



Regular Council Meeting
Council Chambers
September 10, 2018
6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing**
2.1 2018-05 Agenda (to be provided at the meeting)
3. **Agenda – Amendments and Adoption**
3.1 September 10, 2018 Regular Council Meeting
4. **Adoption of Previous Minutes**
4.1 August 20, 2018 Regular Council Meeting - Page 1
4.2 August 28, 2018 Special Council Meeting - Page 5
5. **Delegation**
5.1 Enbridge Ride to Conquer Cancer - Page 7
6. **Bylaws**
6.1 RFD Land Use Bylaw 2018-10 (see Agenda 2018-05 Public Hearing Package) - Page 8
6.2 RFD Debenture Borrowing Bylaw 2018-15 - Page 13
7. **Old Business**
8. **In Camera – Notice to Public**
9. **In Camera**
9.1 Advice from Officials – FOIPP Section 24(1)
10. **New Business**
10.1 RFD Intermunicipal Collaboration Framework Master Agreement (information forthcoming) - Page 27
10.2 RFD Recreation and Culture Funding Sub-Agreement (information forthcoming) - Page 28
10.3 RFD Mountain View Regional Waste Management Commission, Change to Schedule A of Waste Services Agreement - Page 29
10.4 RFD Mountain View Regional Waste Management Commission, Change to Schedule A of Waste Services Agreement, Response Letter - Page 31
10.5 RFD ADOA Proclamation - Page 33
11. **Administration**



Regular Council Meeting
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6:00 p.m.

12. Notice of Motion

12.1 Recreation Boards – Councillor Isaac - Page 35

13. Municipal Area Partnership (MAP)

14. Council Committee Reports

14.1 July / August 2018 Report to Council, Deputy Mayor Funke - Page 37

15. Inquiries Between Councillors or to Administration

16. Council Invitations / Correspondence

16.1 Town of Didsbury, Resolution Requesting Support for Fair Taxation of Cannabis Grow Operations - 40

16.2 Greenwood Neighbourhood Place, Community Initiative Program Grant, CAO Support Letter - 41

16.3 Red Deer River Municipal Users Group, Water Source Protection - Page 42

16.4 Mountain View County, Recreation and Culture Funding, Office of the Mayor - Page 45

17. In Camera – Notice to Public

18. In Camera

19. Adjournment

Personal information heard in this meeting is being collected under the authority of Section 33 of the *Freedom of Information and Protection of Privacy Act*. Public meeting of the Town of Sundre, including presentations made by speakers, are recorded in Minutes and posted on the Town of Sundre website. If you have any questions about the collection of information, please contact the FOIP Coordinator at 403-638-3551 ext. 114.



Regular Council Meeting
Minutes
August 20, 2018

The regular meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Monday, August 20, 2018, commencing at 6:00 p.m.

IN ATTENDANCE

Mayor Terry Leslie
Councillor Cheri Funke
Councillor Charlene Preston
Councillor Todd Dalke
Councillor Richard Warnock
Councillor Rob Wolfe

Staff:

Chief Administrative Officer, L. Nelson
Director of Planning and Economic Development, M. Marko
Acting Director of Corporate Services, C. Albert
Manager, Community Services, S. Nelson
Manager, Operations, J. Hall
Special Projects Administrator & Development Officer, B. Fountain
Economic Development Officer, J. Allan
Community Services Assistant, B. Rock
Legislative Executive Assistant, C. Robey

Absent:

Councillor Paul Isaac

Public:

No Members
Ms. Jessica Evans, Ms. Amanda Hunter, Ms. Chantel Sommerfeld, Sundre
Daycare Centre
Cpl. Joe Mandel, Sundre R.C.M.P. Detachment
Mr. Gerald Ingeveld

CALL TO ORDER

The meeting was called to order at 6:00 p.m., with a moment of reflection on the business of the evening.

PUBLIC HEARING

AGENDA – AMENDMENTS AND ADOPTION

Res. No. 321-18-08-20

MOVED by Councillor Dalke that the agenda be approved, with the following changes:

Additions: **9.2 Fall Budget**
13.2 Discussion on Traffic Control Lines
13.3 Request for Special Council Meeting date
Delegation Introduction

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

Res. No. 322-18-08-20 MOVED by Councillor Warnock that the minutes of the regular meeting of council held on July 30, 2018, be approved as presented. **CARRIED**

DELEGATION**Sundre Daycare**

Presentation.

Res. No. 323-18-08-20 MOVED by Councillor Preston that the Town of Sundre Council accept the presentation from the Sundre Daycare Centre, as information. **CARRIED**

Sundre R.C.M.P.

Quarterly Report.

Res. No. 324-18-08-20 MOVED by Councillor Preston that the Town of Sundre Council accept the presentation from the Sundre R.C.M.P. , as information. **CARRIED**

BYLAWS**Bylaw 2018-13 Fees**

Res. No. 325-18-08-20 MOVED by Councillor Funke that the Town of Sundre Council give First Reading to Bylaw 2018-13, being a Bylaw to establish and set fees and charges within the Town of Sundre; **CARRIED**

Res. No. 326-18-08-20 MOVED by Councillor Dalke that the Town of Sundre Council give Second Reading to Bylaw 2018-13, being a Bylaw to establish and set fees and charges within the Town of Sundre; **CARRIED**

Res. No. 327-18-08-20 MOVED by Councillor Funke that the Town of Sundre Council read for Unanimous Consent, Bylaw 2018-13, being a Bylaw to establish and set fees and charges within the Town of Sundre; **CARRIED**

Res. No. 328-18-08-20 MOVED by Councillor Wolfe that the Town of Sundre Council give Third Reading and Final Reading to Bylaw 2018-13, being a Bylaw to establish and set fees and charges within the Town of Sundre. **CARRIED**

OLD BUSINESS**RFD To Waive the Community Centre Rental Fee for 2018 Sundre Hospital Futures Legacy Gala**

Res. No. 329-18-08-20 MOVED by Councillor Funke that the Town of Sundre Council waive the Community Centre rental fee of \$751.60 for the Sundre Hospital Futures Legacy Gala scheduled for November 10, 2018. **Voted For:** Mayor Leslie, Councillors: Funke, Dalke, Wolfe and Warnock. **Voted Against:** Councillor Preston. **CARRIED**

NEW BUSINESS**RFD Community Centre Roof Top Units (RTU)**

Res. No. 330--18-08-20 MOVED by Councillor Wolfe that the Town of Sundre Council accept the quote of \$8,997.95 and 5% gst of \$449.90 from Bells Plumbing & Heating to repair Roof Top Units 1, 4, 5, 7, and 8 at the Community Centre 96-2nd Avenue NW, funding for the repairs from the Community Centre Reserves. **CARRIED**

ADMINISTRATION**Departmental Reports – July 2018****Res. No. 331-18-08-20**

MOVED by Councillor Warnock that the Town of Sundre Council accept the July 2018 Departmental Reports, as information. **CARRIED**

Fall Budget Dates**Res. No. 332-18-08-20**

MOVED by Councillor Warnock that the Fall Budget Workshop Weekend be scheduled for October 19 – 21, 2018. **CARRIED**

NOTICE OF MOTION**MUNICIPAL AREA PARTNERSHIP****COUNCIL REPORTS****INQUIRIES BETWEEN COUNCILLORS OR TO ADMINISTRATION****Discussion on Gazebo Project****Discussion on Traffic Control Lines****Request for Special Council Meeting Date****Res. No. 333-18-08-20**

MOVED by Councillor Warnock that the Town of Sundre Council call a Special Council Meeting for Tuesday, August 28th at 6:00 p.m. **CARRIED**

COUNCIL INVITATIONS / CORRESPONDENCE**Res. No. 334-18-08-20**

MOVED by Councillor Wolfe that the Town of Sundre Council accept the correspondence received during the period July 31, 2018 through August 16, 2018, as information. **CARRIED**

IN CAMERA – Notice to Public

Mayor Leslie excused all public members at 7:20 p.m., and advised that they are welcome to wait in the lobby to rejoin the council meeting after the In-Camera session concludes.

The following were in attendance for the In-Camera session:

Staff: Ms. Linda Nelson, CAO

Mr. Jim Hall, Manager of Operations (In attendance 7:25 p.m. to 7:45 p.m.)

Public: No Members

Res. No. 335-18-08-20

MOVED by Councillor Preston that Council go into In-Camera at 7:25 p.m. **CARRIED**

IN CAMERA**Topic of In Camera:****Advice from Officials – FOIPP Section 24(1)**

Ms. Linda Nelson, CAO, left the meeting at 7:50 p.m.

Res. No. 336-18-08-20

MOVED by Councillor Dalke that Council return to open meeting at 8:07 p.m.

Mayor Leslie directed to invite any public members in the lobby to rejoin the meeting.

ADJOURNMENT

Res. No. 337-18-08-20

MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 8:08 p.m. **CARRIED**

These minutes approved this 10th day of September, 2018.

