

TOWN OF SEXSMITH
BYLAW #884
MUNICIPAL TRAFFIC BYLAW

Whereas the Traffic Safety Act, being Chapter T-6 of the Revised Statutes of Alberta 2000 and amendments thereto, empowers the Municipal Council to enact Bylaws for the Regulation and control and management of traffic within the Town not inconsistent with the said Act and for which no provision is made in the Act.

And Whereas the Town deems it expedient and desirable to enact a Bylaw controlling the use of streets and public parking areas within the Corporate limits;

Now therefore, the municipal council of the Town of Sexsmith in the province of Alberta, in open assembly enacts the following amendment to Bylaw Number 693:

- 1.0 This Bylaw may be cited as the Municipal Traffic Bylaw.
- 2.0 In this Bylaw;
- 2.1 "Act" or "said Act" shall mean the Traffic Safety Act, being Chapter T-6 of the Revised Statutes of Alberta, 2000, and amendments thereto;
- 2.2 Any word, expression or term used in this Bylaw shall have the same meaning as in the said Act;
- 2.3 "Carrier" means an owner of a commercial vehicle that is used or intended to be used to transport goods or provide a service other than the transportation of passengers.
- 2.4 "Central District" means that geographic area of the Town of Sexsmith that is the business area located in the central part of the Town of Sexsmith.
- 2.5 "Council" means the Council of the Town;
- 2.6 "Crosswalk" means a portion of the roadway between the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or in absence of curbs, from the edges of the roadway, or any part of the roadway indicated by signs or any other markings on the road surface;
- 2.7 "Dangerous Goods" means dangerous goods for which placards are required by the Dangerous Goods Transportation and Handling Act, R.S.A. 2000, Chapter D-4, and subsequent amendments.
- 2.8 "Dangerous Goods Route" means those highways located within the Town of Sexsmith and identified as a Dangerous Goods Route on Schedule 2.
- 2.9 "Dangerous Goods Route Signs" means signs erected pursuant to Section 55.
- 2.10 "Discount" means an amount which may be deducted from the voluntary payment specified on the Municipal Tag in accordance with Schedule 1 when payment is received within ten days of the violation.

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- 2.11 "Driver" or "Operator" means a person who drives or is in actual physical control of a vehicle;
- 2.12 "Easement" means a right-of-way intended for services access, usually with a surface of grass and not hard topped or gravelled, and not intended for the passage of vehicles.
- 2.13 "Highway" means any thoroughfare, street, road, avenue, alley, lane, bridge, trail, driveway, or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, and
1. includes a sidewalk and boulevard portion of the sidewalk
 2. includes a ditch running parallel and adjacent to the roadway;
 3. if the highway right of way is contained between two fences or between a roadway on one side and fence on the other side, then all land between and including a roadway is a highway, unless the Lieutenant Governor in Council declares any part of it not to be a highway;
- 2.14 "Intersection" means the area embraced within the prolongation or connection of the lateral curb lines, or if none, then the lateral boundary lines of two or more adjoining roadways, or two or more roadways which join one another at an angle whether or not one roadway crosses the other;
- 2.15 "Motorcycle" means a motor vehicle, other than a moped, mounted on 2 or 3 wheels and includes those motor vehicles known in the automotive trade as a motorcycle and scooters but does not include an off-highway vehicle as defined in the Traffic Safety Act;
- 2.16 "Municipality" means all lands within the Corporate Boundary limits of the Town of Sexsmith in the Province of Alberta;
- 2.17 "Municipal Tag" means a ticket for any violation of this bylaw in the form of a numbered "Notice of Violation" and contains provisions for either a "warning", or a "voluntary payment" payable to the Town of Sexsmith with or without discount provisions.
- 2.18 "Owner" means any person who owns a vehicle or any person renting a motor vehicle or having the exclusive use of it under a lease or otherwise for a period exceeding 30 days;
- 2,18 "Park", when prohibited, means allowing a vehicle to remain stationary in one place, except
1. while actually engaged in the loading or unloading passengers, or
 2. when complying with a direction given by a Peace Officer or a traffic control device.

