an assault by an Animal upon a Person or other Animal consisting of more than one Bite and which causes injury to that Person or other Animal.

“**Bite**” means an application of force by an Animal by means of its mouth and teeth upon a Person or other Animal which results in pain or injury of any nature being inflicted upon that Person or other Animal;

“**Calendar Year**” means the period January 1 to December 31;

“**Chief Administrative Officer**” and “**CAO**” means the Person designated by Council as the Chief Administrative Officer of the municipality, or that Person’s designate;

“**Communicable Diseases**” shall mean diseases which can be passed from Animal to Animal and zoonotic diseases as per the Animal Protection Act, R.S.A. 2000, c.A-41, as amended or replaced and repealed from time to time;

“**Council**” means the Council of the Town of Sedgewick;

“**Court**” means a Court of competent jurisdiction in the province of Alberta;

“**Dog**” means any animal of the Canidae family, regardless of the sex of such Animal;

“**Dog Tag**” means a numbered metal tag issued by the Town when the Owner of a Dog licenses such Animal with the Town;

“**Excessive Barking**” means barking, howling, etc., that will be determined by considering:

- Proximity of the complainant(s) to the property where the animal is located;
- Duration of the barking, howling, etc.;
- Time of day and day of the week;
- Nature and use of the surrounding area;
- Effect of the barking, howling, etc., on the complainant(s).

**“Former Owner”** means the Person who at the time of impoundment or seizure of an Animal was the Owner of an Animal which has subsequently been sold, destroyed or otherwise disposed of.

**“Heat”** means a recurring period of sexual receptivity in many female Animals;

**“Justice”** has the meaning as defined in the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34, as amended or replaced from time to time;

**“Leash”** means a chain or other material capable of restraining the Animal on which it is being used;

**“Municipal Government Act”** or **“MGA”** means the Municipal Government Act, R.S.A. 2000, c.M-26 and amendments thereto;

**“Muzzle”** means a device of sufficient strength placed over an Animal’s mouth to prevent it from biting;

**“Nuisance Animal”** means an Animal declared to be a Nuisance Animal by (a Peace Officer or) the CAO in accordance with Section 5 of this Bylaw;

**“Owner”** means any natural Person or body corporate:

- who is the licensed Owner of the Animal; or
- who has legal title to the Animal; or
- who has possession or custody, or care and control of the Animal, either temporarily or permanently; or,
- who harbours the Animal or allows the Animal to remain on his premises.

**“Peace Officer”** means a Person engaged by the Town as a Community Peace Officer, a Bylaw Enforcement Officer, or a member of the Royal Canadian Mounted Police to carry out the provisions of this bylaw;

**“Person”** shall mean any individual, corporation, firm, partnership, association, society or registered company.

**“Restricted Dog”** means a Dog;

- That Attacks, Bites or causes Severe Injury to any Person or other Animal without provocation;
- That represents a continuing threat of serious harm to Persons or other Animals;
- has been declared to be a Restricted Dog pursuant to a Bylaw of another municipality, or any Animal that has been the subject of an order issued by a Justice pursuant to the Dangerous Dogs Act, R.S.A. 2000, c.D-3, as amended or replaced from time to time.
- which, in the opinion of a Justice has a propensity to attack, to cause injury to or to otherwise endanger the safety of a human or other Animal; or

**“Run At Large”** or **“At Large”** means:

- An Animal which is not under the control of a Person responsible by means of a Leash and is actually upon property other than the property in respect of which the Owner of the Animal has the right of occupation;
- An Animal which is under the control of a Person responsible by means of a Leash and causes damage to Persons, property or other Animals;

**“Service Dog”** has the meaning as defined in the Service Dogs Act, S.A. 2007, c.S-7.5, as amended or replaced from time to time, or a working Dog where the CAO is satisfied of the Dog’s credentials;

**“Severe Injury”** means any injury that requires medical attention excepting wound cleaning and basic first aid and includes: wounds requiring surgery, disfiguring or scarring lacerations, broken bones, severe sprains or any other similar serious injury;

**“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;

**“Unaltered Dog”** means a Dog that has not been spayed or neutered;

**“Violation Tag”** means a ticket or similar document issued by the Town pursuant to the Municipal Government Act, R.S.A. 2000, c.M-26, as amended or replaced and appealed from time to time;

**“Violation Ticket”** means a ticket issued pursuant to the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34 and regulations thereunder, as amended or replaced and appealed from time to time;

### **3. Licensing**

- 3.1.** No Person shall own or keep any Dog within the Town unless that Dog is licensed as per this bylaw.
- 3.2.** The Owner of a Dog(s) shall obtain an annual License for each dog owned, up to a maximum of 2 Dogs as per the following:
  - 3.2.1.** A numbered Dog Tag shall be provided to the Owner by the Town for each licensed Dog upon payment of a License fee as per Schedule ‘A’.
  - 3.2.2.** Licenses shall be valid for the period between January 1<sup>st</sup> and December 31<sup>st</sup> in the Calendar Year that they are issued.
  - 3.2.3.** Dogs over the age of three months shall require a License by January 31<sup>st</sup>.
  - 3.2.4.** Dogs that are acquired and/or reach the age of three months after January 31<sup>st</sup> shall require a License within fourteen (14) days of either event.
  - 3.2.5.** Licenses acquired after the deadlines set in 3.2.3. and 3.2.4 shall be subject to an increased fee as per Schedule ‘A’.
- 3.3.** The holder of a License for a Dog must be eighteen (18) years of age or older.
- 3.4.** An issued Dog Tag must be attached to such Dog by a collar or harness at all times when the Dog is on any property other than that of its owner.
- 3.5.** A Dog Tag shall not be transferred from one Dog to another or attached to any Dog that has not been licensed by the Town.
- 3.6.** In the event that a Dog Tag is lost, a new Dog Tag may be issued upon proof of license of the Dog and upon payment to the Town of a fee.
- 3.7.** Owners who fail to license their Dog(s) as set out in this bylaw shall pay a penalty as per Schedule A.
- 3.8.** Licensing fees shall be waived for Dogs that can be identified as Service Dogs.

