



Regular Council Meeting
Council Chambers
September 9, 2019
6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing**
3. **Agenda – Amendments and Adoption**
3.1 September 9, 2019 Regular Council Meeting
4. **Adoption of Previous Minutes**
4.1 June 24, 2019 Regular Council Meeting Pg. 1
5. **Delegation**
5.1 Ceylon Reicker Pg. 7
6. **Bylaws/Policies**
6.1 Bylaw 2019-14 LUB Amendment Pg. 8
6.2 Rescinding outdated Policies Pg. 28
7. **Old Business**
7.1 Lagoon and Main Avenue West Upgrade – Verbal Update
8. **New Business**
8.1 July 2, 2019 in take for Grants to Organizations Program Pg. 32
8.2 Appointment of ISDAB Clerk Pg. 34
8.3 Proclamation – Development Officer’s Week Pg. 36
9. **Administration**
9.1 Department Reports for June and July 2019 Pg. 38
10. **Municipal Area Partnership (MAP) None**
11. **Council Committee Reports**
11.1 Councillor Committee Reports C. Funke for June, July, Aug. Pg. 100
12. **Council Invitations / Correspondence**
12.1 Town of Daysland Pg. 103
12.2 Appointment to Alberta Seniors’ Housing Communities Association Pg. 105
12.3 Policing Cost Model (Verbal – C. Funke)
13. **Closed Meeting**
13.1 Section 21(1) of the FOIP Act – Disclosure harmful to intergovernmental relations
13.2 Section 24(1)(a) of the FOIP Act – Advice from Officials
13.3 Section 23(1)(b) of FOIP Act – Local Public Body Confidences



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- 14. Return to Open Meeting**
- 15. Adjournment**

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Regular Council Meeting
Minutes
June 24, 2019

The regular meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Monday, June 24, 2019 commencing at 6:00 p.m.

IN ATTENDANCE

Deputy Mayor Richard Warnock
Councillor Cheri Funke
Councillor Charlene Preston
Councillor Todd Dalke
Councillor Rob Wolfe
Councillor Paul Isaac
Mayor Terry Leslie – present by phone and left meeting at 7:30 p.m.

STAFF

Chief Administrative Officer, L. Nelson
Director of Planning and Economic Development, M. Marko
Director of Corporate Services, C. Albert
Manager of Operations, J. Hall
Manager of Community Services, S. Nelson
Economic Development Officer, J. Allan
Development Officer/Special Projects, Ba. Fountain

ABSENT

Legislative Assistant, L. Smith

PUBLIC

There were 9 members of the public including delegations and press.

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

Bylaw 2019-12 to Amend the Land Use Map (Schedule 'A' of Land Use Bylaw 2018-10)

Public Hearing 2019-06-24 was convened at 6:01 p.m.

Purpose of Bylaw 2019-12: The purpose of Bylaw 2019-12 is to amend the Land Use District Map by changing the land use designation of a portion of SE ¼ 4-33-5-W5M (±0.393 ha) from Public Service District (PS) to Central Commercial District (C-1) as shown in Schedule "A" attached to Bylaw 2019-12.

Confirmation of Notices: Notification of the Public Hearing for Bylaw 2019-12 was published in the local newspaper on June 11 and June 18, 2019, and the Town's website from June 11 to June 24, 2019. Adjacent Landowner Notifications were mailed via Canada Post on June 4, 2019.

Development Authority's Report: Mr. Mike Marko, Director of Planning & Economic Development

Public Communication (letters/emails) None

Those in Favour of the Bylaw: None

Those Opposed to the Bylaw: None

Any other person(s) deemed to be affected by the Bylaw: None

Closing statement from the Development Authority: Mr. Mike Marko

Motion to Close the Public Hearing at 6:12 p.m.

- Res. 264-24-06-19** MOVED by Councillor Funke that the Council of the Town of Sundre has received sufficient information to close the Public Hearing pertaining to Bylaw 2019-12, being a Bylaw to Amend Schedule “A”, the Land Use Bylaw District Map of Land Use Bylaw 2018-10, from Public Service District (PS) to Central Commercial District (C-1).

CARRIED**AGENDA – AMENDMENTS AND ADOPTION**

- Res. 265-24-06-19** MOVED by Councillor Preston that the Agenda be approved as amended with the following changes:

Add 5.2 delegation – Mayor John Rimmer, Town of Caroline

CARRIED**ADOPTION OF THE PREVIOUS MINUTES**

- Res. 266-24-06-19** MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on June 10, 2019, be approved as presented.

CARRIED**DELEGATION****Sundre Municipal Library – Karen Tubb**

- Res. 267-24-06-19** MOVED by Councillor Funke that the Town of Sundre Council thank Ms. Karen Tubb for attending the Council meeting and accept the Sundre Library Review Engagement for 2018, as information.

CARRIED**Mayor John Rimmer of Caroline**

- Res. 268-24-06-19** MOVED by Councillor Funke that the Town of Sundre Council thank Mayor Rimmer for attending the Council meeting and accept the Waste to Energy (W2E) presentation as information and directs Administration to write a letter of “interest” to the Village of Caroline.

CARRIED**BYLAWS & POLICIES****Bylaw 2019-12 to amend the Land Bylaw Map Schedule ‘A’ of Land Use Bylaw 2019-12**

- Res. 269-24-06-19** MOVED by Councillor Funke that the Town of Sundre Council give second reading to Bylaw 2019-12, being a Bylaw to amend Schedule “A”, the Land Use Bylaw District Map of Land Use Bylaw 2018-10, from Public Service District (PS) to Central Commercial District (C-1).

CARRIED

- Res. 270-24-06-19** MOVED by Councillor Wolfe that the Town of Sundre Council give third and final reading to Bylaw 2019-12, being a Bylaw to amend Schedule “A”, the Land Use Bylaw District Map of Land Use Bylaw 2018-10, from Public Service District (PS) to Central Commercial District (C-1).

CARRIED

Arena User and Ice Allocation

Res. 271-24-06-19 MOVED by Councillor Funke that the Town of Sundre Council approve Policy E-004-00-POL Arena User and Ice Allocation Policy as presented.

CARRIED**OLD BUSINESS****Downtown Parking Lot Design Concept**

Res. 272-24-06-19 MOVED by Councillor Preston that the Town of Sundre Council approve the conceptual design of the downtown parking lot as presented.

CARRIED**NEW BUSINESS****Levels of Service**

Res. 273-24-06-19 MOVED by Councillor Funke that the Town of Sundre Council accept the Levels of Service document as presented; and direct Administration to hold a Public Open House for feedback on the current Levels of Service, and requested Levels of Service from the citizens of Sundre.

CARRIED

Deputy Mayor called a five minute break at 7:03 p.m.

Deputy Mayor Warnock called the meeting back to order at 7:08 p.m.

Fire Services Sub-Agreement

Res. 274-24-06-19 MOVED by Councillor Isaac that the Town of Sundre Council approve the Fire Services Sub-Agreement between the Town of Sundre and Mountain View County as presented.

CARRIED**Awarding of Grants to Organizations**

Res. 275-24-05-19 MOVED by Councillor Dalke that the Town of Sundre award the following grants to organizations:

Organization	Recommendation
River Valley School – Outdoor Classroom	\$15,000
Sundre & District Museum – Landscape Improvement	\$435
Sundre & District Museum – Canada Day	\$1,500
Wagons west RV Park – Slingshot	\$1500
Sundre Rodeo & Race Association – 2019 Rodeo Events	\$750
Rusty Brush Arts & Gifts – Sundre Fine Arts Expo	\$1,000
Play 4 Kidz Sundre – Donation Golf Tournament	\$500
Community Gazebo Project	\$1,500

CARRIED

Proclamation – National Drowning Prevention Week**Res. 276-24-06-19**

WHEREAS the mission of the Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning in Alberta is one too many; and

WHEREAS most drownings are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we truly enjoy the beauty and recreation opportunities offered by these bodies of water; and

WHEREAS the Lifesaving Society urges Canadians and residents of the Town of Sundre to supervise children who are in and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to wear a Personal Flotation Device or lifejacket at all times when boating; and

WHEREAS the Lifesaving Society Canada has declared July 21-27, 2019 National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.

THEREFORE, BE IT RESOLVED THAT I, Deputy Mayor Richard Warnock do hereby proclaim July 21 to 27, 2019 NATIONAL DROWNING PREVENTION WEEK in the Town of Sundre and do commend its thoughtful recognition to all citizens of the Town of Sundre, in the Province of Alberta.

Moved by Mayor Leslie

CARRIED**Awarding of Tender for Main Avenue West Phase 2 Upgrade****Res. 277-24-06-19**

MOVED by Councillor Funke that the Town of Sundre Council award the Tender for the Main Avenue West Phase 2 Upgrade to UG Excavating Ltd. in the amount of \$1,833,687.01 including contingency.