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- 2.20 "Peace Officer" means a member of the Royal Canadian Mounted Police, a Peace Officer appointed pursuant to the Alberta Peace Officer Act, or a Municipal Bylaw Enforcement Officer appointed by the Town of Sexsmith;
- 2.21 "Pedestrian" means any person on a highway on foot either standing or walking, or a person in or on a mobility aid.
- 2.22 "Person" includes any person, individual, owner, public body, body corporate, society, firm or partnership;
- 2.23 "Residential Roadway" means a highway as defined in Section 2.9 of said Bylaw, but does not include a roadway that is designated a truck route as in Schedule 2;
- 2.24 "Town" refers to the Town of Sexsmith and shall have the same meaning as "Municipality" as defined in this bylaw.
- 2.25 "Town Manager" means a person appointed by Council under a bylaw by the Town of Sexsmith in the Province of Alberta, or that person's designate acting lawfully as Town Manager in any absence;
- 2.26 "Traffic Control Devices" means any sign, signal, marking, or device placed, marked, or erected under the authority of this bylaw for the purpose of regulating, warning, or guiding traffic.
- 2.27 "Truck" means a vehicle designed primarily for the transportation of goods, property or equipment, or any motor vehicle or combination thereof more than seven meters (7m) in overall length or eight thousand kilograms (8000kg) tare weight, but does not include any vehicle doing road or emergency work on behalf of the municipality, or a recreational vehicle.
- 2.28 "Vehicle" means a device in, on or by which a person or thing may be transported or drawn on a highway and includes a combination of vehicles but does not include a mobility aid.
- 2.29 "Violation Ticket" means a provincial ticket as described in the Alberta Provincial Offences Procedures Act Chapter P-34, RSA 2000 and the Procedures Regulation and may be issued in the form either a part 2 Summons or a part 3 Offence Notice. Service and procedures of such violation tickets shall be as per POPA above and pursuant to Section 160(1) of the Traffic Safety Act where applicable.
- 3.0 POWERS OF TOWN MANAGER
- 3.1 The Town Manager is hereby authorised and directed to prescribe where traffic control devices are to be located within the Town which shall govern the terms and provisions of this Bylaw.
- 3.2 To issue permits as per Schedule 3 relating to parking and operating vehicles under special circumstances where prohibited by this Bylaw, not inconsistent with the said Act and to issue

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permits pursuant to Part 6 under this Bylaw.

3.3 The powers delegated to the Town Manager are subject to the expressed provisions of Section 16 of the said Act and without restricting generality, to the expressed provisions of this Bylaw or any other Bylaw regulating or controlling traffic.

3.4 Notwithstanding the provisions of Section 3.1, the Town Foreman may cause traffic-control devices, signals and signs to be erected, placed and maintained for a period of not more than thirty (30) days after which time authorisation by the Town Manager is required.

3.5 The Town Manager is authorised to further delegate matters relating to this Bylaw to designated employees of the Town.

4.0 PEACE OFFICERS

4.1 Council may appoint one or more Bylaw Officers to enforce the provisions of this Bylaw.

4.2 A Peace Officer appointed pursuant to the Alberta Peace Officer Act for the purposes of enforcing the Traffic Safety Act, and actively employed by the Town is an ex officio Peace Officer under this Bylaw.

4.3 Every member of the Royal Canadian Mounted Police is an ex officio Peace Officer under this Bylaw.

5.0 PARKING

5.1 Subject to the provisions of this section no person shall park a vehicle so that any portion thereof is:

5.2 in front of a public or private driveway, in front of an entrance or exit to a lane, alley or other public thoroughfare;

5.3 within an intersection; other than immediately next to the curb in a "T" intersection

5.4 within five meters of a fire hydrant measured from a point on the curb nearest the fire hydrant;

5.5 on a crosswalk or within 5 meters of a crosswalk;

5.6 within 5 meters upon the approach of any flashing beacon, stop sign or traffic-control signal located above or beside the highway.