### **4. Regulations**

- 4.1.** No Person residing within the Town of Sedgewick shall own, possess or care for more than two (2) Dogs.
- 4.2.** If not on the Owner’s property, all Dogs shall be leashed and under the control of a person capable of controlling the Dog.
- 4.3.** If any Animal defecates on any public or private property other than that of the Owner, the Owner shall remove the defecation immediately.
- 4.4.** Defecation left by Animals on the Owner’s property shall not accumulate to the extent that it interferes with other property owner’s reasonable enjoyment of their own property.
- 4.5.** The Owner of an Animal shall ensure that:
  - 4.5.1.** Their Animal does not Excessively Bark, howl, cry or otherwise make or cause excessive noise which disturbs any Person and unreasonably interferes with that Person’s peaceful enjoyment of their property or public space.
  - 4.5.2.** Their Animal does not upset any waste receptacle or scatter the contents thereof either in or about a street, highway, land or other public property or any premises not belonging to or in the possession of the Owner of the Animal.

The Owner shall be responsible for immediately cleaning up any such mess created by their Animal.

- 4.5.3.** Their Animal does not bark at, chase or Bite other Animals, wildlife, or vehicles.
- 4.5.4.** Their Animal does not growl, snarl, lunge at, chase, Bite, threaten, Attack or injure a Person or Persons, whether on the property of the Owner or not, unless that Person is a trespasser on the property of the Owner.
- 4.5.5.** Their Animal does not cause property damage to any property other than their own.

**4.6.** No owner shall direct an Animal to Attach, chase, harass or threaten a Person, Animal, or Wildlife.

**4.7.** No Person shall in any way permit an Animal to be in distress by:

- 4.7.1.** Causing any unnecessary physical pain to the Animal; or
- 4.7.2.** Neglecting to provide food, potable water, care or shelter as is necessary to maintain the good health of the Animal; or
- 4.7.3.** Neglecting to provide the necessary treatment for an Animal suffering from disease or injury or which is infested by any vermin or parasite; or
- 4.7.4.** Wilfully or negligently teasing, harassing, tormenting or annoying an Animal.

**4.8.** No Person shall negligently or wilfully open any gate, door or other opening in a fence, enclosure, structure or otherwise release an Animal which has been confined thereby allowing the Animal to Run At Large.

**4.9.** No Person shall leave an Animal unattended in or on a vehicle, trailer or similar object for an unreasonable amount of time.

**4.10.** Owners of Animals in Heat shall confine the Animal indoors or within an enclosure which will prevent the escape of the Animal or the entry of other Animals.

**4.10.1.** The Animal in Heat shall be allowed to leave the enclosure in order to urinate or defecate if under the control of the Owner.

**4.11.** An Owner of an Animal which is suffering from a Communicable Disease shall:

- 4.11.1.** Not permit the Animal to be in any public place;
- 4.11.2.** Not keep the Animal in contact or proximity with another Animal;
- 4.11.3.** Keep the Animal confined; and
- 4.11.4.** Immediately report the matter to a Veterinarian and the CAO.

## **5. Nuisance Animals and Restricted Dogs**

**5.1.** An Animal that has caused the Owner to be fined in violation of subsections 4.1., 4.2., 4.3., 4.4., or 4.5. may be deemed a Nuisance Animal by a Peace Officer if that officer determines on reasonable grounds based on personal observation and history or the basis of facts in an investigation that the Animal is likely to violate again.

**5.2.** A Dog that Bites, Attacks or causes Severe Injury to any Person or other Animal without provocation, represents a continuing threat of serious harm to Persons or other Animals, has been declared to be a Restricted Dog pursuant to a Bylaw of another municipality, or has been the subject of an order issued by a Justice pursuant to the Dangerous Dogs Act, R.S.A. 2000, c. D-3, as amended or replaced from time to time may be deemed as a Restricted Dog by a Peace Officer.

**5.3.** The Owner of a Nuisance Animal or Restricted Dog must register the Animal and apply for a Nuisance Animal or Restricted Dog License within fourteen (14) days of the written notification date.

**5.4.** There shall be no more than one (1) Nuisance Animal or Restricted Dog per dwelling.

**5.5.** Upon being deemed a Nuisance Animal the CAO may impose any or all of the following conditions:

- 5.5.1.** The Animal be kept indoors or secured in a fully enclosed outdoor pen;
- 5.5.2.** The Animal be muzzled at all times while outdoors;



- 5.5.3.** The Owner undertake repairs or make additions to the property so as to ensure compliance with the bylaw;
  - 5.5.4.** The Owner and the Nuisance Animal together complete a specified Behavioural Modification Course; and
  - 5.5.5.** Any other conditions deemed reasonable by the CAO.
- 5.6.** Upon being deemed a Restricted Dog the CAO may impose any or all of the following conditions:
- 5.6.1.** The Owner shall post signage at each entrance to the premises where the Restricted Dog is kept warning of the presence of a Restricted Dog;
  - 5.6.2.** When off the Owner's property, the Restricted Dog is to be muzzled, held on a Leash or harness at all times not exceeding one and one half (1.5) metres in length; and under the full control of the Owner or someone over the age of eighteen (18) years.
  - 5.6.3.** When on the Owner's property, the Restricted Dog shall be confined indoors or if outdoors in a fenced location, be leashed and under the full control of someone over the age of eighteen (18) years, secured by a chain fixed to the property and unable to approach within two (2) metres of the apparent property line or secured in a holding pen that:
    - 5.6.3.1.** Has secure sides and a secure top, and if it has no bottom secured to the sides, the sides must be embedded in the ground a minimum depth of thirty (30) centimeters;
    - 5.6.3.2.** Provides the Restricted Dog with shelter from the elements;
    - 5.6.3.3.** Be at least one and one-half meters wide, three meters long and one and one-half meters in height;
    - 5.6.3.4.** Not be within two meters of the property line or five meters to the nearest residential unit.
  - 5.6.4.** The Owner shall obtain liability insurance coverage that specifically covers any potential damage for personal injury or property damage caused by the Restricted Dog on or off of the Owner's property, in an amount not less than \$1,000,000.
  - 5.6.5.** If the Restricted Dog is Unaltered, have the Restricted Dog spayed or neutered.
- 5.7.** An Owner may appeal the designation of and/or conditions imposed on a Nuisance Animal or Restricted Dog by submitting a written request to Council to review the notice or Order within fourteen (14) days after the date of notice. Upon review, Council may confirm, vary, substitute or cancel the notice or Order.
- 5.8.** An Owner who fails to abide by conditions imposed by the CAO for a Nuisance Animal or Restricted Dog is subject to penalties as per Schedule A.