CARRIED**Awarding of Tender for Sundre Lagoon Critical Infrastructure Upgrade****Res. 278-24-06-19**

MOVED by Councillor Dalke that the Town of Sundre Council award the Tender for the Sundre Lagoon Critical Infrastructure Upgrade to CDM Mechanical Ltd. in the amount of \$1,005,820.22.

CARRIED**Res. 279-24-06-19**

MOVED by Councillor Funke that the Town of Sundre Council budget for additional project costs in the amount of \$190,000 from the Utilities Life Cycling Restricted Surplus Account.

CARRIED**Amendments to the Code of Conduct Bylaw****Res. 280-24-06-19**

MOVED by Councillor Wolfe that the Town of Sundre Council direct Administration to set a meeting date with the Bylaw and Policy Review Committee to bring the Council Code of Conduct Bylaw up to date.

CARRIED

ADMINISTRATION**Department Reports for May 2019**

Res. 281-24-06-19 MOVED by Councillor Preston that the Town of Sundre Council accept the Departmental reports for May 2019, as information.

CARRIED**MUNICIPAL AREA PARTNERSHIP- none****COUNCIL REPORTS****Councillor Committee Reports for May 2019**

Res. 282-24-06-19 MOVED by Councillor Funke that the Town of Sundre Council accept the Council Committee Report for May 2019 from Deputy Mayor Richard Warnock, as information.

CARRIED**COUNCIL INVITATIONS/CORRESPONDENCE****Liquor Consumption in Municipal Parks**

Res. 283-24-06-19 MOVED by Councillor Wolfe that the Town of Sundre Council accept the letter to Alberta Mayors, Reeves and Council from Kaycee Mandu, Minister of Municipal Affairs regarding the regulations on liquor consumption in Municipal parks, as information.

CARRIED**CLOSED MEETING – Notice to Public**

Deputy Mayor Warnock excused all public members at 7:35 p.m., and advised that they are welcome to wait in the lobby to rejoin the council meeting after the closed meeting session concludes.

The following were in attendance for the closed meeting session:

Staff: Linda Nelson, CAO

Public: None

Deputy Mayor Warnock called a 5 minute break at 7:35 p.m.

Deputy Mayor Warnock called the Closed Meeting to order at 7:42 p.m.

CLOSED MEETING**Topic of Closed Meeting**

Advice from Officials FOIPP Section24(1) (c)

Advice from Officials FOIPP Section24(1)

Advice from Officials FOIPP Section24(1) (d)

FOIPP Section25(1)

Res. 284-24-06-19 MOVED by Councillor Dalke that Council go into closed meeting at 7:42 p.m.

CARRIED**RETURN TO OPEN MEETING**

Res. 285-24-06-19 MOVED by Councillor Dalke that Council return to open meeting at 8:30 p.m.

CARRIED

ADJOURNMENT

Res. 286-24-06-19 MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 8:30 p.m.

CARRIED

These Minutes approved this 9th, day of September, 2019

Deputy Mayor, Richard Warnock

CAO, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	September 9, 2019
SUBJECT	Delegation – Mr. Ceylon Reicker
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

Administration, the Assessor and Tax staff have received several phone calls from Ceylon Reicker to discuss taxation amounts and processes for his land in Sundre.

Mr. Reicker was advised that he must follow the Assessment Complaint process and deadlines that are provided for all property owners in the Province to dispute assessment and taxation of their property.

Mr. Reicker has asked to speak to Council regarding his tax arrears which are now cause for tax recovery process to be followed.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Mr. Reicker's property will be offered for sale at our Public Auction on October 9, 2019 in accordance with the Tax Recovery Regulations.

Section 347(1) of the *Municipal Government Act* gives Council the authority to:

- (a) Cancel or reduce tax arrears;
- (b) Cancel or refund all or part of tax;
- (c) Defer the collection of a tax

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority Plan 1: Sustainable Governance

1.1 Improvement communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

To ensure fairness for all taxpayers, that Council adhere to the tax recover processes as outlined in the *Municipal Government Act*.

MOTION:

That the Town of Sundre Council uphold the taxes as levied which were applied consistent with the Town of Sundre Bylaws and Provincial Legislation governing assessment and taxation of land by municipalities in Alberta.

Date Reviewed: <u>September 6, 2019</u> CAO: <u>Amie Neber</u>
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REQUEST FOR DECISION

COUNCIL DATE	September 9, 2019
SUBJECT	Bylaw 2019-14 Land Use Bylaw Amendment
ORIGINATING DEPARTMENT	Planning & Development
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Bylaw 2019-14 amends the Land Use Bylaw to provide administrative changes for clarity, efficiency and new development opportunities. It also contains the new and updated Land Use Bylaw Map.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The purpose of Bylaw 2019-14 is to provide administrative changes to the Land Use Bylaw as follows:

- Part Two: Definitions – redefine, add and revise use definitions;
- Part Three: General Regulations – revise and add regulations to align with new definitions and districts;
- Part Four: Land Use District Regulations – add new “Unique Residential District (R-1A)” and revise the “Manufacture Home District (R-3)”; and
- Schedule “A” Land Use Map – to reflect updated land use districts.

ALIGNMENT WITH STRATEGIC PLAN:

This matter (process delivery) improves communication and transparency with stakeholders.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council give First Reading to Bylaw 2019-14 and set a Public Hearing date.

MOTION:

That the Town of Sundre Council give first reading to Bylaw 2019-14 being a bylaw to amend the Land Use Bylaw.

That the Town of Sundre Council set Monday, October 21, 2019 at 6:00 PM for a Public Hearing to Bylaw 2019-14 Land Use Bylaw Amendment.

Date Reviewed: <u>September 6, 2019</u> CAO: <u>Linda Nelson</u>
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BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO AMEND LAND USE BYLAW 2018-10.

WHEREAS, Section 639 of the *Municipal Government Act, R.S.A., 2000, Chapter M-26* and amendments thereto requires Council to enact a Land Use Bylaw.

AND WHEREAS, Section 191(1) of the *Municipal Government Act, R.S.A. 2000, Chapter M-26* and amendments thereto authorizes Council to amend a Land Use Bylaw.

NOW THEREFORE, the Council of the Town of Sundre, in the Province of Alberta hereby enacts as follows:

Bylaw 2018-10, as amended, is further amended by approving administrative changes to **Part Two: Section 2. Use Definitions, Part Three: General Regulations, Part Four: Land Use District Regulations** and updating **Schedule “A” Land Use Map** as follows:

UNDER PART TWO: SECTION 2. USE DEFINITIONS

ADD DEFINITION as follows:

“Accessory Building – Oversized” means an oversized accessory building which is incidental or subordinate to the principal building and use of the same property that provides space for property owners to be creative and beneficial for the storage of their personal automobiles, off-road vehicles, lawn maintenance equipment and other personal chattels, and may contain a loft area for a Garden Suite / Laneway Home.

REVISE DEFINITION as follows:

Rename **“Accessory Suite”** to **“Housing, Accessory Suite”**.

ADD DEFINITION as follows:

“Housing, Garden Suite / Laneway Home” means a second Dwelling Unit on a parcel, to be used as a separate accommodation that is subordinate to the primary dwelling and may be a stand alone structure or may be located within the loft of an Accessory Building – Oversized, with a minimum of one on-site parking stall and a minimum floor area of 100m² private amenity space. Access to the Garden Suite or Laneway Home is allowable from a front / side yard driveway or rear lane.

REVISE DEFINITION as follows:

Remove wording **“riding stables”** from definition of **“Outdoor Recreation Services”**.

REVISE DEFINITION as follows:

Rename “Seniors Housing” to “Housing, Seniors”.

UNDER PART THREE: GENERAL REGULATIONS

REVISE SECTION 1.1 (a) as follows:

Rename “Residential Buildings” to “Residential Districts”.

REVISE SECTION 1.1 (a) (iv) to read:

An accessory building shall not be more than 4.5 m. in height and shall not exceed the height of the main building with the exception of an Accessory Building – Oversized in the Unique Residential (R-1A) District.

REVISE SECTION 1.1 (a) (vii) to read:

An accessory building erected or placed on a parcel shall not be used as a dwelling with the exception of an Accessory Building – Oversized containing a Garden Suite / Laneway Home in the Unique Residential (R-1A) District.

ADD TO SECTION 2.2 as follows:

- (c) No person shall allow any other object or chattel which, in the opinion of the Development Authority, is unsightly or tends to adversely affect the amenities of the neighbourhood or area to be stored in any yard.

REVISE SECTION 3.1 (i) as follows:

Remove wording “restrictive covenant” and replace with “easement agreement.”