5.7 within 6 meters of a driveway to a fire station on that side of the street on which the fire station is located or where signs so indicate within 90 meters of the driveway to a fire station on that side of a street opposite the driveway to a fire station;

5.8 adjacent to or opposite a street excavation or obstruction, where stopping, standing or parking obstructs traffic;

5.9 double parked meaning on the roadway side of a motor vehicle

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- stopped or parked at the edge or curb of a roadway;
- 5.10 on any portion of a highway designated as a "no parking" or "prohibited" area by a traffic-control device located above or to the side of the highway or if no sign, parked adjacent to curb side clearly marked by yellow paint or marker.
- 5.11 on a sidewalk or boulevard
- 5.12 more than 500 millimetres from the edge of a curb;
- 5.13 on private property without authority from the owner, tenant, occupant or person in charge on control of the private property
- 5.14 in a lane or alley way, unless a sign directs otherwise, but lanes may be used for;
1. the loading or unloading of goods from a commercial vehicle for a period not exceeding thirty (30) minutes, with the operator in attendance, or
 2. the loading or unloading of goods or passengers from a vehicle other than a commercial vehicle for a period not exceeding five (5) minutes with the operator in attendance; however
- 5.15 If a vehicle, while loading or unloading passengers or goods, as provided in Section 5.14 obstructs or prevents other vehicles or person from passing along the lanes, the owner or operator of such vehicle shall be guilty of an offence under this Bylaw.
- 5.16 No person shall park a vehicle in a parking space, or any part thereof, on private property or on public property that is marked or designated with a traffic control device for the use of person with disabilities, unless:
1. The vehicle displays a valid handicap placard or license plate that is issued or recognized by the Alberta Solicitor General; and
 2. The vehicle is operated by, or is being used to transport a disabled person.
- 5.17 Section 5.14 and 5.15 does not apply:
1. to an ambulance, fire-fighting vehicle or police vehicle.
 2. to an emergency repair vehicle on bona-fide emergency repair call.
- 5.18 No person shall park a vehicle or otherwise place any articles of personal property or material within an easement.
- 5.19 No person shall park a truck as defined within this bylaw within one hundred meters (100 m) of a place of residence with the engine running for more than ten minutes (10 min) in total during that period, unless such person is actually engaged in loading or

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unloading of said vehicle.

- 5.20 During the period commencing at eight o'clock in the forenoon and continuing until six o'clock in the afternoon, local standard time, no person shall park a vehicle of more than one thousand kilograms (1,000 kg) carrying capacity on a highway in the central district.
- 5.21 No person shall park or stop a vehicle on a highway in a manner that the left wheels are closest to the curb or edge of roadway unless the highway is designated for one-way traffic
- 5.22 No person shall stop, park or leave a vehicle on a highway where it is practicable to do so off the highway, or so as to obstruct the free passage of traffic on the highway.
- 5.23 No person shall stop, park or leave a vehicle, or trailer on a highway for a period of time exceeding seventy-two hours (72 hrs).
- 5.24 No person shall park or leave parked a vehicle on a highway where temporary "No Parking" signs have been displayed pursuant to Part 3
- 5.25 The provisions of section 5.24 shall take effect twelve hours (12) after the first display of the temporary "NO PARKING" signs and shall remain in effect up to eighteen hours (18) after the first display, unless otherwise authorised.
- 5.26 A sign displayed under section 5.24 shall be deemed to be a traffic-control device.
- 5.27 The provisions of Sections 5.1 to 5.21 do not apply when a vehicle is so disabled that it is not practicable to avoid stopping and temporarily leave it in contravention of the provisions of this Part, provided all reasonable steps to comply promptly therewith are taken.
- 5.28 A Peace Officer may require the driver of a vehicle to move or may caused to be moved a vehicle stopped or parked in contravention of this Bylaw.
- 5.29 Where an unattended vehicle is parked in contravention of this bylaw, a Peace Officer may cause it to be removed and stored by a towing company pursuant to the Traffic Safety Act and regulations and the Garageman's lien act and all costs associated with the removal and storage is the responsibility of the vehicle owner as per the above provincial legislation.
- 6.0 SPECIAL CLASSES OF VEHICLES
- 6.1 Except with the written permission of the Town Manager;
- 6.2 No person shall place, drag, skid, move, operate or drive a vehicle or thing