Mayor

Chief Administrative Officer



Special Council Meeting
Minutes
August 28, 2018

The special meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Tuesday, August 28, 2018, commencing at 6:00 p.m.

IN ATTENDANCE

Mayor Terry Leslie
Councillor Cheri Funke
Councillor Todd Dalke
Councillor Charlene Preston
Councillor Richard Warnock
Councillor Rob Wolfe
Councillor Paul Isaac

STAFF

Chief Administrative Officer, L. Nelson
Director of Planning and Economic Development, M. Marko
Acting Director of Corporate Services, C. Albert
Manager of Operations, J. Hall
Legislative Executive Assistant, C. Robey

PUBLIC

2 members

CALL TO ORDER

The meeting was called to order at 6:00 p.m., with a moment of reflection.

ADOPTION OF AGENDA

Res. No. 338-18-08-28

MOVED by Councillor Isaac that the Agenda of August 28, 2018 Special Council Meeting be adopted, as presented.

CARRIED

NEW BUSINESS

Res. No. 339-18-08-28

Main Avenue West Tender Award Recommendation

MOVED by Councillor Warnock that the Town of Sundre Council accepts the Tender of in the amount of \$2,681,188.38 (including GST and 10% Contingency) and will issue the necessary "Notice of Award" and prepare and issue Contract Documents in the amount of \$2,681,188.38 including a contingency amount of \$232,137.52 and GST.

CARRIED

Res. No. 340-18-08-28

MOVED by Councillor Warnock that the Town of Sundre Council directs Administration to transfer the Reserve funds as outlined:
General \$83,000, Water/Wastewater \$700,000, Roads \$200,000, Infrastructure \$500,000, and that the Reserves be replenished through the debenture borrowing once the debenture is received.

CARRIED

IN-CAMERA – NOTICE TO PUBLIC

Mayor Leslie excused all public members at 6:30 p.m., and advised that they are welcome to wait in the lobby to rejoin the council meeting after the In-Camera session concludes.

The following were in attendance for the In-Camera session:

Staff: Ms. Linda Nelson, CAO

Public: No Members

Res. No. 341-18-08-28

MOVED by Councillor Warnock that the Town of Sundre Council go into In-Camera at 6:35 p.m. **CARRIED**

IN-CAMERA

Advice From Officials – FOIPP Section 24

Res. No. 342-18-08-28

MOVED by Councillor Wolfe that the Town of Sundre Council return to open meeting at 8:50 p.m. **CARRIED**

Mayor Leslie directed to invite any public members in the lobby to rejoin the meeting.

ADJOURNMENT

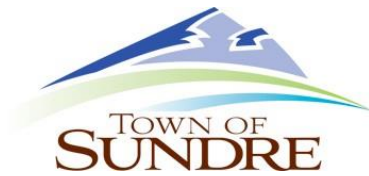
Res. No. 343-18-08-28

MOVED by Councillor Isaac that being the agenda matters have been concluded the meeting adjourned at 8:51 p.m. **CARRIED**

These minutes approved this 10th day of September, 2018.

Mayor

Chief Administrative Officer



COUNCIL DATE: September 10, 2018

SUBJECT: Delegation: Enbridge Ride to Conquer Cancer

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 5.1

BACKGROUND/PROPOSAL:

Council to welcome Ms. Krystal Clements, Sales and Fundraising Manager.



REQUEST FOR DECISION

COUNCIL DATE: September 10, 2018

SUBJECT: BYLAW 2018-10
TO ADDRESS ADMINISTRATIVE CHANGES THE TOWN OF SUNDRE'S LAND USE
BYLAW

ORIGINATING DEPARTMENT: PLANNING & DEVELOPMENT

AGENDA ITEM: 6.1

BACKGROUND/PROPOSAL:

The purpose of Bylaw 2018-10 is to provide the Town of Sundre with a Land Use Bylaw, pursuant to Section 640 of the *Municipal Government Act*. The current Land Use Bylaw 705 adopted in 1997, will be repealed. Administration's goal is to provide staff, key stakeholders and the public a document that is clear, and concise in its interpretation of the requirements of the Land Use Bylaw. Administration has rewritten the Land Use Bylaw to modernize it, align it with today's construction industry, provide innovative Uses for entrepreneurial development, and to provide clear general, Use and sign definitions. The general regulations and Uses have been aligned with the Land Use Districts in Part Four.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached staff report.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council give Second and Third Reading to Land Use Bylaw 2018-10 with amendments as presented.

COSTS/SOURCE OF FUNDING:

N/A

ALIGNMENT WITH STRATEGIC PLAN

Bylaw 2018-10 supports Sustainable Governance, Service Delivery, Community Well Being, and Infrastructure in the newly adopted Strategic Plan. Land Use Bylaw 2018-10 is a "living document" for development and will provide continuous improvement in service to the public by reducing "red tape" in the processing of planning and development applications. Our mission is to provide diversity in Sundre's tax base through innovative and sustainable commercial and industrial development, and to improve communication with our stakeholders.

MOTION:

THAT the Town of Sundre Council give Second Reading to Bylaw 2018-10, being the Land Use Bylaw of the Town of Sundre, with amendments as presented.

THAT the Town of Sundre Council give Third Reading to Bylaw 2018-10, being the Land Use Bylaw of the Town of Sundre.

ATTACHMENTS:

Staff Report and Bylaw 2018-10

Date Reviewed: September 6, 2018 CAO: Danda Nelson



REPORT FOR COUNCIL

COUNCIL DATE: September 10, 2018

SUBJECT: BYLAW 2018-10
LAND USE BYLAW AMENDMENT

REPORT WRITER: DEVELOPMENT OFFICER

BACKGROUND:

The purpose of Bylaw 2018-10 is to provide the Town of Sundre with a Land Use Bylaw, pursuant to Section 640 of the *Municipal Government Act*. The current Land Use Bylaw 705 adopted in 1997 will be repealed.

Administration's goal is to provide staff, key stakeholders and the public at large a Land Use Bylaw that is up to date, clear, and concise in its interpretation of the requirements of the *Municipal Government Act*, Part 17.

Administration has amalgamated relevant portions of Bylaw 705 with modified and new sections to create Land Use Bylaw 2018-10. This new Land Use Bylaw modernizes the language of the Bylaw for the planning and construction industry, provides innovative Uses for entrepreneurial development, and clear general, Use and sign definitions. Diligent research was performed by the Administration in determining the modifications and modernization of the Land Use Bylaw.

Administration engaged key stakeholders (developers, builders, local business owners/operators) in regard to the Land Use Bylaw by sending out copies of the Land Use Bylaw for their review and comment. On August 22nd, Administration, hosted a public information session. Nine interested citizens and/or stakeholders attended. Several amendments were made to the Bylaw since 1st reading on July 9. These amendments included formatting, grammar and spelling, clarification of definitions, adding or deleting a definition, adding or deleting sections contained in Part Three – General Regulations, and alignment of permitted and discretionary Uses in Part Four – Land Use Districts. A "tracking list" of those amendments are attached.

Bylaw 2018-10 will provide administrative clarification and consistency to the Land Use Bylaw as follows:

Office Consolidation and Transitional Provisions appear on Pg. 3 with changes to the District names highlighted in bold print;

Table of Contents: modifications or new sections have been presented in "bold print";

PART ONE: INTERPRETATION AND ADMINISTRATION, modifications or new sections have been presented in “bold print”, excluding titles;

PART TWO: DEFINITIONS, three (3) distinct sections for definitions have been created – general, uses, and signs. Modified or new definitions in each of these sections is presented in “grey shading”;

PART THREE: GENERAL REGULATIONS, modified or new sections are presented in “grey shading”;

PART FOUR: LAND USE DISTRICT REGULATIONS, modified names and general purpose of the Districts, with new permitted and discretionary Uses presented in “grey shading”, and a new General Industrial District (I-4) added for future anticipated development.