REPLACE SECTION 6.6 GARDEN SUITES with the following:

6.6 Garden Suites / Laneway Homes

- 1) Only one Garden Suite / Laneway Home shall be allowed per lot and must be detached from the primary residence as a stand alone structure, or as a residential unit (loft) within an Accessory Building – Oversized located in a R-1A District;
- 2) The subdivision of the property to create two (2) lots, one for the primary structure and one for the Garden Suite / Laneway Home is prohibited;
- 3) A Garden Suites / Laneway Home shall be restricted to a single storey dwelling (max. 5 m. in height) and may include an attached single car garage, unless the Garden Suite / Laneway Home is located in the loft of an Accessory Building – Oversized;
- 4) Access to the Garden Suite / Laneway Home is allowable from a front / side yard driveway or rear lane.
- 5) A Garden Suite / Laneway Home requires a Development Permit and the Development Authority will take into consideration the potential effect of the development on the privacy of adjacent properties in regard to such potential

issues as window placement, landings for entrances, outdoor amenity space, parking and height;

- 6) The minimum floor area for a Garden Suite / Laneway Home shall be 148.64m²;
- 7) A Garden Suite / Laneway Home shall provide a minimum of one (1) on-site parking stall;
- 8) A Garden Suite / Laneway Home shall be designed to reasonably complement the existing primary dwelling on the site. The appearance and quality of the finishing materials of the Garden Suite / Laneway Home shall reflect the fact that it is a dwelling unit;
- 9) Where a Garden Suite / Laneway Home is attached to or developed above or within an Accessory Building – Oversized, the suite shall have an entrance separate from the entrance to the garage, either from a common indoor landing or directly from the exterior of the structure. Exterior stairways shall be covered;
- 10) Garden Suites / Laneway Homes shall be separated from the principal dwelling unit by a minimum of 4.0 meters and a minimum of 1.2 meters from all other buildings;
- 11) The rear yard setback for a Garden Suite / Laneway Home shall be 1.0 m., and a side yard setback of 1.5 m.;
- 12) On a lot where a Garden Suite / Laneway Home is to be located, only one servicing connection per utility will be permitted (water, sanitary, gas, electrical). The Utilities must be first be connected to the primary residence, and then fed to the Garden Suite / Laneway Home. Telecommunication servicing may be separate from that of the primary residence (satellite services, phone services etc.). Installation of all services and utilities are at the cost of the developer, builder or property owner;
- 13) Garden Suites / Laneway Homes shall not be constructed within the front yard setback of the primary residence.
- 14) All lots with a Garden Suite / Laneway Home shall have a driveway that provides access to the Garden Suite / Laneway Home from the front yard, side yard or rear yard;
- 15) Lots containing a Garden Suite / Laneway Home shall only be allowed to have one mailing address;
- 16) All Garden Suites / Laneway Homes are a Permitted Use in the R-1A District, and a Discretionary Use in the following Districts: R-2, R-4, R-4A.

REPLACE SECTION 9 LANDSCAPING with the following:

9. Landscaping

9.1 General Landscaping Requirements

- a) Any area requiring landscaping or topographic reconstruction shall be landscaped and/or reconstructed so that the finished surface contours do not direct surface drainage onto an adjoining site;
- b) All portions of a site not covered by structures, parking or traffic circulation areas shall be landscaped;
- c) Existing trees and shrubs shall be preserved and protected unless the need for removal is demonstrated to the satisfaction of the Development Authority;
- d) Any new development on multi-family residential, commercial, or institutional-designated lots of more than 0.4 ha, and residential development including more than 4 lots, and industrial-designated lots of more than 0.6 ha, shall require a landscaping plan, signed by a landscape architect or a horticultural expert acceptable to the Development Authority. Development on these lots that are smaller than these sizes may incorporate the landscaping plan into the site plan;
- e) Allowable trees and shrubs do not include those species or gender that create seeds of the cottony type such as cottonwoods and some species of Poplar. Suckering trees and shrubs are not allowed unless approved by the Development Authority.

9.2 Landscaping Plan Requirements

The landscaping plan or landscaped part(s) of the site plan shall include adjacent boulevards and Reserve lands, as required, and shall provide:

- (i) Existing landscaping;
 - (ii) Total area of site and required landscaping;
 - (iii) Buffering setbacks;
 - (iv) Common botanical names;
 - (iv) Location and number of trees, shrubs, plant beds and planters;
 - (v) Size of trees and shrubs at time of planting;
 - (vii) Hard landscaped areas not covered by seed/sod or mulch bed.
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- a) The majority of landscaping shall be concentrated to the street-side of a development, unless the applicant can demonstrate to the Development Authority's satisfaction that doing so would be impractical or creates a landscaped communal area for the residents of a multi family development;
 - b) All Town boulevards adjoining a site shall be landscaped by the developer;
 - c) Crime Prevention Through Environmental Design (CPTED) and other safety considerations shall be incorporated into proposed landscaping, to the satisfaction of the Development Authority;
 - d) Landscaping shall not be planted or placed in such a manner as to impede traffic lines-of-sight or visibility;
 - e) In the event seasonal conditions prohibit the completion of landscaping, the lot shall have all landscaping completed prior to July 31st of the following growing season.

9.3 Soft Landscaping

- a) Trees and shrubs shall be planted as follows:
 - i. 1 tree per 35 m² and 1 shrub per 25 m² of designated landscaped area within the site;
 - ii. All Boulevard planting to the satisfaction of the Development Authority;
 - iii. 16 to 20 m. linear spacing along applicable boulevards in industrial areas;
 - iv. All boulevard tree planting to the satisfaction of the Development Authority.
- b) The minimum requirements for tree size and types at the time of planting shall be as follows:
 - i. 50 mm caliper for smaller deciduous trees and 35mm for ornamental flowering trees;
 - ii. 85 mm for larger deciduous trees;
 - iii. 2 m height for coniferous trees;
 - iv. 600 mm height or spread for shrubs;
 - iv. A minimum of half (½) of the trees shall be larger trees at maturity (≥ 6 m);
 - v. Conifers shall make up a minimum of a minimum of 25% of the proposed trees and shrubs for a development.
- c) Trees shall be planted within landscaped areas so as to provide a mixture of species, color and seasonal foliage;
- d) Trees and shrubs shall be planted together in clusters, unless shown to be impractical to the satisfaction of the Development Authority;
- e) All new development shall be sodded unless seeding is approved by the Development Authority;
- f) All trees and shrubs provided as landscaping shall be capable of long-term survival in Sundre and conform to the standards of the Canadian Nursery Landscape Association for nursery stock and the Town encourages all development to utilize drought resistant species.

9.4 Hard Landscaping

- a) The amount of hard landscaping provided shall not exceed 50% of the required landscaping area;
- b) Hard landscaping shall consist of any combination of decorative concrete, unit pavers, brick pavers, decorative crushed granular rock, washed rock, pea gravel, shale topping, or quarry tile. Road gravel is prohibited;
- c) The Development Authority may treat raised planters constructed with concrete, concrete blocks or wood with a height of not less than 0.61 m, flower boxes attached to the structure, detached planter boxes, and benches as hard landscaping.

9.5 Parking Lots

- a) Trees, shrubs, fencing, and berming shall be selectively arranged to provide for the screening of off-street parking facilities as viewed from the street, or as otherwise required by the Development Authority;
- b) Shade trees shall be provided on the perimeter of parking lots of over 25 vehicles, to the satisfaction of the Development Authority, based on an approved Landscape Plan;
- c) Where a parking area exceeds eight (8) parking stalls, the developer shall provide islands of landscaping within the parking lot to the satisfaction of the Development Authority;
- d) Parking lots shall be designed to allow collection of site stormwater flows. This may include bio-swales or other natural storage and filtration systems integrated with landscaping and tree planting requirements.

9.6 Screening and Buffering

- a) Where screening is required between two incompatible uses, a combination of landscaping, fencing and berming are appropriate methods of providing screening, to the satisfaction of the Development Authority and shall meet Town standard for slope and fence height.

9.7 Landscaping Security

- a) The Development Authority may require an applicant, as a condition of development permit approval, to enter into and comply with a development agreement and to provide to the Town either cash or an Irrevocable Letter of Credit equal to up to 100% of the estimated landscaping costs, based on the average of up to three quotes or the costs as estimated by the Development Authority and shall include the costs of:
 - (i) Rough grading of landscaped area;
 - (ii) Minimum of 15 cm of topsoil and sod/seed;
 - (iii) Cost of trees/shrubs, and
 - (iv) Minimum of 15 cm of concrete or wooden curbing separating landscaped areas and parking areas.
- b) The Approving Authority may release 80% of the cash or Letter of Credit to an amount of not less than \$1,000.00 upon issuance of a construction completion certificate or site inspection by the Development Authority (smaller commercial or industrial projects) with respect to the landscaping;
- c) If the proposed landscaping that is the subject of the security does not survive the one year maintenance period, the applicant shall replace all dead vegetation with vegetation of similar size and type;
- d) If the landscaping is not completed within one year of the date the development permit is issued, then the cash or proceeds of the Letter of Credit shall be used by the Town to undertake the landscaping. If such amount shall be insufficient

- to cover the cost of the work, the remaining cost shall be a debt due from the developer to the Town and placed against the tax roll for the property;
- e) The cash or Letter of Credit shall be released to the developer, upon written request, once an inspection of the site demonstrates to the satisfaction of the Development Authority that the landscaping is well maintained and in a healthy condition one growing season after completion of the landscaping;
 - f) An inspection of the site by the Development Authority must demonstrate that the landscaping has been well maintained and is in a healthy condition two growing seasons after completion of the landscaping. This inspection will be performed at the discretion of the Development Authority within four (4) weeks from the date of receiving a written request for the applicant to perform said inspection.