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1. on a highway in such a manner as to cause any damages to the roadway.
 2. on any street that has been treated with asphalt oils, tar other bituminous material or with concrete.
- 6.3 No person shall drive a vehicle having a flange, rib, clamp, lug or other device attached to its wheels or tracks or made a part thereof or having contact with the road surface by discs or V-shaped wheels or having a track type tread or operate machinery of such weight as might cause damage to such streets until a permit to do so has been obtained from the Town Manager.
- 6.4 A person who places, drags, skids, moves, operates or drives a vehicle or thing upon a highway contrary to this Part, shall be liable to compensate the Town for the cost of and arising from any damage, injury or loss suffered by the Town or by any person in respect thereof.
- 6.5 No person shall park a vehicle exceeding eight thousand kilograms (8000 kg) gross vehicle weight or in excess of seven meters (7 m) on a residential roadway within the Town limits.
- 6.6 Section 6.5 shall not apply to a person parking that vehicle while attending to business, which necessarily requires the use of such vehicle.
- 6.7 No person shall park a vehicle used for the purpose of carrying flammable, offensive, explosive, toxic or hazardous materials except for the purposes of loading or unloading on any street within the Town unless designated otherwise by the Town Manager.
- 6.8 Subject to Section 6.9, no person shall drive or park a vehicle or combinations thereof in excess of eight thousand kilograms (8000 kg) tare weight or seven meters (7m) in length on any street within the Town except on the designated truck route as specified in Schedule 2, without permit from the Town Manager.
- 6.9 Departures from the truck route, as set out in Schedule 2, are permitted only when travelling by the most direct route from the nearest point of the truck route to:
1. deliver or collect goods or merchandise to or from the premises of bona fide customers;
 2. travel to or from business premises of the owner of the truck concerned;
 3. move a house for which the necessary Moving Permit has been issue by the Town;
 4. travel to or from premises for the servicing or repairing of the truck;
 5. pull a disabled vehicle from a highway prohibited to

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trucks.

6.10 Section 6.8 shall not apply to public passenger vehicles while engaged in the transportation of passengers or vehicles owned or actually in the service for the Town, which are engaged in works on behalf of the Town.

7.0 DANGEROUS GOODS ROUTES SIGNS

7.1 A carrier shall not transport Dangerous Goods on a highway in the Town of Sexsmith other than on a designated Truck Route.

7.2 Notwithstanding Section 5.17, a carrier shall travel on a Truck Route using the shortest and most direct route to and from when delivering or picking up Dangerous Goods.

7.3 A carrier shall not park or stop a vehicle or trailer containing Dangerous Goods within 15.0 meters of an above ground electrical transmission line .

7.4 A carrier shall not park or stop a vehicle or trailer containing Dangerous Goods within the Town of Sexsmith, except:

- a) At a permitted storage location;
- b) To load or unload the Dangerous Goods;
- c) In compliance with the directions of a Peace Officer or traffic control device;
- d) In compliance with a valid special permit issued pursuant to this Part; or
- e) To refuel or carry out emergency repairs.

7.5 The Bylaw Enforcement Officer appointed by the town or the Town Manager may issue a special permit on application by a carrier with respect to Dangerous Goods being transported within the Town of Sexsmith

7.6 Where a special permit is issued by telephone, a record of the permit number shall be carried in the vehicle to which it is issued.

7.7 An operator of a vehicle used to transport dangerous goods, or a carrier unable to produce a permit or permit number to a Peace Officer upon demand shall be guilty of an offence for violation of Subsection 58.1

7.8 A carrier shall not transport, load, or unload Dangerous Goods within the Central District (the business area located in the central part of the Town) Monday to Saturday inclusive, between the hours of:

- 7:00 a. m. – 9:00 a.m.
- 11:30 a.m. – 1:30 p.m.
- 4:00 p.m. – 6:00 p. m.

7.9 An operator or a carrier in the Central District shall transport Dangerous Goods only by a single vehicle or by a single trailer as

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part of a semi-trailer unit.

7.10 An operator or carrier shall not dump or spill, or allow or permit the dumping or spilling of any Dangerous Goods on any public property.

7.10.1 This part does not apply to:

- a) Carriers transporting only medical oxygen;
- b) Vehicles under 6,500 kg. maximum gross weight displaying radioactive placards;
- c) Two-axle trucks with a maximum gross weight of 12,000 kg., or less, transporting diesel fuel or gasoline in tank(s) with a total tank capacity of 1,000 litres, or less;
- d) Any of the specified items listed in the special permit issued by the Bylaw Officer

8.0 OTHER PROHIBITIONS

8.1 Unless he has obtained the consent of the fire department official in command, no person shall drive a vehicle over an unprotected hose of a fire department that has been laid down on a highway or private driveway near the location of a fire or a suspected location of a fire.