Respectfully submitted,



Betty Ann Fountain
Development Officer

Attachments: Land Use Bylaw 2018-10
Tracking List of amendments to Bylaw 2018-10 post 1st reading

Date Reviewed: <u>September 5, 2018</u> CAO: <u>Amie Nelson</u>

TRACKING CHANGES TO 1ST READING OF LAND USE BYLAW 2018-10
Administration continued to review and make amendments Land Use Bylaw 2018-10 after First Reading on July 9, 2018

PART	SECTION	SUBJECT
<i>All Parts and Sections</i>		Formatting, grammar, spelling, language for clarity, and addition of "alpha" division in the definitions, colour codes Land Use District titles
PREAMBLE		Moved Bylaw 2018-10 to page 2; moved Office Consolidation to Page 4; moved Consolidation (amendments to page 5
<i>Office Consolidation</i>	Transitional Provisions	updated language for clear interpretation, changed Heavy Industrial to General Industrial (1-4)
TABLE OF CONTENTS		Moved to page 6
ONE	1.7.1 Variance	Corrected omission of "may vary the requirements of this Bylaw up to 25%"
TWO	DEFINITIONS	Added alphabetical dividers
	General Definitions	No Changes
	Use Definitions	Added "Automotive Service"
		Added "Equipment and Storage Yard"
		Changed Title of "Home Craft" to Home Occupation - Major
		Changed Title of "Home Office" to Home Occupation - Minor
		Added "Liquor Stores"
		Added "Mini or Self Storage"
		Added "Private Recreation Vehicle Storage"
		Remove "Dwelling Unit for the Occupancy of the Owner, Operator or Caretaker" (see Custodial Dwelling Unit)
		Remove "Outdoor Storage" (see Equipment and Storage Yard)
		Removed "Small Animal Breeding and Boarding Establishments" per Peace Officer
	Sign Definitions	Removed "Ad Bench"
	Manufactured Homes & Modular Homes	add clauses "this Use does not included Manufactured Homes or Modular Homes" in each of the definitions
THREE	1.2	Added "Utilities"
	2.2 Objects Prohibited or Restricted in Yards	Removed "c" allowance for "bonafide tourist" may live in a RV for a period of 30 days per annum
	2.5 Laneless Subdivisions	updated information in regard to Single Detached Dwellings, semi-detached dwellings, and language
	2.6 Setbacks on Future Major Roadways	Updated Main Avenue to Highway 27, updated SR 760 to 5 ST SE (Hwy 760), updated West Mark Motel to Sun Plaza Motel
	3.3	Added "Regulations for Parking Recreational, Commercial Vehicles and Motor Vehicles"
	3.4	Deleted "Vehicle Access to Buildings" (defined in Land Use District regulations - front, side and rear yard setbacks

PART	SECTION	SUBJECT
THREE	5	Removed references to "Federal" Highway (Sundre is bisected by Provincial Highways)
	6.2	Deleted "swimming pools", regulated by Alberta Building Code
	6.9	Deleted "Development Proximity to Oil and Gas Wells (regulated by MGA and Subdivision and Development Regulations)
	6.10	Deleted "Development Setbacks from Wastewater Treatment Plants (regulated by MGA and Subdivision and Development Regulations)
	6.11	Deleted "Development Setbacks from Landfills and Waste Sites (regulated by MGA and Subdivision and Development Regulations)
	9.4 General Landscaping Requirements	Preamble: add "for Development Applications" and changed "may" to "shall"
	13	Renamed "Home Occupations"
	13.1	Renamed "Home Occupation - Minor"
	13.2	Renamed "Home Occupation - Major"
	14	Renamed "Residential Sales Centres"
FOUR	R-1, R-2, R4 & R4A Districts	Remove "Building Design" (architectural control)
	I-1	Redefined General Purpose of "Light Industrial District (I-1)"
	I-4	New District "General Industrial District (I-4)"
Schedule "A"		changes to map will be updated after Third Reading of Bylaw 2018-10 to include changes to District names on the legend, and to add Sundre Hills R-2 District



REQUEST FOR DECISION

COUNCIL DATE: September 10, 2018

SUBJECT: Debenture Borrowing Bylaw 2018-15

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 6.2

BACKGROUND/PROPOSAL:

See Report to Council for further details

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See Report to Council for further details

ADMINISTRATION RECOMMENDATIONS:

To access the December 17th draw from ACFA, Council must begin the process with first reading of Bylaw No. 2018-15 at the September 10th Council meeting.

COSTS/SOURCE OF FUNDING:

See Report to Council for further details

MOTION:

That Town of Sundre Council moves first reading of Bylaw No. 2018-15, being a bylaw authorizing the Council of the Town of Sundre to incur indebtedness by the issuance of a debenture in the amount of \$1,483,000 for the purpose of Main Avenue West Upgrade.

Date Reviewed: September 6, 2018 CAO: Linda Nibm



REPORT TO COUNCIL

COUNCIL DATE: September 10, 2018

SUBJECT: Debenture Borrowing Bylaw 2018-15

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 6.2

BACKGROUND/PROPOSAL:

Council at the August 28th Special Council meeting passed the following Motion No. 339/18 in regards to the Main Avenue West Upgrade project.

“that the Town of Sundre Council accepts the Tender in the amount of \$2,681,188.38...”

In addition to the \$420,513 reserves and \$650,000 MSI – Capital funding, is the requirement to borrow from the Alberta Capital Finance Authority (ACFA) \$1,483,000.

Whenever a municipality is going to borrow funds it must adhere to the requirements laid out in the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* Sections 251 – 263.

Section 251 sets out the requirements of a borrowing bylaw. It must include the following:

- the amount of money to be borrowed
- the purpose for the borrowing
- maximum rate of interest
- the term of the borrowings
- the terms of repayment
- the sources of monies to be used to repay the principal and interest
- the borrowing bylaw must be advertised

Section 258(1) states “This section applies to a borrowing made for the purpose of financing a capital property when the term of the borrowing exceeds 5 years.”

Section 606 requires the borrowing bylaw to be advertised at least once a week for two consecutive weeks in at least one newspaper circulating within the Town of Sundre. Such advertising must include the following:

- a statement of the general purpose of the proposed bylaw
- address where a copy of the proposed bylaw can be inspected
- the procedures for any one wishing to file a petition
- the date, time and place when it will be approved

Finally, Section 273 recognizes the borrowing bylaw as being valid after receiving all three readings provided “no application has been made to the Court of Queen’s Bench to have the bylaw declared invalid within 30 days after the bylaw has been passed.”

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The following schedule ensures that Council meets all the requirements as laid out in the MGA.

September 10, 2018 Council provides first reading of Bylaw No. 2018-15
September 18, 2018 Proposed borrowing bylaw advertised in the Sundre Roundup
September 25, 2018 Proposed borrowing bylaw advertised in the Sundre Roundup
October 12, 2018 Completion of 15-day period elector can petition to have a vote on the bylaw
October 15, 2018 Council provides second and third readings of Bylaw No. 2018-15
November 14, 2018 Thirty-day period expired. Documents submitted to ACFA for processing
December 17, 2018 Debenture proceeds of \$1,483,000 received by Town of Sundre

Currently, the Alberta Capital Finance Authority interest rates for 20-year debentures is 3.189%. This may change for the December 17th draw. Final rates are normally set within a couple of weeks of the draw down date. Using the current rate of 3.189% the semi-annual payments will be \$50,431.67 or \$100,863.34 annually. The annual cost is the approximate equivalent of 0.277 mills or a 3.38% increase in the 2018 overall mill rate, which as previously communicated will be mostly offset by long term debt retirements occurring in 2019 and 2020. As the debenture funds will be forwarded to the Town on December 17th the annual debenture payments will begin in June and December 2019.

ADMINISTRATION RECOMMENDATIONS:

To access the December 17th draw from ACFA, Council must begin the process with first reading of Bylaw No. 2018-15 at the September 10th Council meeting.

COSTS/SOURCE OF FUNDING:

Any advertising cost for the two weeks of ads to be recovered from the capital project.

ATTACHMENTS:

- Proposed Bylaw No. 2018-15
- Advertising for September 18th and 25th
- Application to Sell Debentures to Alberta Capital Finance Authority
- Alberta Capital Finance Authority Debt Limit Worksheet

**TOWN OF SUNDRE
BYLAW NO. 2018-15**

A BYLAW OF THE TOWN OF SUNDRE TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF \$1,483,000 FOR THE PURPOSE OF MAIN AVENUE WEST UPGRADE.

WHEREAS,

The Council of the Municipality has decided to issue a by-law pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of the Main Avenue West Upgrade.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$2,553,513 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves	\$420,513
Provincial Grants	\$650,000
Debenture(s)	\$1,483,000
Total Cost	\$2,553,513

In order to complete the project it will be necessary for the Municipality to borrow the sum of \$1,483,000, for a period not to exceed 20 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this by-law.

The estimated lifetime of the project financed under this by-law is equal to, or in excess of 20 years.

The principal amount of the outstanding debt of the Municipality at December 31, 2017 is \$4,379,096 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of constructing the Main Avenue West Upgrade the sum of ONE MILLION, FOUR HUNDRED AND EIGHTY-THREE THOUSAND DOLLARS (\$1,483,000) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of ONE MILLION, FOUR HUNDRED AND EIGHTY-THREE THOUSAND DOLLARS (\$1,483,000) is to be paid by the Municipality at large.

2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this by-law, namely the Main Avenue West Upgrade.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed TWENTY (20) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed EIGHT (8) percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the by-law shall be applied only to the project specified by this by-law.
7. This by-law comes into force on the date it is passed.

Read for a first time on this 10th day of September 2018; Motion # _____.

Read for the second time on this 15th day of October 2018; Motion # _____.

Read for the third time on this 15th day of October 2018; Motion # _____.