ADD NEW SECTIONS as follows:

16. Mini or Self Storage

Mini or self storage developments are considered discretionary uses in commercial districts and permitted uses in industrial districts. Mini or self storage developments are prohibited in all residential districts. Requirements of a Development Permit:

- (a) a comprehensive site plan illustrating the property boundaries, and access;
- (b) a comprehensive site plan illustrating the siting of buildings, outdoor storage and fencing, internal roadways and parking;
- (c) the site must have paved access and aisles;
- (d) a storm water management plan for the entire site, which must include locations of storm ponds, low impact development initiatives, rainwater harvest and other storm water features;
- (e) a landscaping plan demonstrating the location and type of trees, shrubs and plants, that provide screening from adjacent uses;
- (f) proposed site servicing plan (water, sanitary and gas), if applicable;
- (g) images and locations of the proposed signage.

17. Bicycle Parking and Facilities

- a) Bicycle parking shall be provided by the developer and/or building owner for all multi-family, institutional, and commercial and industrial developments;
- b) No specified bicycle parking or storage facilities are required for single family residential developments or attached housing developments;
- c) Multi-family residential developments with over 20 units shall provide a minimum of 6 spaces per 20 units of indoor bicycle storage for residents;
- d) All other uses will provide outdoor bicycle storage facilities based on Schedule 17A.

Schedule 17A

District / Use	Number of Bicycle Stalls
----------------	--------------------------

Housing, Attached and Housing, Apartment	Six (6) indoor storage spaces / 20 units Four (4) outdoor spaces / 30 units
Institutional – Hospital	Minimum of 6 spaces at the main entrance; As required by Staff at staff entrance
Institutional – School	Elementary: 1 per 20 students Junior / Senior High School: 1 per 40 students
Institutional – Church	Minimum of 6 spaces
Cultural / Recreational Centre	Six (6) spaces per 1,500 m ²
Theatre	Six (6) spaces per 300 seats
Commercial	Six (6) spaces per 1000 m ²

18. Screening between Residential and Non-Residential Districts, Storage, Garbage, and General Appearance

- a) Where development is proposed that is not residential and which abuts an existing residential site, adequate screening or buffering shall be provided on the site of the development to the satisfaction of the Development Authority;
- b) Garbage bins located within multi-family, commercial, industrial or institutional districts shall be stored in weatherproof and animal proof containers, screened from adjacent sites and public thoroughfares, and be located in the rear yard setback, in an easily accessible location on private property;
- c) Residential garbage, recycling and compost bins to be stored in the front yard setback, to be set out no later than 7:00 a.m. on collection day;
- d) Outside storage areas shall be screened from adjacent sites and thoroughfares to the satisfaction of the Development Authority;
- e) All mechanical equipment or apparatus on the roof of any office, apartment, commercial, industrial, or public service building shall be screened to the satisfaction of the Development Authority;
- f) All exterior work areas, storage areas and waste handling areas shall be screened and/or enclosed from view of adjacent sites, roadways, walkways, park areas and municipal or environmental reserve parcels in a manner compatible with the design and exterior materials of the Principal Building, to the satisfaction of the Development Authority;
- g) Wrecked or damaged vehicles approved to be stored on a site within a commercial or industrial district, shall be screened or enclosed to the satisfaction of the Development Authority;
- h) All construction sites shall be kept in a clean and tidy manner and containers for the disposal of construction waste shall be provided on site in accordance with the requirements of the Development Authority;

- i) Developers will be held responsible for weed, dust, and garbage control on all new development sites;
- j) The design, character, and appearance of any accessory buildings shall be compatible with the primary use on the lot;

UNDER PART FOUR: LAND USE DISTRICT REGULATIONS

ADD NEW DISTRICT – UNIQUE RESIDENTIAL DISTRICT (R-1A) as follows:

UNIQUE RESIDENTIAL DISTRICT (R-1A)

General Purpose: To provide an area for unique residential development on lots for single detached dwellings with options for rear yard accessory buildings or garden suite/laneway homes with access from a road or rear lane.

Unique Option 1: Single detached dwelling with oversized accessory building (garage) located in the rear yard of the lot with option for a residential suite located in the loft of the accessory building. Access to rear yard accessory building (garage) and residential suite is from a front/side yard driveway or rear/side yard lane. The residential suite (loft) will have an entrance separate from the entrance to the garage, either from a common indoor landing or directly from the exterior of the structure. Exterior stairways will be covered.

Unique Option 2: Single detached dwelling with garden suite/laneway home located in the rear yard of the lot. Access to the garden suite/laneway home is from a front/side yard driveway or rear/side yard lane.

All lots will be serviced with one service connection to the primary residence for municipal sewer, water, storm sewer and all other applicable utilities. The accessory building – oversized (with or without a residential loft) or garden suite / laneway home will be serviced from the primary residence. Future subdivision of these lots is prohibited.

Permitted Uses:

- Accessory Building
- Accessory Building – Oversized
- Garden Suite / Laneway Home
- Home Office
- Housing, Single Detached Dwellings
- Parks and Playgrounds
- Protective Emergency Services

Discretionary Uses: Adult Care Residence

Alternate Energy Systems (*solar*)
Bed and Breakfast Accommodation
Daycare Facility (Neighbourhood)
Day Home Facility
Government Services
Group Home, Limited
Home Occupation (*except small engine or mechanical repair shop, auto body & paint shop, or other uses deemed incompatible with this district by the Development Authority*)
Public and Quasi-Public Uses Public Utility Buildings
Temporary Residential Sales Centre
Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

In addition to the general regulations contained in Part Three of this Bylaw, the following regulations apply to this district:

Minimum lot area: 1200 m²

Minimum lot width: 20.0 m.

Minimum lot length: 60.0 m.

Minimum Setback to Front Lot Line:

6.0 m. (*principal building with front attached garage*)

4.0 m. (*principal building without front attached garage*)

Minimum Setback to Side Lot Line:

1.5 m. except where it abuts a road (not lane) 3.0 m. (*principal building, Accessory Building – Oversized and Garden Suite / Laneway Home*)

4.5 m. (*principal building to accommodate driveway and parking access to rear yard*)

1.0 m. (*Garden Suite / Laneway Home or Accessory Building – Oversized*)

Minimum Setback to Rear Lot Line:

7.0 m. (*principal building*)

1.0 m. (*Garden Suite / Laneway Home or Accessory Building – Oversized*)

Minimum Floor Area: 148.64 m² (*principal building*)

100.0 m² (*Accessory Building – Oversized*)

100.0 m² (*Garden Suite / Laneway Home / residential loft in Accessory*)

Building – Oversized)

Maximum Parcel Coverage: 60% of the site, all buildings together, including Accessory Buildings, Accessory Building – Oversized or Garden Suite / Laneway Home

Maximum building Height: 9.0 m. (*principal building and Accessory Building – Oversized*)
5.0 m. (*Garden Suite / Laneway Home*) (*single-storey on slab*)

Landscaping: The Boulevard and 40% of the site.

Minimum overall density of trees - one tree per 50 m² of the required landscaped area.

Minimum overall density of shrubs -None.

Mixture of tree sizes – None.

Ratio of coniferous trees to deciduous trees – 1 to 1.

Additional Development Regulations for Permitted and Discretionary Uses:

The following regulations are found in Part Three of this Bylaw and may apply to development in this District:

Accessory Buildings, other than the Accessory Building – Oversized shall be developed in accordance with Part Three, Section 1.1 of this Bylaw.

Bed and Breakfast Accommodation shall be developed in accordance with Part Three, Section 6.7 of this Bylaw.

Building Orientation and Design shall be provided in accordance with Part Three, Section 1.3 of this Bylaw.

Fencing shall be provided in accordance with Part Three, Section 2.4 of this Bylaw.

Flood Risk Area Development in accordance with Part Three, Section 8 of this Bylaw.

Landscaping shall be developed in accordance with Part Three, Section 9 of this

Bylaw 2019-14 LUB Amendments
Page 11 of 19

Bylaw.

Garden Suites shall be developed in accordance with Part Three, Section 6.6 of this Bylaw.

Home Office shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

Parking shall be provided in accordance with Part Three, Section 3.1 of this Bylaw.

Projections Over Yards shall be in accordance with Part Three, Section 2.1 of this Bylaw.

Temporary Residential Sales Centres shall be in accordance with Part Three, Section 14 of this Bylaw.

Signs shall be developed in accordance with Part Three, Section 5 of this Bylaw.