8.2 No person shall litter or deposit on a highway or sidewalk any glass, nails, tacks, or scraps of metal or any rubbish, refuse, waste or paper material.

8.3 No person shall drive or operate a vehicle on a highway or permit a vehicle to be driven or operated on a highway with any load unless such load and any covering therein is securely fastened so as to prevent such load or covering from becoming loose, detached or in any manner a hazard to other users of the highway or from littering the highway.

8.4 No person shall drive a vehicle upon a sidewalk unless he is entering upon or leaving a driveway or lane or entering upon or leaving land adjacent to a highway.

8.5 When water or mud or slush is lying on any public highway, the driver of every motor vehicle therein shall reduce the speed of the motor vehicle to avoid splashing any pedestrian.

8.6 No person shall drive a vehicle in a lane or alley at a greater speed than 20 kilometres per hour.

9.0 SCHOOL ZONES

9.1 Pursuant to section 107(3) of the Traffic Safety Act, the hours of operation for all school zones within the Town of Sexsmith shall be extended to be from 7:30 a.m. - 4:30 p.m. on school days effective October 4th, 2010 by Council Resolution 329-10-10.

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10.0 OFFENCES

10.1 Every person who violates a provision of this Bylaw for which no other penalty is provided under schedule 1 is guilty of an offence and is punishable upon summary conviction to a fine not exceeding two thousand dollars (\$2,000.00).

10.2 Any person who violates a condition of a permit or a letter of authorisation issued under this bylaw is guilty of an offence.

10.3 A Peace Officer who finds a person violating or who has reasonable and probable grounds to believe that a person has violated any provisions of this Bylaw may issue either a municipal tag or a violation ticket. In the event that the voluntary payment on a municipal tag has not been paid within the specified timelines on the tag, a Peace Officer may also issue a violation ticket and the information contained within the municipal tag shall be applied fully to the violation ticket in evidence.

10.4 In the event the owner of the offending vehicle is not present at the time that a municipal tag is issued, evidence that a copy of the said ticket was left under the windshield wiper of the offending vehicle shall be proof that the owner of the vehicle was aware of the fact the ticket had been issued and deemed sufficient service.

10.5 A person who has received a municipal tag in respect of an offence which is alleged against him under this bylaw, may within ten (10) calendar days after the receipt of such notice, pay to the Town of Sexsmith the amount of discounted penalty specified on the said notice as per Schedule 1 of this Bylaw.

10.6 The owner of a motor vehicle which is involved in any contravention of this bylaw is guilty of an offence unless he proves to the satisfaction of the court that at the time of the offence that the Motor Vehicle was not being driven or was not parked or left by him or by any other person without consent, express or implied.

11.0 BICYCLE RESTRICTIONS

11.1 No person shall park, ride, leave or abandon any bicycle upon a sidewalk in the downtown core (block bounded by 99 and 100 Street and 99 and 100 Avenue).

11.2 Any bicycle ridden, found parked, left or abandoned upon any sidewalk may be taken into custody by a Peace Officer and impounded for up to thirty days (30 days) and any bicycle not equipped as required by the Act may be similarly impounded and held in custody for up to the said amount of time being thirty days (30 days).

11.3 Any bicycle impounded under Subsection (2) may be released to the owner thereof after the expiration of the time the bicycle is required to be held in custody by the Peace Officer.

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12.0 OFF-HIGHWAY VEHICLES

12.1 The operation of off-highway vehicles is not permitted within the corporate boundaries of the Town of Sexsmith, excepting with licensed use as a business or for loading and unloading.

13.0 SEVERABILITY

13.1 Should any provision of this bylaw become invalid, void, illegal, or otherwise not enforceable, it shall be considered separate and severable from the bylaw and the remainder shall remain in force and be binding as though such provisions had not been invalid.

AGREEMENT

This Bylaw shall come into effect as the final passing thereof.

Bylaw #867 is hereby repealed.

READ A FIRST TIME THIS 15TH DAY OF MARCH, 2010.

READ A SECOND TIME THI 15TH DAY OF MARCH, 2010.

READ A THIRD AND FINAL TIME THIS 3RD DAY OF MAY, 2010.