Mayor

per Chief Administrative Officer

PUBLIC NOTICE TO ELECTORS OF THE TOWN OF SUNDRE

BYLAW 2018-15

SECTION 251 - THE MUNICIPAL GOVERNMENT ACT

TAKE NOTICE that the Council of the Town of Sundre, in the Province of Alberta, has given first reading to borrowing Bylaw No. 2018-15 which will, upon final passage and approval, authorize the proper officer of the said Town to borrow monies from the Alberta Capital Finance Authority by way of debenture issue, to pay for the cost of the following municipal purpose, namely Main Avenue West Upgrade in Sundre;

The total cost of the aforesaid project amounts to \$2,553,513. After deducting from this cost the amount of \$650,000 to be received by way of grants from the Alberta Government and \$420,513 from Municipal reserves, the new amount to be borrowed on the credit and security of the municipality at large by the issue of debentures is \$1,483,000. The debentures are to be repayable to the Alberta Capital Finance Authority in forty (40) equal consecutive semi-annual installments of combined principal and interest, the annual interest not to exceed eight per centum (8%), or the interest rate as fixed from time to time by the Alberta Capital Finance Authority;

NOW THEREFORE NOTICE is hereby given by the Council of the Town of Sundre that, unless a petition of the owners for a vote on By-law No. 2018-15 is demanded, as provided for by the terms of Section 231 of the Municipal Government Act, the said Council may pass the said borrowing by-law at the Council meeting held on October 15, 2018 at 6:00 pm in the Council Chambers located in the Town Office.

All persons interested are hereby notified and they are required to govern themselves accordingly.

A copy of Bylaw No. 2018-15 can be inspected by the public at the Town Office, 717 Main Avenue West, Sundre, Alberta.

DATED at the Town of Sundre, in the Province of Alberta, this 10th day of September, 2018.

INFORMATION FOR ELECTORS

Pursuant to Section 1(1) of the Municipal Government Act an “elector” means:

A person who is eligible to vote in the election for a councilor under the Local Authorities Election Act.

Pursuant to section 47(1) of the Local Authorities Election Act a person is eligible to vote in an election if he:

- a) is at least 18 years old,
- b) is a Canadian citizen, and
- c) has resided in Alberta for the 6 consecutive months immediately preceding election day and is resident in the area on election day.

A poll may be demanded in the Town of Sundre by electors equal in number to at least

- a) In the case of a municipality other than a summer village, by electors of the municipality equal in number to at least 10% of the population,

in accordance with the provisions of section 223 of the Municipal Government Act and in accordance with the provisions of section 251 of the Municipal Government Act.

The petition for a vote must be received by the Chief Administrative Officer within 15 days of the last publication of this notice and shall contain on each page “an accurate and identical statement of the purpose of the petition”. (Further requirements of the petition are provided in section 224 of the Municipal Government Act.)

DATE of the last publication of this notice is the 25th day of September, 2018.

**ALBERTA CAPITAL FINANCE AUTHORITY
LOAN APPLICATION – MUNICIPAL AUTHORITIES**

Borrower Name: Town of Sundre

Loan Date: December 17, 2018 (Please visit <http://www.acfa.gov.ab.ca/nav/loans.html> for a list of scheduled loan dates)

Description of Project: Main Avenue West Upgrade
Remove existing road carriage way and replace or install water and wastewater main extensions as well as new road surface with featured boulevard pedestrian features.

(A separate application will be required for each capital project)

Loan Amount: \$1,483,000

Loan Term: 20 years (Cannot exceed estimated life of project and up to a maximum of 40 years)

Estimated Cost of Project: \$ 2,553,513

Estimated Life of Project: 20 years

Loan Type (Please check ONE of the following. For the description of loans, please see **ACFA Loan types**):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Blended Amortization (most common) | <input type="checkbox"/> Disbursement * |
| <input type="checkbox"/> Forward Rate Loan * | <input type="checkbox"/> Fixed Principal* (also known as Declining Payment) |
| <input type="checkbox"/> Bullet * | <input type="checkbox"/> Structured * |

Loans with an asterisk (*) are dependent on market availability. Please contact ACFA at webacfa@gov.ab.ca to confirm availability and for guidance on loan structuring. You may also attach a desired payment schedule using our **Loan Calculator** based on estimated interest rates. The loan calculator calculates the payment schedule based on the current indicative rates but terms and rates can be modified by the user. The interest rate of the loan will be finalized approximately one week before the debenture issue date. Please note that loans are repaid on a semi-annual basis.

CERTIFICATE

**THE CHIEF ADMINISTRATIVE OFFICER (OR DESIGNEE) AND CHIEF ELECTED OFFICIAL
(OPTIONAL) OF the Town of Sundre HEREBY CERTIFIES:**

1. That Bylaw No. 2018-15, passed on October 15, 2018, meets all of the requirements of the *Municipal Government Act*, including but not limited to, Sections 251 – 268, and is a valid bylaw pursuant to Section 273.
2. The either:
 - (a) Bylaw No. 2018-15 has been advertised pursuant to Section 606 of the *Municipal Government Act*;
or
 - (b) Bylaw No. 2018-15 does not have to be advertised pursuant to Section 257(4), 262(4) or 263(2) of the *Municipal Government Act*.

3. That either:
 - (a) the debt limit of \$15,077,661 is calculated based on regulation pursuant to Section 271 of the *Municipal Government Act* and will not be exceeded by this borrowing; or
 - (b) the Minister of Municipal Affairs has approved this borrowing pursuant to Section 252.
4. That there is sufficient authority remaining under Bylaw No. 2018-15 to issue this debenture in the amount of \$1,483,000.
5. That the Municipality has obtained all approvals required for the project and has complied with all applicable legislation, statutes and regulations, including but not limited to the *Municipal Government Act*, which apply to this borrowing and project.
6. That loan funds received under this borrowing application will be utilized solely for the capital project described in this application and that the project is a current and/or on-going capital project of the municipality.

This application is signed and dated this 14 day of November, 2018.

Per: _____

Name: Terry Leslie
Title: **Chief Elected Officer (Optional)**

Per: _____

Name: Linda Nelson
Title: **Chief Administrative Officer or Designee (Mandatory)**

CONTACT INFORMATION

Name: Chris Albert
Title: Director of Corporate Services
Phone: 403-638-3551
E-mail: chris.a@sundre.com

SUPPORTING DOCUMENTS REQUIRED

1. A certified copy of Bylaw No. 2018-15 dated October 15, 2018 and amending ByLaw No n/a dated n/a (if applicable), if not previously submitted.
2. A copy of the latest audited financial statement (or a projected financial statement for the past year if borrowing is at the beginning of the year) and the financial information return prepared pursuant to Section 277 of the *Municipal Government Act*. (submit one per year only).
3. A copy of the Debt Limit Worksheet – Municipal Authorities and Regional Services Commissions as at the date of application or for municipalities rated "A" or better, a copy of the rating agency report (submit any rating changes immediately). If the debt limits are exceeded the Ministerial Order approving the borrowing must be attached.
4. Any supporting documents to verify amounts reported in the debt limit worksheet that are not supported by the latest audited financial statement or financial information return.
5. Master Loan Agreement
 - If previously submitted, please indicate agreement date: July 27, 2017

- If NOT previously submitted, please provide Master Loan Agreement (MLA) with signatures. Upon receipt, ACFA's President will also sign the MLAs and return one copy to the shareholder. ACFA requires only one MLA be kept on file and up to date for each shareholder. All future debentures will reference the current MLA on file for that shareholder.
6. For municipalities that are within 25% of debt or debt service limit (if applicable), the following documents are required:
- Last three years audited financial statements and financial information return.
 - Next three to five years operating and capital budgets if available. Otherwise, please confirm in writing if there is any plan to borrow for capital projects in the next few years.
 - Population trends for the last ten years to present.
 - A demographic brochure (i.e. latest annual report or a profile of surrounding businesses) that describe the municipality.
7. For municipalities borrowing for land development (land purchase or development of owned land for resale), please provide all items listed in #6 plus the following additional items:
- The purpose and description of the project and whether the land is intended for resale.
 - For development of owned land, provide a diagram of the parcels/lots that will be serviced and identify which parcels will be developed and/or intended for resale.

SUBMISSION

Please send the application and supporting documents by ONE of the following methods:

- Email to webacfa@gov.ab.ca (no hard copies are required to be submitted); or
- Mail to Alberta Capital Finance Authority
2160, Sun Life Place
10123 - 99 Street NW
Edmonton, Alberta, Canada T5J 3H1

All out-of-pocket expenses and costs incurred by ACFA in relation to the granting and disbursement of a loan shall be reimbursed to ACFA within 30 days of the receipt of the written notice by the Borrower.