## **6. Enforcement**

- 6.1.** Any person in contravention of this Bylaw is guilty of an offence and is liable to a penalty as set out in Schedule A.
- 6.2.** Where a municipal Violation Tag has been issued and the penalty has not been paid within the prescribed time, a Peace Officer is hereby authorized to issue a Violation Ticket pursuant to the Provincial Offences Procedure Act.
- 6.3.** Notwithstanding Section 6.2, a Peace Officer is hereby authorized to issue a Violation Ticket pursuant to the Provincial Offences procedure Act to any Person who the Peace Officer believes has contravened any provision of this Bylaw.
- 6.4.** Where a Violation Ticket is issued in respect to an offence, it may:
  - 6.4.1.** specify the fine amount established by this Bylaw for the offence; or
  - 6.4.2.** require a Person to appear in Court, without the alternative of making a voluntary payment.
- 6.5.** If the CAO finds that a person is contravening this Bylaw, the CAO may by written Order, in accordance with the MGA, require any Person responsible for the contravention to remedy it. The Order may direct a Person to take any action necessary to remedy the contravention of this Bylaw to prevent a re-occurrence of the contravention, state a specified time to comply, and state that if the Person does not

comply within a specified time, the Town will take necessary action, at the expense of the Person.

- 6.6.** A Peace Officer is authorized to capture and impound in the Animal Shelter any Dog which is at large or Animal that is deemed to be a danger to the public.
- 6.7.** A Peace Officer may take reasonable measures as are necessary to subdue any Animal which is at large, including the use of tranquillizer equipment and materials. If any such Animal is injured, it may be taken to a licensed veterinarian for treatment and then to the Animal Shelter.
- 6.8.** No Person shall in any way interfere with or obstruct a Peace Officer who has seized or is attempting to seize an Animal at large.
- 6.9.** Any Animal that has been seized and placed in an Animal Shelter shall be kept therein for a period of not less than three business days, excluding Saturdays, Sundays and statutory holidays unless sooner claimed by the Owner or otherwise disposed of in accordance with this Bylaw. All fines, fees and costs, as applicable, shall be paid prior to release to the Owner or Former Owner, if known, of any Animal.
- 6.10.** In any case, where an Animal is found to be ill or has been injured and it has been determined by a Veterinarian or other competent Person, that the Animal should be destroyed to prevent needless suffering, the Animal may be euthanized as soon as practical.
- 6.11.** Any Animal that has been impounded for longer than the period of time prescribed in this Bylaw, may at the discretion of the Peace Officer or the CAO:
  - 6.11.1.** be sold at a price to cover the cost of the impoundment, provided the Animal is not sold to the Owner or to any other Person representing the Owner, or
  - 6.11.2.** be euthanized by a veterinarian.
- 6.12.** An Owner may claim an Animal by producing proof of ownership, paying to the Town all costs of impoundment as set out in Schedule A of this bylaw, and obtaining any necessary Licenses.

## **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. Enactment**

- 8.1.** This Bylaw shall take effect at the date of final passing thereof.
- 8.2.** Bylaw 464 is hereby rescinded.

**First Reading** passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this \_\_\_\_ day of \_\_\_\_\_, 2019.

**Second Reading** passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this \_\_\_\_ day of \_\_\_\_\_, 2019.

**Third Reading** passed in open Council duly assembled in the Town of Sedgewick, in the province of Alberta this \_\_\_\_ day of \_\_\_\_\_, 2019.

**TOWN OF SEDGEWICK**

\_\_\_\_\_  
**MAYOR**

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

**SCHEDULE A**

**Animal License Fees**

	Prior to Feb.1 <sup>st</sup> Annually or Specified Time	After Jan.31 <sup>st</sup> or after Specified Time
Altered Dog	15.00	30.00
Un-altered Dog	30.00	60.00
Nuisance Animal	50.00	100.00
Restricted Dog	200.00	400.00
Dog Tag Replacement	5.00	5.00

**Animal Shelter and Retention Costs**

Daily Animal Shelter Fees	Per Contracted Animal Shelter Fees
Daily Animal Subsistence Fee	\$10.00
Animal Spaying or Neutering	Per Veterinary Fees
Veterinary Care/Treatment	Per Veterinary Fees
Animal Euthanize Fee	Per Veterinary Fees

**Fines and Penalties**

	First Offence	Subsequent Offence
Violation of Section 3 – Licensing	\$50.00	\$100.00
Violation of Section 4 - Regulations	\$100.00	\$200.00
Violation of Section 5 – Nuisance Animals and Restricted Dogs (failure to obtain Nuisance Animal or Restricted Dog License or abide by imposed conditions)	\$500.00	\$1000.00



FFCS on April 10th dealt primarily with our year end audited Financial statements. FFCS is in good shape financially as is the Community Foundation. East Central is hosting the FFCSAA Convention this year plus we have another SkillsLink intake over the summer. These programs help young people acquire necessary employment skills and are placed within firms in the area. This Federal program puts a considerable amount of money into our community. We have a new counsellor who will be starting her duties very soon. Complete minutes and statements will be forthcoming.

BRAED on April 11th dealt primarily with the Value Added Agriculture consultative process. It was made clear that engagement of consultants must consider specialized experience and oversight, otherwise they will simply provide a general overview, typically with an urban-centric point of view. Value Added Ag will require a very SPECIFIC expertise and will involve engaging Corporations to find out WHAT THEY ARE LOOKING FOR....not just saying .."Hey look...we're a nice community. Please build here..." These corporations need to be engaged and told what we have that they are looking for...and for that we need specific expertise. An increase in per capita per community was proposed to offset expenses incurred by Board members but we voted to table it and consult our councils. I made the argument that, while it amounts to only 15 cents per capita it still represents an approximate 20% increase in times where we are trying to hold the line at 2%. Along with our good news regarding Gibsons, Paintearth County and Forestburg are happy about the coal ash recovery which ATCO and Westmoreland have undertaken at the Diplomat Mine, which is projected to be employing 20+ people for 20+ years. Full minutes and finances will be forthcoming.