DELETE MANUFACTURED HOME DISTRICT (R-3) and replace with new district as follows:

MANUFACTURED HOME DISTRICT (R-3)

1.1 Manufactured Home Park District

General Purpose: To provide an area for and to regulate the development and use of land for manufactured home parks and other uses, herein listed, which are compatible with a residential area. The park is comprehensively designed under one owner, wherein individual plots are rented or leased for the placement of manufactured homes. The area is to be connected to municipal sewer and water systems.

Permitted Uses: Accessory Buildings (detached garage & shed)
Deck
Home Occupation, Minor
Manufactured Home, not to exceed 10 years in age (*CSA A277 or CSA Z240 models*)
Public Parks & Playgrounds

Discretionary Uses: Government Services
Home Occupation, Major
Manufactured Home, not to exceed 20 years in age (*CSA A277 or CSA Z240 models*)
Protective Emergency Services
Private Recreational Vehicle Storage Site
Public Utility Building

In addition to the general regulations contained in Part Three of this Bylaw, the following regulations apply to this district:

Minimum Park Area: 2 ha, for the Manufactured Home Park
Maximum Gross Density: 17 manufactured homes per hectare
Minimum Plot Area: 300 m²
Minimum Plot Width: 10 m.
Minimum Plot Depth: 30 m.
Minimum Floor Area: 65.0 m²

Minimum Yard Setbacks for manufactured home within plots:

Front Yard:	3.0 m for Principal Building
Rear Yard:	4. 5 m for the Principal, 1.0 m. for an accessory building, unless the plot is adjacent to the park boundary, a minimum of 7.0 m. setback will be required;
Side Yard:	1.5 m. for the Principal Building and 1.0 meter for an accessory building;

Additional Requirements for manufactured homes:

- 4.5 m. minimum distance from from one manufactured home to another
- 7.0 m. from any park boundary

Maximum Plot Building Coverage: 55%

Other Site Requirements:

- 1) Each Manufactured Home Park to be identified by a freestanding identification sign at the entrance to the park. The copy on such signs shall be restricted to the name and logo of the park and shall be located entirely on private property within the area to which they refer. The sign shall be landscaped in a manner consistent with the character and appearance of adjacent development and shall comply with the general regulations for signs in Part Three, Section 5 of this Bylaw.
- 2) Each plot and manufactured home shall be identified by an address;
- 3) All manufactures homes shall be factory built. Skirting or covered landings/porches shall be factory built with matching exterior finish or be of durable all-weather construction and designed in a manner that will enhance the appearance of the manufactured home. All wheels and tow hitches must be removed.
- 4) Access to each Mobile Home Park plot shall be from the common road servicing the park, on to paved front yard driveways. Access from a public road or lane will not be allowed;
- 5) Each Mobile Home Park plot shall provide a level, durable base on which the Mobile Home shall be placed;
- 6) The undercarriage and hitch of each Manufactured Home shall be completely screened from view by skirting, within 30 days of the placement of the Manufactured Home;
- 7) All accessory structures such as steps, patios, porches, skirting and accessory buildings (shed) shall complement the Manufactured Home in design and construction;
- 8) Additions and attached garages to a Manufactured Home located within a Park is prohibited.
- 9) All roads in a Manufactured Home Park shall be paved, well drained and maintained, with a 12.0 m. right-of-way and a carriage way of no less than 8.0 m. in width;
- 10) All required parking areas, including visitor parking areas shall be paved.

- 11) All Manufactured Homes and all community facilities in a Manufactured Home Park shall be connected by a pedestrian walkway which shall be at least 1.5 m. in width;
- 12) At least 10% of the gross area (excluding boulevards) of the Manufactured Home Park shall be devoted to outdoor communal amenities and landscaped areas, and the majority of these areas shall be provided in a convenient and accessible location;
- 13) A minimum of 5% of the gross area (excluding boulevards) shall be devoted to recreation / playground facilities in a suitable location within the park. Playground apparatus or other recreation facilities shall be provided in accordance with a recreation site plan approved by the Development Authority.
- 14) In a Manufactured Home Park, common storage areas of a size satisfactory to the Development Authority, separate from the Manufactured Home plot, shall be provided for the storage of seasonal recreational equipment and other equipment not capable of storage on the Manufactured Home plot. Such storage areas shall be enclosed by a fence and screened by trees or landscape features.
- 15) All utility services, wires and conduit lines shall be placed underground;
- 16) A landscaping plan for the park and boulevard must be submitted to the satisfaction of the Development Authority. The plan must show the number, size and species of all proposed trees and shrubs. All landscaping in the park shall be maintained, and any trees or shrubs that do not survive the first full growing season, shall be replaced at the developer's cost.
- 17) Fences and hedges shall be allowed only if they are erected and maintained by the manufactured home park owner to a uniform standard throughout the manufactured home park.

1.2 Manufactured Home Subdivision

General Purpose: To provide an area for and to regulate the development and use of land for manufactured home subdivisions and other uses, herein listed, which are compatible with a residential area. The subdivision is comprehensively designed wherein manufactured homes are installed on privately owned lots. The area is to be connected to municipal sewer and water systems.

Permitted Uses: Accessory Buildings (detached garage and shed)
 Addition and Attached Garage
 Deck
 Home Occupation - Minor
 Manufactured Home, not to exceed 10 years in age (*CSA A277 or CSA Z240 models*)
 Modular Home
 Parks and Playgrounds
 Protective Emergency Services

Public Utility Building

Discretionary Uses: Day Care facility - Neighbourhood
 Day Home facility
 Government Services
 Home Occupation – Major
 Public and Quasi-public uses
 Temporary Residential Sales Centre

Minimum Yard Requirements:

1. Principal and Accessory Buildings must be setback not less than 3.0 m from a front property line;
2. Principal Buildings must be located not less than 3.0 m from a rear property line; and
3. 1.5 m from one side property line shared with an internal lot and 3.0 m from a side property line shared with a street other than a lane;
4. Detached accessory building (garage) must be set back from the front property line no less than 6.0 m. if the lot is laneless and 1.0 m. from the rear yard property line if lot is accessible by a lane;
5. Interior Parcel Areas shall be 450 m² or 500m² if a corner lot;
6. Minimum Floor Area 100 m²;
7. Minimum age of a manufactured home shall be ten (10) years old;
8. Minimum width of the manufactured home shall be 4.88 m;
9. Minimum floor area of manufactured home shall be 65.0 m²;
10. Minimum lot area 300m²;
11. Minimum lot widths:
 - a) 15 m. corner lots or Doublewide Manufactured Homes;
 - b) 10 m. interior lots;
12. Minimum Lot Depth 30 m.

Additional Maximum Requirements:

1. Building Height
 - a) Principal Building: 5.5m
 - b) Accessory Building; 4.5m
2. Maximum Site Coverage 50% for all structures on the site for all structures situated on the lot;
3. The maximum number of dwelling units per lot is one dwelling unit.

Exceptions:

Lots 1 -8, Block 2, Plan 9610892, and
Lots 1-8, Block 4, Plan 9610892

shall be doublewide manufactures homes.

Other Site Requirements:

1. If the vehicular doors of an attached garage face any public roadway and abut a side yard, the Minimum Side Yard Setback shall be 6.0m.
2. All homes in a Mobile Home Subdivision shall be placed on permanent foundations and it shall be a permanent foundation of a height of less than 1m above grade, capable of supporting the maximum anticipated load of the Principal Building in all seasons without settlement or other movement, shall be provided for each Manufactured Home
3. All Accessory structures such as steps, patios, porches, additions, skirting and storage facilities shall be factory prefabricated units, or of an equivalent quality, so that design and construction will complete and/or complement the Manufactured Home.
4. Additions to a Manufactured Home shall have a foundation and skirting equivalent to that of the Manufactured Home.

Landscaping:

1. Each lot in this district must be landscaped to the satisfaction of the Approving Authority and unless otherwise required by the Development Authority the landscaping must consist of soft landscaping.

Additional Development Regulations for Permitted and Discretionary Uses:

The following regulations are found in Part Three of this Bylaw and may apply to development in this District:

Accessory Buildings shall be developed in accordance with Part Three, Section 1.1 of this Bylaw.

Bed and Breakfast Accommodation shall be developed in accordance with Part Three, Section 6.7 of this Bylaw.

Day Homes shall be developed in accordance with Part Three Section 11.1 of this Bylaw, and Use Definitions, Part Two of this Bylaw.

Day Care Facility – Neighbourhood shall be developed in accordance with Part Three, Section 11.2 of this Bylaw.

Building Orientation and Design shall be provided in accordance with Part Three, Section 1.3 of this Bylaw.

Fencing shall be provided in accordance with Part Three, Section 2.4 of this Bylaw.

Landscaping shall be developed in accordance with Part Three, Section 9 of this Bylaw.

Home Occupation - Minor shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

Home Occupation shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

Parking shall be provided in accordance with Part Three, Section 3.1 of this Bylaw.