ACFA USE ONLY

Loan Amount \$ _____ Loan Account No. _____

Term Approved _____ Years Interest Rate _____ %

Issue Date _____ Maturity Date _____

Semi Annual Payment \$ _____ Loan Swap No. L- _____

Loan Purpose Code _____

Signature: _____

Approved by: _____

Date: _____

ALBERTA CAPITAL FINANCE AUTHORITY DEBT LIMIT WORKSHEET

Please read the instructions below and fill in the shaded grey cells in absolute values.

For the Town **of** Sundre
(Select from drop down box) (Enter Jurisdiction Name)

Calculation of Debt Limit and Debt Service Limit as at: Wednesday, November 14, 2018
(Enter Today's Date / Calculation Date)

Bylaw Number(s): 2018-15

Loan Amount: \$ 1,483,000.00

Loan Amount: \$ 1,485,000.00
(If there is more than one loan application for the same borrowing date, please include the aggregate loan amount.)

Part 1

Total debt as at December 31, 2017 (prior year) being the aggregate of (a)+(b)-(c):

- | | |
|---|--|
| (a) Principal balances outstanding on borrowings as defined in Section 241(a) of the <i>Municipal Government Act</i> : | \$ 4,379,096.24 |
| (b) Principal outstanding at the calculation date on loans guaranteed by the municipality that are in good standing, plus the amount (principal and interest) that the municipality is liable to pay between January 1, 2018 (current year) to November 14, 2018 (calculation date) on loans it has guaranteed that are not in good standing: | |
| Less: | |
| (c) Amounts recoverable from another municipality in respect of (a)+(b) above: | |
| Sub-total: | \$ 4,379,096.24
(calculated) |
| (d) Principal repayment of debt from January 1, 2018 (current year) to November 14, 2018 (calculation date): | \$ 321,109.97 |
| (e) Early payout of debt (principal only) occurring from January 1, 2018 (current year) to November 14, 2018 (calculation date): | |
| Plus: | |
| (f) Debt issued from January 1, 2018 (current year) to November 14, 2018 (calculation date): | |
| (g) Less amount recoverable from another municipality in respect of (f) if applicable: | |
| (h) Debt issue applied for under Bylaw Number(s): 2018-15 | \$ 1,483,000.00
(same as Loan Amount) |
| Total debt for calculation of debt limit as at November 14, 2018 (calculation date): | \$ 5,540,986.27
(calculated) |

Part 2

Total revenue as defined by Alberta Regulation No. 255/2000, for the year ended December 31, 2017 (prior year), excluding government transfers for capital purposes and excluding amounts reported as contributed or donated tangible capital assets if those amounts are included in the total revenue:

Debt limit:

Most Municipalities: 1.5 times revenue

City of Calgary, City of Edmonton, City of Medicine Hat, and Regional Municipality of Wood Buffalo: 2 times revenue

Regional Services Commissions

- providing public utility services: 2 times revenue
- providing non-public utility services: 0.5 times revenue

\$	15,077,661.00	(ii)
	(calculated)	

Part 3

Service on debt being the aggregate of:

- (a) Total payments of principal and interest on borrowing to December 31, 2017 (prior year) required to be paid to ACFA between January 1 and December 31, 2018 (current year):

\$	581,268.20
----	------------

- (b) Total payments of principal and interest required to be paid on all other loans (including demand loans) between January 1 and December 31, 2018 (current year):

\$	-
----	---

- (c) Pro-rata (Go to Part 5 Pro-rata Calculation) portion of principal and interest amount in respect of borrowing where no principal payments are required during the next 12 months:

\$	-
	(calculated)

- (d) Amount estimated to become due during the next 12 months as a result of guarantees referred to in Section 266 of the *Municipal Government Act* that are not in good standing:

--	--

Less:

- (e) Amounts recoverable from another municipality in respect of (a)+(b)+(d) above:

--	--

- (f) Total payments of principal and interest on ACFA loans that matured between January 1, 2018 (current year) and November 14, 2018 (calculation date):

--	--

Plus:

- (g) Annual payment of principal and interest payable on ACFA debt issued between January 1, 2018 (current year) and November 14, 2018 (calculation date):

--	--

- (h) Less amount recoverable from another municipality in respect of (g):

--	--

- (i) Annual payment of principal and interest payable on the debt issue under Bylaw Number(s): 2018-15

\$	100,863.34
----	------------

(Click here for Loan Calculator to generate an estimated annual payment calculated at current lending rate. Please enter annual payment amount manually)

Total service on debt for calculation of service on debt limit as at November 14, 2018 (calculation date):

\$	682,131.54	(iii)
	(calculated)	

Part 4

Total revenue as defined by Alberta Regulation No. 255/2000, for the year ended December 31, 2017 (prior year), excluding government transfers for capital purposes and excluding amounts reported as contributed or donated tangible capital assets if those amounts are included in the total revenue:

\$	10,051,774.00
	(same as Part 2)

Service on debt limit

Most municipalities: 0.25 times revenue

City of Calgary, City of Edmonton, City of Medicine Hat, and Regional Municipality of Wood Buffalo: 0.35 times revenue

Regional Services Commissions

- providing public utility services: 0.35 times revenue
- providing non-public utility services: 0.1 times revenue

\$ 2,512,943.50 (iv)
(calculated)

Part 5 - Pro-Rata Calculation as at the calculation date (if required, i.e., if loan outstanding is more than 12 months)

This Part 5 is in reference to Part 3(c) if required. Pro-rata calculation includes, for example, a loan where only interest payments are required for a portion of the term.

Pro-rata amount to be included in the debt service calculation being the aggregate of:

- (a) Principal balance outstanding at the calculation date on borrowings that do not require any principal payments during the next 12 months:

Plus:

- (b) Interest payments required from the calculation date to the end of the amortization period (If the actual rate of interest under a borrowing is not known at the calculation date the

Less:

- (c) Amounts recoverable from another municipality in respect of (a) or (b):

Equals:

- (d) Total principal and interest from the calculation date to the end of the amortization period (a)+(b)-(c):

\$ -
(calculated)

- (e) Number of months from the calculation date to the end of the amortization period:

Pro-rata amount equals (d) multiplied by 12 divided by (e):

\$ -
(calculated)

Summary of Debt Limit and Debt Service (calculated)

Debt Limit (ii)	\$	15,077,661.00	100.00%
Total Debt (i)		(5,540,986.27)	36.75%
Debt Limit Remaining	\$	<u>9,536,674.73</u>	<u>63.25%</u>
Service on Debt Limit (iv)	\$	2,512,943.50	100.00%
Total Service on Debt (iii)		(682,131.54)	27.14%
Total Service on Debt Limit Remaining	\$	<u>1,830,811.96</u>	<u>72.86%</u>
Does total debt for calculation of debt limit (i) exceed debt limit (ii)?			No
Does total service on debt (iii) exceed service on debt limit (iv)?			No
If answer to either question is yes, please attach approval of the borrowing by the Minister of Municipal Affairs.			



REQUEST FOR DECISION

COUNCIL DATE: September 10, 2018

SUBJECT: Intermunicipal Collaboration Framework Master Agreement

ORIGINATING DEPARTMENT: Legislative Department

AGENDA ITEM: 10.1

BACKGROUND/PROPOSAL:

Pursuant to the mandatory requirements of the *Municipal Government Act*, Part 17.2, Section 708.26 to 708.52, the Intermunicipal Collaboration Framework Committee was formed in June of 2018. The Committee consists of members of the Town of Sundre Council and Mountain View County Council and respective Chief Administrative Officers. The Intermunicipal Collaboration Framework Master Agreement has been reviewed several times by the members of the Committee, who have unanimously agreed to all amendments, which satisfy the intent, and scope of the agreement and the mandatory requirements of the Act.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See Attached.

ADMINISTRATION RECOMMENDATIONS:

That the Council of the Town of Sundre approve the Intermunicipal Collaboration Framework Master Agreement, and that the Mayor and Chief Administrative Officer be authorized to sign the agreement on behalf of the Town of Sundre.

COSTS/SOURCE OF FUNDING:

n/a

ALIGNMENT WITH STRATEGIC PLAN

The Intermunicipal Collaboration Framework Master Agreement supports Sustainable Governance, Community Well-being, and Improved Communication with our municipal neighbor in the newly adopted Strategic Plan.

MOTION:

THAT the Council of the Town of Sundre approve the Intermunicipal Collaboration Framework Master Agreement, and that the Mayor and Chief Administrative Officer be authorized to sign the agreement on behalf of the Town of Sundre.