Respectfully submitted,

Perry Robinson, Mayor

Flagstaff Regional Housing Group  
November 27, 2018 @ 5:15pm  
Big Knife Lodge, Forestburg

## ORGANIZATIONAL MEETING MINUTES

Attendees:	Dell Wickstrom	Village of Alliance
	Murray Candlish	Town of Daysland
	Rick Manning (regrets)	Flagstaff County
	Jeff Eckstrand (regrets)	Flagstaff County
	Blaise Young	Village of Forestburg
	Doug Irving	Town of Hardisty
	Bonnie Wood	Village of Heisler
	Brenda McDermott	Town of Killam
	Debra Smith	Village of Lougheed
	Greg Sparrow	Town of Sedgewick
	Ana Kimball	Big Knife Lodge Manager
	Patti D'Amico	Housing Manager
	Melodie Stol (recorder)	The Bethany Group

<b>1.</b>	<b>CALL TO ORDER</b>	
	The meeting was called to order at 5:15pm.	
<b>2.</b>	<b>ORGANIZATIONAL MEETING</b>	
	a.	<p>Board Chair</p> <p>The Chair was handed over to Melodie Stol who called for nominations for the position of Board Chairperson. Blaise Young nominated Dell Wickstrom. Murray Candlish nominated Brenda McDermott. Both accepted the nomination and a vote by secret ballot held.</p> <p>Brenda McDermott was elected as board chair</p> <p>Moved by Blaise Young to destroy the ballots. CARRIED</p>
	b.	<p>Vice Chair</p> <p>A call for nominations for the position of Board Vice Chair. Debra Smith nominated Dell Wickstrom as Board Vice Chair, who accepted the nomination.</p> <p>A second and third call was made and Dell Wickstrom was declared Vice Chairperson of the Flagstaff Regional Housing Group.</p>

Flagstaff Regional Housing Group  
November 27, 2018 @ 5:15pm  
Big Knife Lodge, Forestburg

	c.	Review of Honorarium & Board Expenses Board Honourarium of \$85.00 for meetings ½ day or less, with mileage at \$0.54/km.
3.	<b>2019 TENTATIVE MEETING DATES</b>	April 3, 2019; May 21, 2019; June 25, 2019; October 1, 2019; December 3, 2019
4.	<b>ADJOURNMENT</b>	The Organizational Meeting was adjourned at 5:35pm.



Dell Wickstrom  
Board Chair

Date: April 27 / 19  
BM



Mike Leathwood  
The Bethany Group, CEO

Date: APR 03 2019

Flagstaff Regional Housing Group  
November 27, 2018 @ 5:15pm  
Big Knife Lodge, Forestburg

## MINUTES

Attendees:	Dell Wickstrom	Village of Alliance
	Murray Candlish	Town of Daysland
	Rick Manning (regrets)	Flagstaff County
	Jeff Eckstrand (regrets)	Flagstaff County
	Blaise Young	Village of Forestburg
	Doug Irving	Town of Hardisty
	Bonnie Wood	Village of Heisler
	Brenda McDermott	Town of Killam
	Debra Smith	Village of Loughheed
	Greg Sparrow	Town of Sedgewick
	Ana Kimball	Big Knife Lodge Manager
	Patti D'Amico	Housing Manager
	Melodie Stol (recorder)	The Bethany Group

1.	<b>CALL TO ORDER</b> The meeting was called to order at 5:35pm and introductions were made.
2.	<b>APPROVAL OF AGENDA</b>  FRHG 18-11-01 <b>MOVED by Bonnie Wood and SECONDED by Blaise Young to accept the Agenda as presented.</b> <span style="float: right;"><b>CARRIED</b></span>
3.	<b>MINUTES OF PREVIOUS MEETINGS</b>  FRHG 18-11-02 <b>MOVED by Bonnie Wood and SECONDED by Dell Wickstrom to approve the Minutes of October 2, 2018 as presented.</b> <span style="float: right;"><b>CARRIED</b></span>
4.	<b>CORRESPONDENCE</b>
a.	ASCHA <ul style="list-style-type: none"> <li>– Membership Renewal (confirmed in budget)</li> <li>– Convention &amp; Tradeshow 2018 (checking schedules and confirm 1 or 2 attending in January)</li> <li>– Regional Meeting - Friday February 22 (Brenda interested in attending)</li> </ul>



		<ul style="list-style-type: none"> <li>– Strategic Plan Progress Report</li> <li>– Advocacy and Election Talking Points</li> </ul>
	b.	Newspaper Clip – Donation to Big Knife Villa
	c.	2019 Business Plan For information.
	d.	Bill 26 Review of information sheet provided by Government.
<b>5.</b>	<b>FINANCIAL STATEMENTS</b> Unaudited for the period ended October 31, 2018.  <b>FRHG 18-11-03          MOVED by Dell Wickstrom and SECONDED by Doug Irving to accept the Unaudited Financial Statements for the period ended October 31, 2018 as information. <span style="float: right;"><i>CARRIED</i></span></b>	
<b>6.</b>	<b>2018 PROPOSED BUDGET</b> Review of proposed Budget and Assumptions Notes.  <b>FRHG 18-11-04          MOVED by Dell Wickstrom and SECONDED by Greg Sparrow to approve the 2019 Budget as presented, with the requisition to remain at \$300,000 and for a 2% increase to the Lodge Services package for July 1, 2019 <span style="float: right;"><i>CARRIED</i></span></b>	
<b>7.</b>	<b>OPERATIONAL REPORT &amp; CHRISTMAS ACTIVITIES</b> Reports from Patti D’Amico and Ana Kimball were given to the board. Dates were provided for Christmas Activities in the buildings; Board Members are welcome to attend any events. Review of Occupancy Stats for the Region.  <b>FRHG 18-11-05          MOVED by Blaise Young and SECONDED by Debra Smith to accept the Operational Report as information. <span style="float: right;"><i>CARRIED</i></span></b>	
<b>8.</b>	<b>NEW BUSINESS</b>	
	a.	Review of Ministerial Order  The board requested that a discussion paper be prepared on the pros and cons of holding the order for the apartment units, on any potential workload changes and management contract and costing should a change be formally requested.

Flagstaff Regional Housing Group  
 November 27, 2018 @ 5:15pm  
 Big Knife Lodge, Forestburg

	b.	Resident & Staff Survey Results 2018 Overall results were very positive.
	c.	Sedgewick Kitchen The board was informed that the current kitchen at Prairie Rose Place could not be approved by Alberta Health Services for use for regular meal service. Alternatives and costing will be presented to the next board meeting.
9.	<b>2018 MEETING DATES</b>	The next meeting will be held on Tuesday March 26, 2019 at 5:15pm in Big Knife Lodge
10.	<b>ADJOURNMENT</b>	The meeting was adjourned at 6:50pm.