Encroachment into Yards shall be in accordance with Part Three, Section 2.1 of this Bylaw.

Signs shall be developed in accordance with Part Three, Section 5 of this Bylaw.

Temporary Residential Sales Centres shall be developed in accordance with Part Three, Section 14.

UNDER SCHEDULE "A": LAND USE MAP

REPLACE "SCHEDULE A" LAND USE MAP as follows:

Replace Schedule "A" Land Use Map with updated Land Use Map dated March 2019 attached hereto as Appendix 1.

READ A FIRST TIME this 9th day of September 2019

PUBLIC HEARING HELD this ___ day of _____

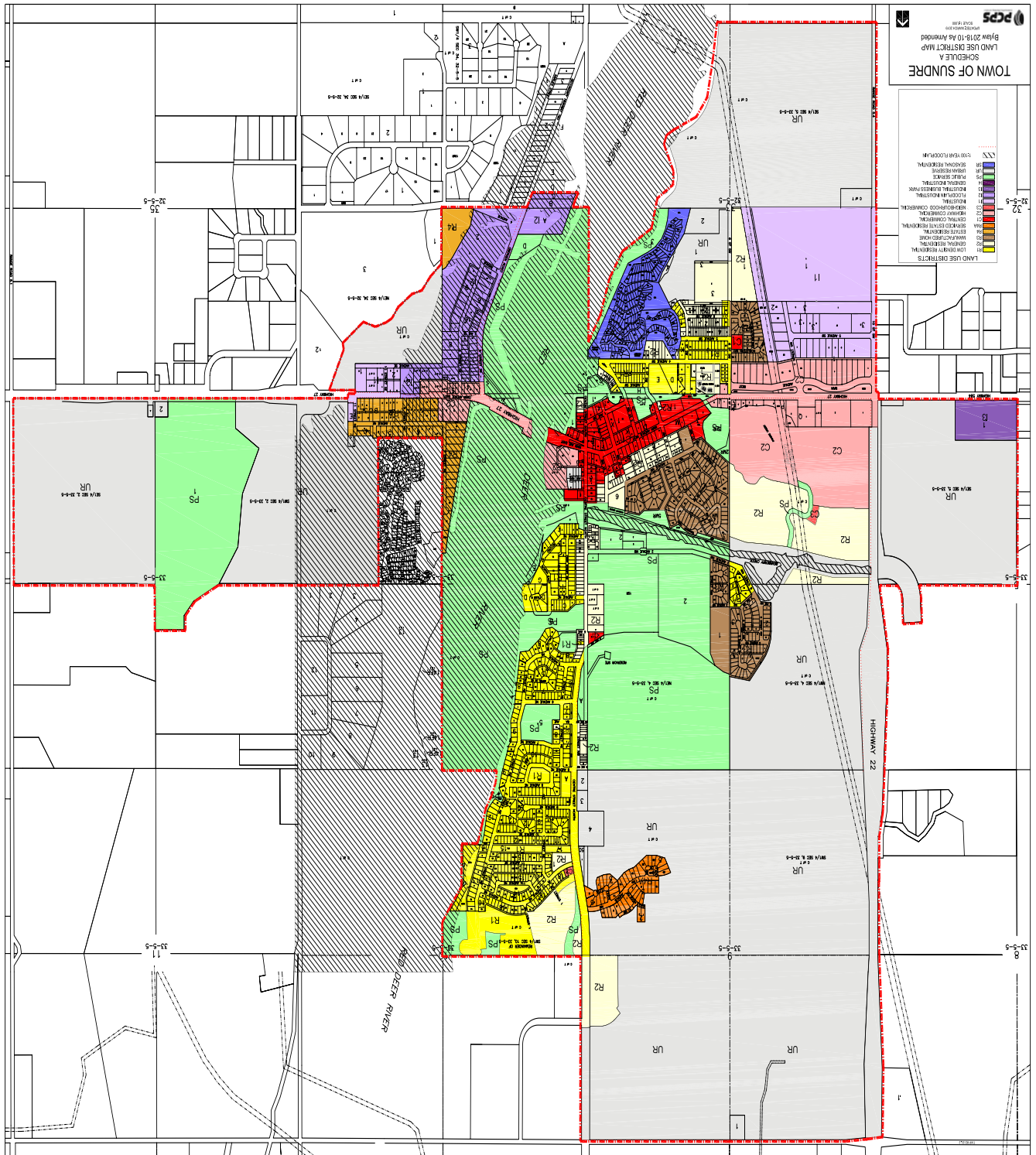
READ A SECOND TIME this ___ day of _____

READ A THIRD AND FINAL TIME this ___ day of _____

Mayor

Chief Administrative Officer

APPENDIX 1 **Schedule A – Land Use District Map**





REQUEST FOR DECISION

COUNCIL DATE	September 9, 2019
SUBJECT	Rescinding Outdated Irrelevant Policies
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.2

BACKGROUND/PROPOSAL:

Administration is undertaking a review of all the Town of Sundre Policies.

There are three (3) reasons for rescinding policies:

1. No longer relevant to the organizations
2. There is a bylaw which supersedes the policy; or
3. There is legislation in place which supersedes bylaws and policies

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration is bringing forward 26 policies to be rescinded as they are outdated or irrelevant.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

- 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council rescind the policies as outlined in Schedule "A".

MOTION:

That the Town of Sundre Council rescind the outdated and irrelevant policies as outlined in Schedule "A".

Date Reviewed: <u>September 6, 2019</u> CAO: <u>Amida Nabe</u>
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SCHEDULE "A"
RESCINDING POLICIES

Policy #	Policy Name	Description	Date Passed	Reason for rescinding
A-002	AB Environment Protection & enhancement Act	To minimize exposure to quasi-criminal and administrative liability for breach of the Environmental Protection and Enhancement Act	1999 Not passed – need to remove from list.	Governed under legislation
A-003	Public Notice Council Meetings	To outline the method of giving "public notice" for all regular Council meetings and Council Committee meetings (Sections 195 and 196, The Municipal Government Act).	1999 – not passed – need to remove from list.	Not required, in MGA
A-004	Public Member's Meeting Fees	To establish a method of determining a fair and equitable meeting rate for Town of Sundre Public Board Members.	2009	There is only one board that has public members SDAB, which is now an Intermunicipal SDAB.
A-006	Achievement Grants to Individuals, Groups, Organizations & Teams	To encourage & recognize achievement and creativity in the Town by making grants available	December 17, 2012	New Grants to Organization Policy should cover this as well.
A-009	Appointment of Members of council, Administration and Citizens to Committees Establishment of Council Committee	Establish process for appointments of members of Council, Administration, and citizens to committee.	October 17, 2017	Covered under Bylaw 2019-02: To establish the Boards and Committees of Council.
B-002	Town advertisement	To outline the Town of Sundre's policy of items to be placed in the Town's advertisements.	September 20, 1999 – not passed need to remove from list	Not required
B-003	Utility Deposit Interest	To provide a procedure for the refunding of utility deposits and the payment of interest on them.	September 20, 1999 – not passed need to remove from list	Not required
B-004	Gas Rate	To provide guidelines for the adjustment of natural gas rates as a result of periodic changes in the cost of natural gas.	January 8, 2007	regulated – gas rates change monthly
B-006	Audited Financial Statements	To require audited financial statements from groups requesting grants or financial assistance from the Town of Sundre.	Sept. 20, 1999 – not passed need to remove from list	Covered under Grants to organizations policy A-012-00 POL passed in May 2019.
B-007	Recycled product procurement	The Council of the Town of Sundre believes recycled procurement will reduce the waste dumped in landfills, allow natural resources to be used more effectively, and create a thriving and expanding job base among collectors, processors, manufacturers and retailers.	Sept. 20, 1999 – not passed need to remove from list	Not relevant