ATTACHMENTS:

Intermunicipal Collaboration Framework Master Agreement

Date Reviewed: September 6, 2018 CAO: Amie Nelson



REQUEST FOR DECISION

COUNCIL DATE: September 10, 2018

SUBJECT: Recreation and Culture Funding Sub-Agreement

ORIGINATING DEPARTMENT: Legislative Department

AGENDA ITEM: 10.2

BACKGROUND/PROPOSAL:

Pursuant to the mandatory requirements of the *Municipal Government Act*, Part 17.2, Section 708.26 to 708.52, the Intermunicipal Collaboration Framework Committee was formed in June of 2018. The Committee consists of members of the Town of Sundre Council and Mountain View County Council and respective Chief Administrative Officers. The Intermunicipal Collaboration Framework Master Agreement lists sub-agreements that includes a Recreation and Culture Funding Sub-agreement to be developed, reviewed, and amended if applicable. The sub-agreement has been reviewed several times by the members of the Committee, who have unanimously agreed to all amendments. The agreement meets the intent, and scope of the agreement and the mandatory requirements of the Act.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached.

ADMINISTRATION RECOMMENDATIONS:

That the Council of the Town of Sundre approve the Recreation and Culture Funding Sub-agreement, and that the Mayor and Chief Administrative Officer be authorized to sign the agreement on behalf of the Town of Sundre.

COSTS/SOURCE OF FUNDING:

n/a

ALIGNMENT WITH STRATEGIC PLAN

The Recreation and Culture Funding Sub-agreement supports Sustainable Governance, Community Well-being, and Improved Communication with our municipal neighbor in the newly adopted Strategic Plan.

MOTION:

THAT the Council of the Town of Sundre approve the Recreation and Culture Funding Sub-agreement and that the Mayor and Chief Administrative Officer be authorized to sign the agreement on behalf of the Town of Sundre.

ATTACHMENTS:

Recreation and Culture Funding Sub-agreement

Date Reviewed: <u>September 6, 2018</u> CAO: <u>Donna Nelson</u>
--



REQUEST FOR DECISION

COUNCIL DATE: September 10, 2018

SUBJECT: Mountain View Regional Waste Management Commission, Re: Change to Schedule A of Waste Services Agreement

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 10.3

BACKGROUND/PROPOSAL:

Mountain View Regional Waste Management Commission has advised the Town that effective January 1, 2019, the Commission will no longer be responsible for the hauling of recycling material from the Municipal Recycling Centres, however they will continue to collect the recycling material at the transfer stations. Municipalities will be required to secure their own hauling contracts if this service is to continue.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Discussion to take place at Council Meeting.

ADMINISTRATION RECOMMENDATIONS:

Pending results of discussion.

COSTS/SOURCE OF FUNDING:

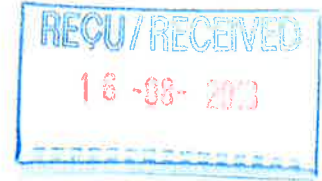
MOTION:

Forthcoming, pending results of discussion.

ATTACHMENTS:

08.14.18 Mountain View Regional Waste Management Commission correspondence

Date Reviewed: September 4, 2018 CAO: Donna Nelson



August 14, 2018

CAO Jeff Holmes
Mountain View County
PO Bag 100
Didsbury, AB T0M 0W0

CAO Carl Macdonald
Town of Carstairs
PO Box 370
Carstairs, AB T0M 0N0

CAO Harold Northcott
Town of Didsbury
PO Box 790
Didsbury, AB T0M 0W0

CAO Michael Merritt
Town of Olds
4512-46 Street
Olds, AB T4H 1R5

CAO Linda Nelson
Town of Sundre
PO Box 420
Sundre, AB T0M 1X0

CAO Luana Smith
Village of Cremona
PO Box 10
Cremona, AB T0M 0R0

**Box 2130
Didsbury, AB
T0M 0W0
Ph: 335-4901
Fax: 335-2061**

RE: Schedule A of the Waste Services Agreement

Please be advised effective January 1, 2019, the Mountain View Regional Waste Management Commission will no longer be responsible for the hauling of the recycling material from the Municipal Recycling Centers. The individual Municipalities will need to negotiate their own hauling contracts for these Municipal Centers. This is a change from Schedule A of the Waste Service Agreement.

July 30, 2018

Resolution #142-18

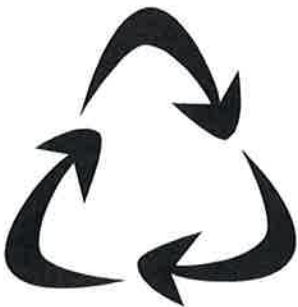
Moved by Al Gil "That the Commission no longer provides the hauling for the Municipal Recycle Centers but will continue to collect the recycling at the Transfer Stations. Carried

Should you have any questions please contact Chair Mary Anne Overwater at 403-556-5229, maoverwater@olds.ca

Thank you,



M.A. Overwater
Chair MVRWMC





REQUEST FOR DECISION

COUNCIL DATE: September 10, 2018

SUBJECT: Mountain View Regional Waste Management Commission, Change to Schedule A of Waste Services Agreement, Response Letter

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 10.4

BACKGROUND/PROPOSAL:

Mountain View Regional Waste Management Commission has advised the Town that effective January 1, 2019, the Commission will no longer be responsible for the hauling of recycling material from the Municipal Recycling Centre, however they will continue to collect the recycling material at the transfer stations. Municipalities will be required to secure their own hauling contracts if this service is to continue.

Administration has drafted a response letter to Mountain View Regional Waste Management Commission for Council's review.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Review of response letter to take place at Council Meeting.

ADMINISTRATION RECOMMENDATIONS:

Pending Council's review.

COSTS/SOURCE OF FUNDING:

MOTION:

That the Town of Sundre Council accept the Town's response letter to Mountain View Regional Waste Management Commission, concerning the change to Schedule A of the Waste Services Agreement, as information.

ATTACHMENTS:

Response Letter

Date Reviewed: September 5, 2018

CAO: Amie Nelson

September 2018

Mountain View Regional Waste Management Commission
1414-16 Street
P.O. Box 2130
Didsbury, AB T0M 0W0

ATTN: MARY ANNE OVERWATER, CHAIR MVRWMC

Dear Mary Anne:

**RE: LETTER DATED AUGUST 14, 2018
SCHEDULE A OF THE WASTE SERVICES AGREEMENT**

In light of the Waste Commission's proposal to end the hauling of recycling materials from Municipal recycle Centres, the Town of Sundre is exploring alternate options that will have minimal impact on the citizens presently using the Town of Sundre Recycle Centre.

Currently, Can Pak hauls from the Town of Sundre Recycle Centre three times per week; if this service ends, there should be a reduction in costs to the Commission. The motion reads that the Commission will continue to haul recyclables from the transfer stations.

The Town of Sundre Recycle Centre is currently open seven days a week, twenty-four hours per day, and as this facility is well used by both County and Town residents; we are hesitant to close the site without a viable alternative. We are requesting the following information to assist us in making a well-informed, logical decision, with the effect on the citizens using the facility as a primary consideration:

- Please provide projected costs for opening the transfer station an additional two days per week;
- Given the fact that the Town of Sundre currently provides curbside recycle pick up for residents through separate contract, how would the Commission determine an equitable cost sharing between the Town and Mountain View County for this service; and
- How will this be communicated to affected citizens within the region?

Thank you for your assistance in this matter.

Yours truly,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer



REQUEST FOR DECISION

COUNCIL DATE: September 10, 2018

SUBJECT: Proclamation – Development Officer's Week

ORIGINATING DEPARTMENT: Planning and Development

AGENDA ITEM: 10.5

BACKGROUND/PROPOSAL:

A Development Officer is a current planning and development specialist with knowledge in current legislation, policy and bylaws, systems and technical requirements for physical development within communities in the Province of Alberta. A Development Officer enforces and administers land use regulations and policies on behalf of a municipality and is designated to the position of Development Authority by the municipality as defined by the Municipal Government Act, RSA 2000, Chapter M-26.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Alberta Development Officers Association (ADOA) is requesting municipalities recognize the contribution that Development Officers provide and to publicly recognize the work of our municipal colleagues in planning and development for the improvement of their communities. The ADOA holds a yearly conference (Sept. 26-28), where municipalities that endorse the proclamation are recognized.

ADMINISTRATION RECOMMENDATIONS:

That the Council of the Town of Sundre endorse and proclaim September 24 – 28, 2018 as Alberta Development Officers week in Sundre.

COSTS/SOURCE OF FUNDING:

n/a

MOTION:

That the Council of the Town of Sundre proclaim the week of September 24 - 28, 2018 as Alberta Development Officers Week in the Town of Sundre.

ATTACHMENTS:

Alberta Development Officers Association Proclamation

Date Reviewed: <u>September 5, 2018</u> CAO: <u>Amie Nelson</u>

PROCLAMATION
ALBERTA DEVELOPMENT OFFICERS WEEK
SEPTEMBER 24 TO SEPTEMBER 28, 2018

A Development Officer is a current planning and development specialist with knowledge in current legislation, policy and bylaws, systems and technical requirements for physical development within communities in the Province of Alberta. A Development Officer enforces and administers land use regulations and policies on behalf of a municipality and is designated to the position of Development Authority by the municipality as defined by the Municipal Government Act, RSA 2000, Chapter M-26.