*Summary of Action Items:*

Action	By Whom	Timeline (if any)
Complete Reserve Fund Analysis	Finance	March 2018
Ministerial Order discussion paper	Mike	April 2019
Prairie Rose Place kitchen options and costing	Mike/Glen	April 2019

*BMDermott*

Dell Wickstrom  
Board Chair

Date: *April 2/19*



Mike Leathwood  
The Bethany-Group, CEO

Date: *APR 03 2019*

## **Sedgewick golf Club Exec Meeting-March 28/2019**

**Call to Order**-Tristan called the meeting to order @ 7:15 In attendance:Kari, Gail, Tristan,Jim.

**Agenda Approval**-Kari moved to approve the agenda. Carried.

**Previous Minutes**-Kari read the minutes of the Sept18/18 meeting. Greg moved to approve the minutes. Carried.

**Treasurer's Report**-Gail gave the financial report. Casino-\$22,228.36

Chequing-\$25,242.74 Savings-\$46,466.70

Fred moved to adopt Gail's report as presented. Carried.

### **Old Business-**

**Window replacement**-Jim will start on the window replacement.

**New Sign**-Kari working on with Leigh Lambert.

**Shop**-Fred and Greg will get quotes for cement. We received \$5000 from RFC and getting another \$9000.00 from RFC.

**Carts**-Timeline-It's been 3 years. Ken says carts are serviced and ready to go. Does not feel we need to replace this year.

**Junior Tees and Weekly summer tee times**-next meeting we will discuss

**Gravel instead of shale around clubhouse**-Done

**Hole Sponsor Replacements**-No longer have Bumper to Bumper or Community Press.

**Beer Cooler**-Kari will see if there are some racks for cooler at the rec center.

### **Committee Reports-**

**Ken**-First look at #9 green looks good.

Sidewinder-Still working on.

Bin coming from Flagstaff waste. They will bring bin for free, but we pay to have it dumped.

Walking mower-Fred worked on.

Drag for Aerator-Did we purchase? Greg will check

**Clubhouse**-Received a donation of \$8000.00 from Bergie tourney. Purchased so far:

Shelves for walk in cooler-\$482.96. 32 patio chairs and 2 tables-\$18434.68

Kari made a **motion** to spend up to \$1000.00 for a new bling for the patio door. Carried.

### **New Business-**

**Rates for Course-Motion**-Tristan made a motion to add a junior green fee for children 13 and under. \$15-9 holes, \$25-18 holes. Carried.

All other dues and fees will remain the same.

**Staffing-Ken**-looked after

**Marie**-looked after

**Wages**- Marie and Ken will stay the same

Ken and Marie can use their discretion for staff wages.

**Delmore Bergum memorial bench-** Bergum's will order through the town.  
Payment will be made with funds donated from Bergie tourney.

**Tournament Dates-**Marie will confirm

**Fundraising-Motion-**Kari made a motion to do a gift card raffle for a fundraiser  
this year. Carried.

**Adjournment-** Next meeting Thursday May 23 @7:00 Tristan adjourned the  
meeting at 8:30.



## **Sedgewick Rec Board Meeting-March 11/2019**

**Call to Order**-Greg called the meeting to order@ 7:00. In attendance: Connie, Kari, Aleska, Cory, Andrew, Robynn.

**Additions to Agenda**-Heaters. Kari moved to approve the agenda with the addition of "Heaters". Carried.

**Minutes from Previous Meeting**-Aleska moved to approve the minutes from the January 28/19 meeting. Carried.

**Treasurer's Report**-Connie gave the treasurer's report.

Chequing-\$68,730.00 Capital-\$98,510.00

-Total amount donated to rec from the last 5 years Bergie Tourney is \$49,850.00!  
Connie moved to approve her report as presented. Carried.

**Manager's Report**-Attached. Cory and staff are getting ready for the Clay Walker concert. Pam moved to approve the manager's report. Carried.

**Town Council Report**-None

**Old Business-Pressure Washer/ Air Compressor**-still working on.

**R.O. System**-too much money

**Girls Dressing Room**-coming along

**New Business-Delegation for the rec committee meeting**(need 2)- Aleska made a motion to have Andrew and Connie sit on the board. Carried.

-**Review jobs at the rec center for upcoming meeting**-discussion

-**Good Sam Alberta**--received a letter

-**Heaters**-Cory looking into costs to replace.

**User Groups-Hockey**-need ice to end of March 21.

-**Curling**-Finished today. County rented curling Monday.\$800.00

-**Minor Ball**-Sedgewick steelers

-ball fence finished.

**Lacrosse**- April 8 games start

-5 teams

-June 14-16 tyke/novice festival

-practice Mon-Thursday

**July 1**- should start booking

-Trying to have 4 days racing.

-Robynn will call bouncy house company

**Adjournment**- Next meeting April 15 @7:00 . July 1 meeting @ 6:30.Meeting adjourned @8:30.



**SUMMARY**

Winter's over and summer is almost upon us, which presents us with a whole set of new jobs (grass, alley grading, potholes, street sweeping, crack filling and new road construction).  
Upgrades to the waterplant should be coming to an end soon, but have yet to start at the lift station.

**ACCOMPLISHMENTS**

- We have gathered up all of the snow fence.
- We are done dealing with frozen water sewer and storm lines.
- We have run the street sweeper over the streets once already, but I have had to order gutter brooms so we can do a better job.
- Upgrades in the waterplant should be coming to an end soon, the MUA unit and exhaust fan are installed and hooked up, all of the ducting is in and everything is insulated.
- There was a water break at 4918-47st just north of the Main Street Park on the steep bank; we believe it was leaking underground most of the winter. The line was broke and we could only find the line coming from the street, so we put a valve on it to get the water back on. We still need to find the line from the curbstop but the hole is too wet. We are going to pump out the hole and let it dry out before we can do anymore work in it. We have run water from 4934-47st to 4918-47st so the property can have water until we get the line repaired.
- Brent and I have completed our Fall Protection Course, I have completed my Ground Disturbance Course.

**PRESENT AND FUTURE ACTIVITIES**

- We will be doing another round of street sweeping.
- Will be starting to scrape alleys in the next week or so.
- We are starting to pick up branches on Thursday April 11.
- Filling potholes will also be a priority for us over the next couple of weeks.
- We still need to put the new snowblower on new tractor
- We need to finish repairing the water break on Main Steet, when we get it dried out enough to work in.
- We will be getting all of the summer equipment ready for use.