Policy #	Policy Name	Description	Date Passed	Reason for rescinding
B-010	Real Estate Commission	To provide a set rate of commission to be paid to real estate agents on the sale of Town owned lots.	July 28, 2003	Replaced by Policy A-011 Disposition of Municipal Property passed in March 2019
B-012	Operating and Capital Budget	To establish a budget process that incorporates all legal obligations required of municipalities in the Province for effective management of the Town's financial resources.	December 10, 2007	Covered under Legislation and Public Sector Accounting Practices
B-015	Sundre.com Portal	To provide guidelines for administering the Town of Sundre website for third-party groups.	June 5, 2006	Not relevant – do not use
B-016	Contract Payroll Services	To establish recognized procedures for contract payroll services provided to outside organizations by the Town of Sundre.	January 8, 2007	Should be done through agreement, not policy (only have Sundre Municipal Library)
B-018	Regional Assessment Review Board Appeal Fees	To establish assessment appeal fees for the Local Assessment Review Board (LARB) and the Composite Assessment Review Board (CARB).	April 5, 2010	Should be in Rate and fee Bylaw -part of agreement with the Central AB Assessment Review Board
B-021	Fees for Information	To establish a procedure for the charging of fees for providing information.	Aug. 8, 2008	Should be in Rate & Fee Bylaw related to FOIP Requests which the Act sets out fees.
D-005	Residential Lot Sale	To outline the options available for the purchase of residential lots within the Town.	September 29, 2003	Covered under policy A-011-01-POL Disposal of Municipal Property and as per MGA
D-012	Sidewalk Requirements in New Subdivision	To establish a requirement for Developers to provide sidewalks in and adjacent to new subdivisions and to standardize the location of sidewalks along various street types. This policy will ensure the Town's Sidewalk requirements are met.	March 12, 2007	Part of development standards at Subdivision application stage.
D-013	Rental of Town Equipment, cost of Labour and Sale of Materials	To establish a policy for the costs of rental of Town of Sundre Public Works Department equipment/labour and/or the sale of Town owned materials to the Public.	March 31, 2008	Located in Rate and Fee Bylaw
D-014	Toilet Rebate Program	To give rebate for residents to upgrade toilet for low-flow toilets.	July 19, 2010	No longer offering this program.
E-002	Facility Security		September 1, 2015 – not passed need to remove from list	
E-003	Reader Board Sign Usage		June 4, 2007 - not passed need to remove from list	
E-009	Vending Machine	The purpose of this policy is to identify requirements and guidelines for entering into contracts for installation and operation of vending machines in Town-owned facilities.	January 7, 2013	No longer relevant

Policy #	Policy Name	Description	Date Passed	Reason for rescinding
E-010	Table and Chair Rental	To establish guidelines for use and rental charges for the tables and chairs that will be used outside of the Sundre Community Centre.	June 4, 2007	No longer relevant – do not rent out.
F-001	Mileage Reimbursement for Personal Vehicle	To allow for expense coverage when a personal vehicle is authorized for Town of Sundre business.	February 23, 2009	Will be included in the HR Handbook



REQUEST FOR DECISION

COUNCIL DATE	September 9, 2019
SUBJECT	Awarding of Grants to Organizations
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

Council awarded the first eight (8) grants to organizations at the June 24, 2019 Regular Council Meeting.

The Grant Review Committee held another meeting on July 2, 2019 to review six (6) new applications.

The committee recommended three applications for approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council is being asked to ratify the applications and amounts by resolution.

Please see table below listing the applications and requests along with the Committee's recommendation.

Organization	Requested	Recommendation
Sundre & District Chamber of Commerce Boardwalk	\$10,000	\$10,000
Sundre Rodeo & Race Association Bulls & Wagons	\$5,000	\$5,000
Sundre & District Curling Club – Capital Replacement	\$47,235.50	\$15,000

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority Plan 2. Service Delivery

2.1 Continue to promote recreational opportunities; and

Strategic Priority Plan 3. Community Well-being

3.3 Continue to work with and value community groups.

ADMINISTRATION RECOMMENDATIONS:

That Council approve the recommendations for the July 2, 2019 Grants to Organizations from the Council Grant Review Committee as presented.

MOTION:

That the Town of Sundre Council approve the following July 2, 2019 intake of Grants to Organizations:

Organization	Recommendation
Sundre & District Chamber of Commerce Boardwalk	\$10,000
Sundre Rodeo & Race Association Bulls & Wagons	\$5,000
Sundre & District Curling Club – Capital Replacement	\$15,000

Date Reviewed: September 6, 2019 CAO: Amela Nelson



REQUEST FOR DECISION

COUNCIL DATE	September 9, 2019
SUBJECT	Appointment of Clerk to ISDAB
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

On October 15, 2018, Council approved a Bylaw to establish an Intermunicipal Subdivision and Development Appeal Board (ISDAB) in accordance with Section 627 of the *Municipal Government Act* and related regulations (the "Act"). Additionally, Council approved an Intermunicipal Subdivision and Development Appeal Board Agreement between Cremona, Carstairs, Didsbury and Sundre.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The ISDAB was established for the purpose of hearing appeals related to decisions made by the development authority and subdivision authority pertaining to applications relating to lands located within each Municipality; in accordance with the Act.

The Town of Sundre is responsible to appoint a Clerk for the Intermunicipal Subdivision and Development Appeal Board. Mr. Jon Allan has already been appointed to this position; however, as the training requirements under the *Municipal Government Act* mandate a refresher training be taken every three (3) years, Council is being asked to change Mr. Allan's appointed for a three-year term.

Further on August 28, 2019 Luana Smith completed the Training for SDAB Clerk and it would be beneficial to have more than one clerk available and appointed to the ISDAB for the Town of Sundre.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 6. Regional Cooperation

6.1 Build upon and improve our relationships with our regional partners.

ADMINISTRATION RECOMMENDATIONS:

We are requesting that Council appoint Ms. Luana Smith as ISDAB Clerk for the Town of Sundre, and that Mr. Jon Allan be appointed for a three (3) year term rather than a one (1) year term.

MOTION:

That the Town of Sundre Council moves to appoint Ms. Luana Smith, and Mr. Jon Allan as Clerk of the Intermunicipal Subdivision and Development Appeal Board, for a three (3) year Term end in 2022.

Date Reviewed: <u>September 6, 2019</u> CAO: <u>Amela Nelson</u>
--



BARRISTERS SOLICITORS

Reynolds
Mirth
Richards
& Farmer LLP

WRITER'S E-MAIL kbeckerbrookes@rmrf.com

WRITER'S DIRECT PHONE 780.497-3304

OUR FILE 80330-038

August 30, 2019

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

Dear Sir/Madam:

Re: Subdivision and Development Appeal Board Clerk Training

On behalf of Reynolds Mirth Richards & Farmer LLP, I confirm that on August 28, 2019, Luana Smith successfully completed the Subdivision and Development Appeal Board Clerk Training in accordance with the requirements of the *Municipal Government Act* and the Subdivision and Development Appeal Board Regulation.

If you have any questions or concerns regarding the above, please contact the writer.

Yours truly,

REYNOLDS MIRTH RICHARDS & FARMER LLP

PER:

KELSEY L. BECKER BROOKES
KLBB/kam
cc. luana.s@sundre.com



REQUEST FOR DECISION

COUNCIL DATE	September 9, 2019
SUBJECT	Proclamation of Development Officer's Week
ORIGINATING DEPARTMENT	Planning and Development
AGENDA ITEM	8.3

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. 24-27, 2019 in Drayton Valley), where municipalities that endorse the proclamation are recognized.

ADMINISTRATION RECOMMENDATIONS:

That the Council of the Town of Sundre endorse and proclaim September 23 – 28, 2019 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 23 - 28, 2019 as Alberta Development Officers Week in the Town of Sundre.

ATTACHMENTS:

Alberta Development Officers Association Proclamation

Date Reviewed: <u>September 6, 2019</u> CAO: <u>Aminda Nelson</u>

PROCLAMATION
ALBERTA DEVELOPMENT OFFICERS WEEK
SEPTEMBER 23rd TO SEPTEMBER 28th, 2019

WHEREAS, 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, I, Mayor Terry Leslie, on behalf of the Council of the Town of Sundre do hereby proclaim the week of September 23rd to September 28th, 2019, to be designated as Alberta Development Officers Week in the Town of Sundre

Proclaimed this 23rd day of September 2019

Mayor Terry Leslie
(seal)



REQUEST FOR DECISION

COUNCIL DATE	September 9, 2019
SUBJECT	Departmental Reports
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	9.1

BACKGROUND/PROPOSAL:

The following Departmental Reports for June and July 2019 are provided to Council for their review and information:

- Linda Nelson, Chief Administrative Officer
- Chris Albert, Director of Corporate Services
- Mike Marko, Director of Planning & Economic Development
- Jim Hall, Operations Manager
- Sue Nelson, Community Services Manager
- Emergency Management/Peace Officer
- Jon Allen, Economic Development Officer
- Marty Butts, Fire Chief & Patti LaPointe, Fire Assistant
- Sgt. Jody Achtymichuk, Sundre RCMP

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attached reports.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

- 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached Departmental Reports as information.

MOTION:

That the Town of Sundre Council accept the Departmental Reports for June and July 2019, as information.

ATTACHMENTS:

Department Reports (13)

Date Reviewed: <u>September 6, 2019</u> CAO: <u>Linda Nelson</u>
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DEPARTMENTAL REPORT

DEPARTMENT	Chief Administrative Officer – Legislative Services
SUBMITTED BY	Linda Nelson
DATE	June 10, 2019
FOR MONTH OF	June 2019

TOPIC #1	Councillor Expense Reports
ISSUES:	None
RESOLUTIONS/SUCCESES:	Council expenses are recorded after expense sheet(s) have been signed off and entered into the attached document noted as Schedule “A” to the CAO Monthly Report
TOPIC #2	Motion Log
ISSUES:	None
RESOLUTIONS/SUCCESES:	The Motion Log is provided for Council’s information to show tracking of the Resolutions made by Council. The areas highlighted in yellow are items that require action.
TOPIC # 3:	Correspondence
ISSUES:	None
RESOLUTIONS/SUCCESES:	Correspondence sent out by either a member of Council or the CAO is provided for Council’s review and information.