WHEREAS the Alberta Development Officers Association, representing professional Development Officers in Alberta, endorses Alberta Development Officers Week to recognize sound development and planning practices and the contribution made by Development Officers to the quality of development within our communities and environment; and,

WHEREAS Alberta Development Officers Week helps us to publicly recognize the work of our municipal colleagues in planning and development for the improvement of the Town of Sundre and,

WHEREAS we recognize Development Officers and their commitment to public service; and,

NOW, THEREFORE, the Council of the Town of Sundre, does hereby proclaim the week of September 24 to September 28, 2018, to be designated as Alberta Development Officers Week in the Town of Sundre.

Proclaimed this 10th day of September, 2018

Deputy Mayor Funke



REQUEST FOR DECISION

COUNCIL DATE: September 10, 2018

SUBJECT: Notice of Motion – Recreation Boards

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 12.1

BACKGROUND/PROPOSAL:

Council received this Notice of Motion from Councillor Isaac during the Regular Council Meeting of July 9, 2018.

Council referred this matter with the following Motion:

297-18-07-09 *MOVED by Councillor Warnock that this Motion be referred for consideration of the ICC Committee because the Committee is working on the Recreation and Culture Agreement. As per Section 24.5, the time of the matter to be returned to Council is the September 24, 2018 Regular Council Meeting. **CARRIED***

This matter was discussed during the ICC Meeting on August 28, 2018.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Discussion to take place at Council Meeting.

ADMINISTRATION RECOMMENDATIONS:

Pending results of discussion.

COSTS/SOURCE OF FUNDING:

MOTION:

Notice of Motion, Councillor Isaac:

Subject: *"To bring forward a Motion to direct Administration to research and bring back to Council for decision, information on Recreation Boards. Details such as: How to form a Recreation Board, How to Run a Recreation Board, how Recreation Boards run in other communities, and how Recreation Boards in Sundre were run in the past, etc. The purpose of this Motion would be for Council to decide if the Town of Sundre should form a Recreation Board and what it would look like."*

ATTACHMENTS:

Date Reviewed: September 6, 2018 CAO: Amela Nelson

Notice of Motion - Procedure

Reference: Bylaw 14.17, Council Procedural Bylaw, Section 28.0

28.1 A Member wishing to introduce a new matter for consideration by Council may submit a Notice of Motion by following the procedure:

28.1.1 Prior to adjourning a regular Council meeting, a member may bring a notice of motion by reading into the minutes the Notice of Motion and providing the CAO with a written copy of the notice;

28.1.2 A Notice of Motion given at a regular Council meeting shall automatically appear on the agenda of the next regular Council meeting unless otherwise stated;

28.2 Council may on a two-thirds vote waive the requirement for Notice contained in subsection 28.1,

28.3 The CAO shall ensure that a Notice of Motion appears on the Agenda for the next regular meeting.

28.4 A Notice of Motion cannot be made at a Special Council meeting.

28.5 A motion on notice is not debatable until a Councillor moves the motion.

Notice of Motion

I. Member bringing the Notice of Motion forward:

Councilor Paul Isaac

II. Meeting of Council (date): July 9, 2018

III. Subject of Motion and any proposed action:

To bring forward a motion to direct administration to research and bring back to Council for decision, information on Recreation Boards. Details such as; How to Form a Recreation Board, How to Run a Recreation Board, How Rec Boards run in other Communities, and How the Rec Board in Sundre was run in the past, etc. The purpose of this motion would be for Council to decide if the Town of Sundre should to form a Recreation Board and what it would look like.



REQUEST FOR DECISION

COUNCIL DATE: September 10, 2018

SUBJECT: Report to Council

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 14.1

BACKGROUND/PROPOSAL:

Report to Council – July / August 2018, Deputy Mayor Funke

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached Council Report for information.

MOTION:

That the Town of Sundre Council accept the July / August 2018 Report to Council, as information.

ATTACHMENTS:

Report to Council – July / August 2018, Deputy Mayor Funke

Date Reviewed: September 6, 2018 CAO: Amanda Nuber

Council Report

Deputy Mayor Cheri Funke

July/August 2018

July 1 – Canada Celebration Museum/Community Center

July 16 – RCMP Meeting

July 17 – Historical Society Board Meeting

The museum is still waiting to hear back from Service Alberta with regard to acceptance of their new bylaws. I have been given authorization to request a status update on their behalf. All rewrites of their policies are on hold pending acceptance of the bylaws. They have received the grant money from the Town of Sundre (\$10,000) but they are still waiting on the funding from MVC (\$6000). They will be running a 50/50 raffle until September 15th; the prize will be \$10,000 to the winner, with \$10,000 remaining with the Museum, for the purpose of restorations to their 8 buildings and gallery.

July 19 – Sundre Citizens on Patrol Board Meeting

The group has initiated patrol in the Town, four were conducted in July. The AGM is set for September 25th, in Sundre Council Chambers at 7:30pm. There are several positions open for election at this time.

August 21 – Historical Society Board Meeting

The revised bylaws have been approved by Service Alberta. The raffle is in full swing and can be purchased at the museum and around the community. The preparations are well underway for the Museums 50th Anniversary, which will happen on September 15th from 5-8pm.

August 22 – Policy & Bylaw Committee Meeting

Discussions surrounding many bylaws such as a potential smoking bylaw, amendments to the Council Procedures bylaw and an update on the bylaw clean up project.

August 22 – Hospital 50th Anniversary

August 22 – Land Use Bylaw Public Open House

August 28 – Intermunicipal Collaboration Committee



REQUEST FOR DECISION

COUNCIL DATE: September 10, 2018

SUBJECT: Correspondence

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 16.1

BACKGROUND/PROPOSAL:

Correspondence received by Legislative Services during the period August 15, 2018 through September 5, 2018.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached correspondence for information by passing a Motion for each item of correspondence.

MOTION:

That the Town of Sundre Council accept the correspondence from the Town of Didsbury concerning the resolution requesting support for fair taxation of cannabis grow operations;

That the Town of Sundre Council accept the correspondence sent in support of Greenwood Neighbourhood Place's application for Community Initiative Operating Grant, as information;

That the Town of Sundre Council accept the correspondence from the Red Deer River Municipal Users Group concerning Water Source Protection, as information;

That the Town of Sundre Council accept Mayor Leslie's correspondence to Mountain View County concerning Recreation and Culture Funding, as information.

ATTACHMENTS:

- 08.15.18 Town of Didsbury, Resolution Requesting Support for Fair Taxation of Cannabis Grow Operations
- 08.22.18 Greenwood Neighbourhood Place, Community Initiative Grant Application, CAO Letter of Support
- 08.30.18 Red Deer River Municipal Users Group, Water Source Protection
- 08.31.18 Mountain View County, Recreation and Culture Funding, Office of the Mayor

Date Reviewed:

September 5, 2018

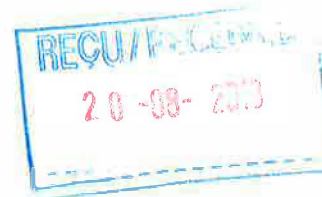
CAO:

Amie Nelson



Town of Didsbury

PO Box 790 | 1606 - 14 STREET DIDSBURY, ALBERTA T0M 0W0
T. 403.335.3391 | F. 403.335.9794 | www.didsbury.ca



August 15, 2018

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer
PO Box 420
Sundre AB T0M 1X0

Dear Ms. Nelson:

SUBJECT: RESOLUTION REQUESTING SUPPORT FOR FAIR TAXATION OF CANNABIS GROW OPERATIONS

On August 14, 2018, the Town of Didsbury held a Special Council Meeting in which support of the following resolution was on the agenda:

WHEREAS: The legalization of cannabis has led to the development of cannabis grow operations in Alberta communities.

WHEREAS: Cannabis grow operations are industrial-scale facilities that represent considerable servicing costs for municipalities.

WHEREAS: Current wording the Municipal Government Act and Matters Relating to Assessment and Taxation regulation does not clearly enable municipalities to tax cannabis grow operations.

Whereas: Other ratepayers will be forced to subsidize the servicing of cannabis grow operations unless municipalities are clearly enabled to tax them at fair market value.

NOW THEREFORE BE IT RESOLVED THAT: The Alberta Urban Municipalities Association request that the Government of Alberta amend appropriate legislation and regulations to clearly enable municipalities to assess and tax cannabis grow operations at fair market value.

Town of Didsbury Council passed the following motion in support of the Town of Sundre motion regarding fair taxation of cannabis operations:

RES. # 358-18 Motion: Moved by Councillor B. Windsor that Council supports the Town of Sundre in passing an AUMA resolution requesting fair taxation of cannabis operations.

We share in your concern regarding the municipalities carrying the economic burden of these grow operations and receiving no taxation benefits to offset those costs.