APPENDIX:  
**NONE**

PREPARED BY:  
DARYL JOHNSON, FOREMAN



# TOWN OF SEDGEWICK

## CAO REPORT TO COUNCIL

MEETING DATE: APRIL 18<sup>TH</sup>, 2019

### SUMMARY

Clay Walker concert had over 700 in attendance. Gibson Energy announced that Sedgewick will host their back-up control centre. Main Street/Sewer tender closes on April 25<sup>th</sup>.

### MEETINGS

- Teleconference regarding Gibson Control Room on April 3<sup>rd</sup>.
- Attended Gibson Control Room municipality meeting on April 10<sup>th</sup>.
- Attended Main Street/Sanitary Sewer pre-tender meeting on April 17<sup>th</sup>.
- Attended Main Street stakeholder meeting on April 17<sup>th</sup>.

### ACCOMPLISHMENTS

- Received notice of award of Certified Local Government Manager designation. Will attend 'Mountain Refresher' in May to receive award.
- All documents have been sent to Alberta Capital Finance Authority for Main Street borrowing. Have received executed Master Agreement.
- Performed soil test analysis at Lake Park for septic field.
- Tender for Main Street and sanitary sewer is closed on April 25<sup>th</sup>
- Have completed design and received quotes for shallow utilities at the 54<sup>th</sup> Street Subdivision.

### PRESENT AND FUTURE ACTIVITIES

- CAO meeting on April 23<sup>rd</sup>.
- Recreation and Culture Boards meeting on April 29<sup>th</sup>.
- Municipality meet-and-greet with Gibson Energy on May 7<sup>th</sup>.
- CLGM Leadership Workshop May 14-17<sup>th</sup>.
- Dr. Meer Retirement Celebration on May 23<sup>rd</sup>.
- Working on completing the renewal of Waterworks System license.
- Completing budgets and Tax Rate Bylaw for presentation at May Council meeting

APPENDIX:

NONE

PREPARED BY:

JIM FEDYK, CAO



March 25, 2019

Dear Mayors, Reeves and Councillors:

**RE: April 28 – National Day of Mourning**

---

On April 28, we take a moment to remember the workers who were killed, injured or disabled at work.

In 2018, we lost 162 men and women to workplace injury or illness in Alberta.

To remember them, we have developed a memorial poster (enclosed) in recognition of the day. This poster will appear at workplaces, public places and in ceremonies across the province as a remembrance and a tribute to the workers killed or injured on the job, and a reminder that we need to work together to make workplaces safer.

We have also included a small vinyl sticker to provide a tangible reminder of the significance of April 28. If you are interested in distributing them to visitors, we would be happy to provide you with a supply.

We ask that you display the poster and use it in any events marking Day of Mourning.

If you have any questions, need stickers or additional posters, please contact Dina DaSilva, WCB Communications & Legislative Relations at 780-498-8616 or [dina.dasilva@wcb.ab.ca](mailto:dina.dasilva@wcb.ab.ca).

We will be lowering our flags to half-mast on April 28. We invite you to join us in marking this important day by doing the same.

Sincerely,



Dayna Therien  
Director of Communications & Legislative Relations  
WCB-Alberta

Encl.

**RECEIVED**  
APR 01 2019



March 29, 2019

**Attention: Honourable Mayors,  
Members of Council and  
Chief Administrative Officers**

**Re: National Public Works Week, May 19-25, 2019 – "It Starts Here"**

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 19-25, 2019 as National Public Works Week in your community. This year's theme is "It Starts Here."

National Public Works Week is observed each year during the third full week of May and this is the 59th year. The theme for the 2019 National Public Works Week is "It Starts Here." This theme represents the many facets of modern civilization that grow out of the efforts put forth by the public works professionals across North America. What starts here? Infrastructure starts with public works... Growth and innovation starts with public works... Mobility starts with public works... Security starts with public works... Healthy communities start with public works... The bottom line is that citizens' quality of life starts with public works. Many Councils and Public Works departments make this an annual celebration in their communities.

The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

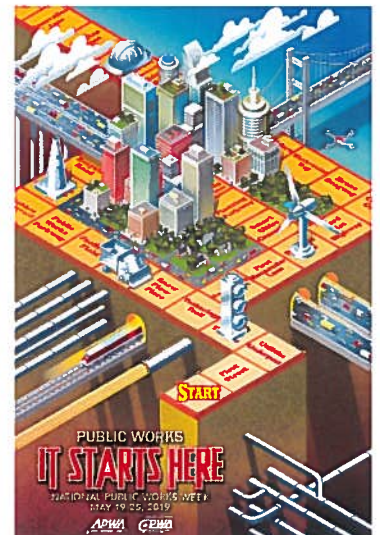
For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to [www.publicworks.ca](http://www.publicworks.ca) for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. [www.cpwa.net](http://www.cpwa.net) If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to [office@publicworks.ca](mailto:office@publicworks.ca) or by mail to:  
APWA Alberta Chapter  
44095 Garside Postal Outlet  
EDMONTON AB T5V 1N6

Yours truly,

A handwritten signature in black ink, appearing to read 'Peter McDowell'.

Peter McDowell, APWA President



RECEIVED  
APR 04 2019



National Public Works Week

May 19 – 25, 2019

“It Starts Here”

Provincial/Territorial Proclamation (SAMPLE)

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of **[insert Province/Territory]**; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in **[Insert Canada -or- Province/Territory]** to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2019 marks the 59<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

RESOLVED, I, **[Insert Full Name of Premier]**, **[Insert Premier -or- other title]** of **[Insert Province/Territory]**, do hereby designate the week May 19 – 25, 2019 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the **[Province/Territory]** of **[Insert Province/Territory]** (to be affixed),

DONE at the **[City/Town/Rural Municipality]** of **[Insert City/Town/Rural Municipality]**, **[Insert Province/Territory]** this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

**[Insert Full Name of Premier]**

**[SEAL]**





## Celebrate Public Works Week May 19-25, 2019 It Starts Here – Public Works

### Proclamation

Ensure that your Municipality proclaims or recognizes NPWW! See our website for digital copy of proclamation [www.publicworks.ca](http://www.publicworks.ca)

## What You Can Do

### Environmental Campaign

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

#### Thought starters:

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an environmental project, or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.

### Public Works Exhibit

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

#### Thought starters:

- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

### Rodeo/Equipment Shop

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

#### Thought starters:

- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
- Invite elected officials to participate in an activity during the event.
- Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.
- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
- Have representatives from various departments show equipment and answer questions.