C. Lagace, Mayor

Carolyn Gaunt, Town Administrator

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SCHEDULE 1
 VOLUNTARY PENALTIES

SEC .	DESCRIPTION	
	PENALTY	
5.2	Park in front of public/private driveway/ entrance/exit to lane/alley/public thoroughfare	\$50.00
5.3	Park within intersection	\$50.00
5.4	Park within 5 M of fire hydrant	\$50.00
5.5	Park on/within 5 M of crosswalk	\$50.00
5.6	Park within 5 M of traffic control device	\$50.00
5.7	Park within 6 M/90 M of driveway to fire station	\$150.00
5.8	Park adjacent/opposite street excavation	\$50.00
5.9	Park on roadway side of parked vehicle	\$50.00
5.10	Park in prohibited area (no parking/yellow curb)	\$50.00
5.11	Park on sidewalk/boulevard	\$50.00
5.12	Park in excess of 500 mm of curb edge	\$50.00
5.13	Park on private property	\$50.00
5.14	Park in lane/alley	\$50.00
5.15	Obstruct vehicle/person in lane/alley	\$50.00
5.16	Park in handicapped area without permit	\$150.00
5.18	Park vehicle/place articles/material in easement	\$50.00
5.19	Park vehicle in excess of 1,000 kg carry capacity with engine running within 100 M of a residence	\$50.00
5.20	Park vehicle in excess of 1,000 kg carry capacity within business sector between 8:00am/6:00pm	\$50.00
5.21	Park left wheels to curb	\$50.00
5.22	Park/Stop vehicle on highway where practical off highway/obstruct free passage of traffic on highway	\$50.00
5.23	Park vehicle/trailer on highway in excess of 72 hrs.	\$50.00
5.24	Park in temporary "No parking" area	\$50.00
6.2	1. Move vehicle/object/in manner to cause damage to roadway	\$250.00
	2. on street treated with asphalt oils/tar/bituminous material/concrete	\$500.00
6.3	Operate vehicle with devise attached to wheels/tracks that may cause damage to highway	\$500.00
6.5	Park vehicle in excess of 8,000 kg/7 M on residential roadway	

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		\$100.00
6.8	Drive/park vehicle in excess of 8,000 kg off designated truck route	\$100.00
7.2	Transport Dangerous Goods off Truck Route	\$500.00
7.5	Unauthorized parking of Dangerous Goods	\$500.00
7.8	Failure to produce permit	\$200.00
7.11	Dumping Dangerous Goods	\$750.00
8.1	Drive over unprotected fire hose	\$200.00
8.2	Litter highway or sidewalk	\$200.00
8.3	Operate vehicle on highway with insecure load	\$200.00
8.4	Drive on sidewalk	\$100.00
8.5	Splash pedestrian	\$100.00
8.6	Drive in lane/alley in excess of 20 km/h	\$50.00
10.2	Violate condition(s) of permit	\$200.00
11.1	Ride/park/abandon bicycle on sidewalk	\$50.00
12.1	Operation of off-highway vehicle in Town limits	\$200.00

Schedule 2 Truck Routes

<u>Highway</u>	<u>From</u>	<u>To</u>
95 Avenue	Highway #2	West Corporate Limits
101 Street	95 Avenue	North Corporate Limits
106 Street	South Corporate Limits	North Corporate Limits

Truck Parking

100 Avenue along Highway Street North – on east side of road only.

Corner parking lot of 99th Avenue and 101 Street

SCHEDULE 3
TOWN OF SEXSMITH
MUNICIPAL TRAFFIC PERMIT
(Pursuant to Bylaw 881)

TYPE _____ **PERMIT** **NO.** _____

This permit is issued by the Town of Sexsmith by authority of:

- A** Section 6.2 & 6.3 Vehicle/equipment capable of damaging street
- B** Section 6.7 Vehicle containing hazardous material
- C** Section 6.8 Departure from truck route

VALID DATES: from: _____ time to _____ time

TO: _____
(Registered owner of vehicle)

Civic Address _____ Mailing _____

Telephone (Res) _____ Work _____

Location/Route where permit valid: _____

License No. _____ Province _____ Expiry date _____

Make _____ Model _____ Color _____

The Town Manager may suspend, withdraw, revoke or renew any permit.

(signature) _____ (witness)

Issued this _____ day of _____

By _____
(Town Manager/Authorized Representative)

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