Yours truly,

Harold Northcott, BSc.
Chief Administrative Officer
Town of Didsbury



717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com

August 22, 2017

Community Initiatives Program
Operating Stream
Alberta Culture and Tourism
905, 10405 Jasper AV NW
Edmonton, AB T5J 4R7

Attn: Community Initiative Program Operating Grant

RE: Greenwood Neighbourhood Place, Sundre

Dear Sir or Madame,

On behalf of Council and the Citizens of the Town of Sundre, I am very pleased to offer this letter of support for Greenwood Neighbourhood Place (GNP). Marita Stermann, Executive Director, GNP staff and a league of volunteers who are committed to the work Greenwood Neighbourhood Place provides, are to be commended for their support of our community.

It is hoped that this letter of support for Greenwood Neighbourhood Place, will assist them to strengthen their organization, their leadership capacity of volunteers, community organizations, and non-profit/voluntary sectors of our community. Greenwood Neighbourhood Place programs enhance the quality of life of Sundre Citizens by providing direct services and programs that address social issues; create equitable access to human, social and economic resources, and services for all citizens of Sundre, and support collaborative inclusion to numerous organizations and support systems in our area. Greenwood Neighbourhood Place programs include but are not limited to: social resources and programs for individuals of all ages, the Go Newsletter, Sundre Santas', youth and senior programs, programs that promote health and wellness, promotion of volunteerism, 55+ fieldtrips, and social events.

Volunteers are matched to community organizations, support the Community Volunteer Income Tax Program, the community garden, a program to for a collective kitchen, and the planning of future community initiatives, and so much more.

Greenwood Neighbourhood Place is a sustainable organization within our community, and we will continue to support their excellent level of service and community work for the betterment of all who live in Sundre and area. On behalf of Council, we fully support the funding request for a Community Initiative Program Operating Grant of the Honourable Minister of Alberta Culture and Tourism.

Yours Truly,

Terry Leslie, Mayor
Town of Sundre

cc: Council & CAO
/file

Mayor and Councillors
Town of Sundre
Box 420, Sundre, Ab.
T0M 1X0



Dear Mayor and Councillors:

Re: Source Water Protection

On behalf of communities throughout the Red Deer River watershed, the Red Deer River Municipal Users Group (RDRMUG) commenced a program to promote further understanding by municipalities of the importance of source water protection and the significant responsibilities assigned to municipalities to protect source water. Recently, members of your Council and/or municipal staff attended a source water protection workshop facilitated by the RDRMUG. We are truly appreciative of your interest in source water protection as demonstrated at the workshop by analyzing the threats and prioritizing the tools outlined in the *Toolkit for Protecting Source Water Quality in the Red Deer River Watershed* (available on www.rdrmug.ca).

As a follow-up action from the workshop, one or more of you staff and/or Council were encouraged to present to the CAO and/or Council their analysis of threats to water security and tools (actions) to address the threats. Moreover, the report was to advise what priority action(s) should be considered by Council. To facilitate their report, two handouts were provided, these being: "Municipal Source Water Protection – Action Assessment" and "Evaluation of Actions and Recommendations" (a blank copy of these is attached).

It is recognized that municipalities already have a number of policies and programs related to water use and conservation, yet often indirectly. However, the workshop theme emphasized because source water is so vital to sustain the economic, social and environmental fabric of your community, you are encouraged to undertake one or more new actions to protect your source water and/or the source water of other municipalities and water users.

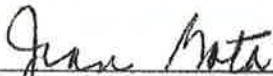
To encourage and recognize action by municipalities, the RDRMUG has approved a program that promotes municipalities across the watershed to sign a "Charter for Protecting Source Water Quality in the Red Deer River Watershed." A copy of the Charter is attached hereto. The "Charter" is formatted in a way to state the specific tool(s) to be undertaken to address one or more key threats to your source water and/or the source water of other municipalities. In signing the Charter, your community will have prioritized a threat or threats and identified the action or actions your community commits to undertake and complete by August 31, 2020.

Once you have signed the Charter, we encourage you to arrange a media release with your local media to publicize your commitment to source water protection through the action(s) you have endorsed on the Charter. This will also inform the general public of the importance of protecting source water within the Red Deer River watershed and serve and to promote residents and businesses to make source water protection a priority in their day to day lives. Ultimately to the benefit of all water users within the watershed.

We also request that you provide a copy of your signed Charter by October 1, 2018 to the RDRMUG. A RDRMUG release to media throughout the watershed will highlight all the various and supportive efforts committed to be undertaken by municipalities to protect source water, and thus vitally support community sustainability far into the future.

Please contact Keith Ryder, the Executive Director of the RDRMUG at execdir@rdrmug.ca if you require clarification, additional information and assistance in proceeding with what the municipal representatives on the RDRMUG see as an exciting opportunity, individually and collectively, to recognize and act on the importance of source water.

Thank you for your cooperation and participation.



Councillor Jean Bota, Red Deer County
RDRMUG Rural Co-Chair



Mayor Terry Leslie, Town of Sundre
RDRMUG Urban Co-Chair

Keith Ryder
Executive Director
Red Deer River Municipal Users Group
execdir@rdrmug.ca

www.rdrmg.ca

CHARTER FOR PROTECTING SOURCE WATER QUALITY IN THE RED DEER RIVER WATERSHED

Whereas, the United Nations General Assembly: "Recognizes the right to safe and clean drinking water and sanitation as a human right that is essential for the full enjoyment of life and all human rights." (28 July 2010, Resolution 64/292)

And Whereas, the Government of Canada has stated: "Pollution of the water resources of Canada is a significant and rapidly increasing threat to the health, well-being and prosperity of the people of Canada and to the quality of the Canadian environment at large and as a result it has become a matter of urgent national concern that measures be taken to provide for water quality management in those areas of Canada most critically affected." (Canada Water Act, R.S.C., 1985, c. C-11)

And Whereas, the Province of Alberta has stated: "Water is not only a resource, it is a life source. We all share the responsibility to ensure a healthy, secure and sustainable water supply for our communities, environment and economy - our quality of life depends on it. The Government of Alberta's renewed Water for Life strategy has three main goals: Safe, secure drinking water; Healthy aquatic ecosystems; and Reliable, quality water supplies for a sustainable economy." (Water for Life: Alberta's strategy for sustainability 2003.

And Whereas, the Red Deer River Municipal Users Group (RDRMUG) recognizes the importance of protecting all Central Alberta water resources for the future well-being of communities, and the businesses and residents therein, along with maintaining a healthy environment, including aquatic and riparian ecosystems throughout our watershed. An ensuing goal of the RDRMUG is to ensure, by means of education, promotion and example, the protection of source water quality by all municipalities through their adoption of meaningful policies and implementation of relevant actions.

Therefore, I, _____,
(representative name) (representative title)

On behalf of _____,
(municipality)

Our Municipality will diligently commit to commence and complete implementing the tools named below prior to August 31, 2020.

1. _____

2. _____

3. _____

Signed _____ Date _____

PROTECTING SOURCE WATER
A PROGRAM of the RED DEER RIVER MUNICIPAL USERS GROUP

Red Deer River
MUNICIPAL USERS GROUP



717 Main Avenue West | P.O. Box 420 | Sundre, Alberta, Canada T0M 1X0 | T. 403.638.3551 | F. 403.638.2100 | E. townmail@sundre.com

FROM THE DESK OF THE MAYOR

August 31, 2018

Reeve Bruce Beattie
Mountain View County
1408 Twp Road 320
Postal Bag 100
Didsbury, AB T0M 0W0

ATTN: REEVE BRUCE BEATTIE

Dear Reeve Beattie:

RE: RECREATION & CULTURE FUNDING - 2018

On behalf of myself and my fellow Councillors, thank you for all the work and commitment you, Council members of the ICC Committee, and your CAO have done to get us to the agreements we are poised to approve. This work has given both our Councils the opportunity to work together with much greater understanding. Our community and our region will be the beneficiaries of our committed collaboration in all our future endeavours together.

I respectfully ask your Council to consider forwarding the full year commitment for recreation and culture funding for the 2018 year. Both our Councils know that we needed to commit the time and energy to do the work to get to the agreements we are now considering. Our best intentions have been successful, yet not within the time frame we had intended. Doing good work takes time and our Council believes, as I'm sure yours does as well, that we needed to take the appropriate time to negotiate these agreements.

I ask for this consideration on behalf of organizations like the Sundre Library and the Aquaplex, as the full year funding commitment you have offered would make a considerable difference to their ability to be sustainable in providing programs and services to the community residents we both represent.

Occasionally we may have had our differences in the past but one thing is certain for both our Councils; we all support the exceptional work – and spirit – that volunteers from these, and other organizations, contribute to our rural Alberta lifestyle. I urge you and your Council to consider this good will gesture as a testament to your support for the great work they do.

Thank you for your consideration on this matter, and again, thank you to your Council and staff for the commitment to get us to these agreements. Our future in working together is a very optimistic one.

Sincerely,

Terry Leslie, Mayor