### **Open House or Tour**

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

#### **Thought starters:**

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

### **Employee Appreciation Day**

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

#### **Thought starters:**

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

### **Sporting Event**

Healthy people are happy people. Promote healthful living by sponsoring a sporting event.

#### **Thought starters:**

- Plan the route of a race to end at a facility or project you believe deserves attention.
- Sponsor a golf tournament and arrange for the proceeds to be dedicated to a public works project, such as the purchase of playground equipment in a community park.
- Sponsor a public works night at an organized or professional sporting event. Arrange for a message about public works to be announced during the game.

**For further information see our website: [www.publicworks.ca](http://www.publicworks.ca)**

**Or contact Jeannette Austin**

**Executive Director**

**[admin@publicworks.ca](mailto:admin@publicworks.ca)**



## Sedgewick Historical Society

Financial Statement for the Year ending December 31, 2018

Balance forward from January 1, 2018 33,365.87

**Income**

Bank Interest	468.42
Donations	265.20
GST Return	220.84
Membership	1,055.00
Memorials	250.00
Postcard/ Books Sales	62.00
Bake Sale	
Markets & Teas	2,065.05

**Total** 4,386.51

Sub Total 37,752.38

**Disbursements**

GST	339.41
Advertising/Promotion	
Bank Interest	1.39
Building Maint.	362.38
Craft/Market/Pancake	572.14
Employer Deductions	65.26
Internet – Casino	673.00
Misc	112.14
Office	239.08
Phone – Casino	1,242.36
Power- Casino	2,719.90
books	60.00
Salary	1,610.81
Insurance	4,518.61
UT/Gas – Casino	2,621.61
WCB	200.00

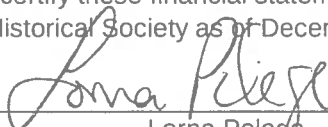
**Total** 15,338.09

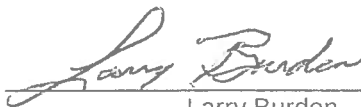
Yearend Total as of December 31, 2018 22,414.29

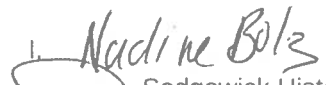
Fixed Assets: 103,445.99

Liabilities: Nil

I certify these financial statement presents fairly the financial position of the Sedgewick Historical Society as of December 31, 2018

  
 \_\_\_\_\_  
 Lorna Polege  
 Treasurer

  
 \_\_\_\_\_  
 Larry Burden  
 President


 , confirm that I have reviewed the financial statement for  
 Sedgewick Historical Society for the year ending December 31, 2018

Auditor: \_\_\_\_\_  
 Date: Feb 3, 2019



February

Sedgewick Historical Society Monthly Statement

Month Ending – February 28, 2018

As Per Books	General Account	Casino Account
Previous Month Balance	5,329.55	40.21
Receipts for Month		
Outstanding Receipts		
Interest Received		
Term Deposit		5,166.59
<b>Subtotal</b>	5,329.55	5,206.80
Less Disbursements		772.86
Monthend Total	5,329.55	4,433.94

AS Per Bank		
Monthend Balance	5,329.55	4,433.94
Cash in Transit		
<b>Subtotal</b>	5,329.55	4,433.94
Less Outstanding Cheques	0.00	0.00
Month End Balance	5,329.55	4,433.94

Outstanding Cheques

Number	Amount	Number	Amount
Outstanding Total	0.00		0.00

Submitted to the Board on this 21 day of March 2019

VCU – General Share – 99035                      487.94  
 VCU-Feb 4/20 – 563631                      5,156.97

\_\_\_\_\_  
 President, Larry Burden

VCU-Casino Share – 92725                      225.62  
 VCU-Casino Feb 4/20 – 63664                      5,073.00

\_\_\_\_\_  
 Treasurer, Lorna Polege

2019 February

Sedgewick Historical Society List of Accounts for Payment

Supplier	Description	Total
Telus	phone	117.95
Town	Utilities	348.32
Eastlink	Internet	55.60
AMSC	Electricity	250.99

772.86

Presented for Approval on March 21, 2019

\_\_\_\_\_  
President, Larry Burden

\_\_\_\_\_  
Treasurer, Lorna Polege

January

Sedgewick Historical Society Monthly Statement

Month Ending – January 31, 2019

As Per Books	General Account	Casino Account
Previous Month Balance	6,431.79	40.21
Receipts for Month		
Outstanding Receipts		
Interest Received		
<b>Subtotal</b>	6,431.79	40.21
Less Disbursements	1,102.24	
Monthend Total	5,329.55	40.21

AS Per Bank		
Monthend Balance	5,527.11	40.21
Cash in Transit		
<b>Subtotal</b>	5,527.11	40.21
Less Outstanding Cheques	197.56	0.00
Month End Balance	5,329.55	40.21

Outstanding Cheques

Number	Amount	Number	Amount
2728	197.56		
Outstanding Total	197.56		0.00

Submitted to the Board on this 21st day of March 2019

VCU – General Share – 99035                      487.94  
 VCU-Feb 4/20 – 563631                      5,073.23

\_\_\_\_\_  
 President, Larry Burden

VCU-Casino Share – 92725                      225.62  
 VCU-Casino Feb 4/20 – 63664                      5,073.00  
 VCU-Casino Feb 4/19 – 63763                      5,082.50

\_\_\_\_\_  
 Treasurer, Lorna Polege

2019 February

Sedgewick Historical Society List of Accounts for Payment

Supplier	Description	Total
Telus	phone	110.81
Town	Utilities	370.60
Town	Fire extinguishers	119.70
Eastlink	internet	55.60
AMSC	Electricity	247.97
RMA	membership fee	197.56

1,102.24

Presented for Approval on March 21, 2019

\_\_\_\_\_  
President, Larry Burden

\_\_\_\_\_  
Treasurer, Lorna Polege

Revenue	Jan	Feb	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Casino													0.00
Bake/Craft Sale													0.00
Bank Interest		219.23										249.19	468.42
Catering													0.00
General Donations				100.00			50.20	15.00	100.00				265.20
Goose Creek													0.00
GST/ Mis			220.84										220.84
History/Cook Books							12.00	50.00					62.00
Lakeside							1,101.80	782.25	181.00				2,065.05
Membership				50.00	835.00	50.00	20.00	100.00					1,055.00
Memorial				160.00		50.00	40.00						250.00
Pie Sale													0.00
Raffle													0.00
Teas													0.00
<b>Monthly Totals</b>	0.00	219.23	220.84	310.00	835.00	100.00	1,224.00	947.25	281.00	0.00	0.00	249.19	4,386.51

Expenses	Jan	Feb	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
GST	42.32	28.61	41.83	26.11	29.16	23.26	20.64	23.43	31.24	14.88	24.63	33.30	339.41
Advert/Prom													0.00
Bank Charges												1.39	1.39
Building Maint.	136.38		75.86		86.94				17.28		35.95	9.97	362.38
Casino													0.00
Catering													0.00
Craft/Market/Pancake							120.41	216.97	234.76				572.14
Employer											65.26		65.26
Gas/UT - Casino	354.98	328.20	396.09	241.24	200.43	114.14	112.75	114.25	114.80	149.43	204.72	290.58	2,621.61
History books						60.00							60.00
Insurance	2,171.24											2,347.37	4,518.61
Internet -Casino	99.90		99.90	49.95	49.95	52.95	52.95	52.95	52.95			161.50	673.00
Misc						57.14			20.00		35.00		112.14
Office			14.08									225.00	239.08
Phone - Casino	100.53	100.53	100.53	100.53	100.53	100.53	100.53	109.03	218.56		105.53	105.53	1,242.36
Pie Sale													0.00
Power- Casino	229.45	225.14	231.88	211.45	226.21	222.27	227.66	226.21	227.52	229.40	228.23	234.48	2,719.90
Raffle													0.00
Salary								1,211.94	398.87				1,610.81
Sub/Membership													0.00
Teas													0.00
WCB			200.00										200.00
<b>Monthly Totals</b>	3,134.80	682.48	1,160.17	629.28	693.22	630.29	634.94	1,954.78	1,315.98	393.71	699.32	3,409.12	15,338.09

December

Sedgewick Historical Society Monthly Statement

Month Ending – December 31, 2018

As Per Books	General Account	Casino Account
Previous Month Balance	9,840.91	40.21
Receipts for Month		
Outstanding Receipts		
Interest Received		
<b>Subtotal</b>	9,840.91	40.21
Less Disbursements	3,409.12	
Monthend Total	6,431.79	40.21

AS Per Bank		
Monthend Balance	6,431.79	40.21
Cash in Transit		
<b>Subtotal</b>	6,431.79	40.21
Less Outstanding Cheques	0.00	0.00
Month End Balance	6,431.79	40.21

Outstanding Cheques

Number	Amount	Number	Amount
Outstanding Total	0.00		0.00

Submitted to the Board on this 21 day of March 2019

VCU – General Share – 99035                      487.94  
 VCU-Feb 4/20 – 563631                      5,073.23

\_\_\_\_\_  
 President, Larry Burden

VCU-Casino Share – 92725                      225.62  
 VCU-Casino Feb 4/20 – 63664                      5,073.00  
 VCU-Casino Feb 4/19 – 63763                      5,082.50

\_\_\_\_\_  
 Treasurer, Lorna Polege



2018

Sedgewick Historical Society List of Accounts for Payment

Supplier	Description	Total
eastlink	internet- nov & Dec	112.59
Telus		110.81
Higster Computers	ink	225.00
Co-op	ice melt	10.47
Town	utilities	301.08
AMSC	Electricity	246.20
RMA Insurance	2019 insurance	2,347.37
Eastlink	Internet – jan 2019	55.60

3,409.12

Presented for Approval on \_\_\_\_\_, 2019

\_\_\_\_\_  
President, Larry Burden

\_\_\_\_\_  
Treasurer, Lorna Polege

November

Sedgewick Historical Society Monthly Statement

Month Ending – November 30, 2018

As Per Books	General Account	Casino Account
Previous Month Balance	10,462.83	67.46
Receipts for Month		
Outstanding Receipts		
Interest Received	50.15	
<b>Subtotal</b>	10,512.98	67.46
Less Disbursements	672.07	27.25
Monthend Total	9,840.91	40.21

AS Per Bank		
Monthend Balance	9,851.41	40.21
Cash in Transit		
<b>Subtotal</b>	9,851.41	40.21
Less Outstanding Cheques	10.50	0.00
Month End Balance	9,840.91	40.21

Outstanding Cheques

Number	Amount	Number	Amount
2725	10.50		
Outstanding Total	10.50		0.00

Submitted to the Board on this 21 day of March 2019

VCU – General Share – 99035                      451.38  
 VCU-Feb 4/20 – 563631                      5,073.23

\_\_\_\_\_  
 President, Larry Burden

VCU-Casino Share – 92725                      168.49  
 VCU-Casino Feb 4/20 – 63664                      5,073.00  
 VCU-Casino Feb 4/19 – 63763                      5,082.50

\_\_\_\_\_  
 Treasurer, Lorna Polege

2018

Sedgewick Historical Society List of Accounts for Payment

Supplier	Description	Total
Town	utilities	210.85
Telus	phone	110.81
coop	duct tape, cords	27.25
Receiver General	2018 – employee deductions	65.26
Larry Burden	furnace filters	10.50
AUMA	Electricity	239.65
Royal Canadian Legion	Poppy donation	35.00

699.32

Presented for Approval on \_\_\_\_\_, 2019

\_\_\_\_\_  
President, Larry Burden

\_\_\_\_\_  
Treasurer, Lorna Polege



Dear...

The Village of Holden would like to extend an invitation to you and your community groups to come and participate in our annual parade during Holden Farmer's Day, Saturday June 8, 2019.

The theme this year, in conjunction with the Holden Museum, is Nature & Wildlife, but please feel free to decorate in any way you would like.

The parade line up will be at 10:00am North of the Holden Complex ( 5123 50 St ). Judging will be at 10:30am and the parade will commence at 11:00am.

Following the parade there is a fun filled day of family events planned including a petting zoo, inflatables, market, supper, fireworks and much more. Please stay and enjoy the event and our great community spirit.

Thank you and hope to see you there!

A handwritten signature in blue ink, appearing to read "Amber Kostyk". The signature is fluid and cursive.

Amber Kostyk  
Secretary- Farmers Day Planning Committee  
Village of Holden  
Ph: 780-688-3928  
Email: holdencommunity@gmail.com

RECEIVED  
APR 04 2019