SCHEDULE A

Mayor Terry Leslie

\$ 15,000.00

Date	Description	Expense	Cost	Balance
2019-01-17	Red Deer River Municipal Users Group AGM	Per Diem	\$ 175.00	\$ 14,825.00
		Mileage	\$ 178.10	\$ 14,646.90
2019-01-24	Meeting with Regional Council Members	Per Diem	\$ 90.00	\$ 14,556.90
		Mileage	\$ 57.62	\$ 14,499.28
2019-01-25	CPPA Conference (Red Deer)	Registration	\$ 500.00	\$ 13,999.28
2019-02-04	ICC Meeting & MVSH Meeting	Per Diem	\$ 175.00	\$ 13,824.28
2019-02-04	MVSH Meeting with Deputy Minister (Olds)	Mileage	\$ 36.67	\$ 13,787.61
2019-02-06	Emerging Trends Seminar Brownlee(Calgary)	Mileage	\$ 90.00	\$ 13,697.61
2019-02-07	Emerging Trends Seminar Brownlee(Calgary)	Per Diem	\$ 175.00	\$ 13,522.61
		Mileage	\$ 138.29	\$ 13,384.32
2019-03-01	M.A.P. Meeting (Mtn View County)	Per Diem	\$ 90.00	\$ 13,294.32
		Mileage	\$ 51.92	\$ 13,242.40
2019-03-21	Red Deer River Municipal Users Group Meeting	Per Diem	\$ 175.00	\$ 13,067.40
	Red Deer River Municipal Users Group Meeting	Mileage	\$ 90.00	\$ 12,977.40
	Red Deer River Municipal Users Group Meeting	Mileage	\$ 181.24	\$ 12,796.16
2019-03-25	Elected Official Education Course @ AUMA	Accommodation	\$ 152.32	\$ 12,643.84
	Elected Official Education Course @ AUMA	Registration	\$ 357.00	\$ 12,286.84
	Elected Official Education Course @ AUMA	Mileage	\$ 131.48	\$ 12,155.36
2019-03-26	Elected Official Education Course @ AUMA	Per Diem	\$ 175.00	\$ 11,980.36
2019-03-27	AUMA Leadership Caucus (Edmonton)	Registration	\$ 173.25	\$ 11,807.11
	AUMA Leadership Caucus (Edmonton)	Accommodation	\$ 489.45	\$ 11,317.66
	AUMA Leadership Caucus (Edmonton)	Per Diem	\$ 175.00	\$ 11,142.66
	AUMA Leadership Caucus (Edmonton)	Meal	\$ 45.87	\$ 11,096.79
2019-03-28	AUMA Leadership Caucus (Edmonton)	Per Diem	\$ 175.00	\$ 10,921.79
	AUMA Leadership Caucus (Edmonton)	Mileage	\$ 24.46	\$ 10,897.33
	AUMA Leadership Caucus (Edmonton)	Meal	\$ 35.25	\$ 10,862.08
	AUMA Leadership Caucus (Edmonton)	Parking	\$ 60.96	\$ 10,801.12
2019-04-04	MVSH Gala	Per Diem	\$ 90.00	\$ 10,711.12
	MVSH Gala	Mileage	\$ 44.08	\$ 10,667.04
2019-04-06	Council Spring Workshop (Service Levels)	Per Diem	\$ 175.00	\$ 10,492.04
2019-04-09	Central AB Mayor's Prayer Breakfast (Red Deer)	Registration	\$ 35.00	\$ 10,457.04
	Central AB Mayor's Prayer Breakfast (Red Deer)	Per Diem	\$ 90.00	\$ 10,367.04
	Central AB Mayor's Prayer Breakfast (Red Deer)	Mileage	\$ 106.06	\$ 10,260.98
2019-04-10	Central AB Mayor's & Reeves Meeting @ RDC	Per Diem	\$ 90.00	\$ 10,170.98
	Central AB Mayor's & Reeves Meeting @ RDC	Mileage	\$ 109.37	\$ 10,061.61

<i>Mayor Leslie Continued</i>		Expense	Cost	Balance
2019-04-17	Regina SK Wastewater Treatment Investigation	Per Diem	\$ 175.00	\$ 9,886.61
	Regina SK Wastewater Treatment Investigation	Mileage	\$ 509.30	\$ 9,377.31
	Regina SK Wastewater Treatment Investigation	Accommodation	\$ 129.92	\$ 9,247.39
2019-04-18	Return to Sundre from SK (9:00 p.m.)	Per Diem	\$ 175.00	\$ 9,072.39
2019-04-29	CPPA Conference (Red Deer)	Accommodation	\$ 316.12	\$ 8,756.27
2019-04-29	CPPA Conference (Red Deer)	Per Diem	\$ 175.00	\$ 8,581.27
	CPPA Conference (Red Deer)	Meal	\$ 18.25	\$ 8,563.02
2019-04-29	CPPA Conference (Red Deer)	Per Diem	\$ 175.00	\$ 8,388.02
2019-05-01	CPPA Conference (Red Deer)	Per Diem	\$ 175.00	\$ 8,213.02
	CPPA Conference (April 29 to & May 1 Return	Mileage	\$116.00	\$ 8,097.02
2019-05-16	Red Deer River Municipal Users Group	Per Diem	\$ 175.00	\$ 7,922.02
	Red Deer River Municipal Users Group	Mileage	\$ 121.52	\$ 7,800.50
2019-05-22	Central AB Mayors & Reeves Meeting	Per Diem	\$ 90.00	\$ 7,710.50
	Central AB Mayors & Reeves Meeting	Mileage	\$ 106.06	\$ 7,604.44
2019-05-23	ICC Meeting	Per Diem	\$ 90.00	\$ 7,514.44
2019-05-29	Smart Cities Network round Table (Olds)	Per Diem	\$ 175.00	\$ 7,339.44
	Smart Cities Network round Table (Olds)	Mileage	\$ 45.30	\$ 7,294.14
03-Jun-19	Meeting with Jason Nixon, MLA (Edmonton)	Per Diem	\$ 175.00	\$ 7,119.14
	Meeting with Jason Nixon, MLA (Edmonton)	Mileage	\$ 276.19	\$ 6,842.95
2019-06-11	Lobby Government Effective Seminar (Olds)	Per Diem	\$175.00	\$ 6,667.95
	Lobby Government Effective Seminar (Olds)	Mileage	\$22.10	\$ 6,645.85
2019-06-11	Summer Leadership Conference Ponoka AB	Accommodation	\$ 131.26	\$ 6,514.59
	Summer Leadership Conference Ponoka AB	Mileage	\$ 146.93	\$ 6,367.66
	Summer Leadership Conference Ponoka AB	Per Diem	\$ 175.00	\$ 6,192.66
2019-06-11	Summer Leadership Conference Ponoka AB	Meal	\$ 27.46	\$ 6,165.20
2019-06-12	Summer Leadership Conference Ponoka AB	Registration	\$ 100.00	\$ 6,065.20
	Summer Leadership Conference Ponoka AB	Mileage		\$ 6,065.20
			\$ 8,934.80	\$ 6,065.20
			Spent	Remaining

Councillor Todd Dalke

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2019-03-28	AUMA Leadership Caucus	Registration	\$ 173.25	\$ 5,826.75
	AUMA Leadership Caucus	Accommodation	\$ 443.46	\$ 5,383.29
	AUMA Leadership Caucus	Mileage	\$ 21.60	\$ 5,361.69
2019-03-28	AUMA Leadership Caucus	Mileage	\$ 24.46	\$ 5,337.23
	AUMA Leadership Caucus	Meal	\$35.25	\$ 5,301.98
	AUMA Leadership Caucus	Parking	\$60.96	\$ 5,241.02
2019-06-11	Lobby Government Effective Seminar (Olds)			
			\$ 758.98	\$ 5,241.02
			Spent	Remaining

Councillor Cheri Funke

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2019-01-24	Meeting with Regional Council Members	Mileage	\$ 52.97	\$ 5,947.03
2019-01-25	CPPA Fonerence (Red Deer)	Registration	\$ 500.00	\$ 5,447.03
2019-02-04	ICC Meeting	Per Diem	\$ 90.00	\$ 5,357.03
2019-03-09	Budget Workshop	Per Diem	\$ 112.50	\$ 5,244.53
2019-03-12	Federal Infrastructure Announcement	Per Diem	\$ 45.00	\$ 5,199.53
	Federal Infrastructure Announcement	Mileage	\$ 90.00	\$ 5,109.53
2019-03-22	Red Deer River Watershed Spring Forum	Per Diem	\$ 67.50	\$ 5,042.03
	Red Deer River Watershed Spring Forum	Mileage	\$ 60.32	\$ 4,981.71
	Red Deer River Watershed Spring Forum	Travel Expense	\$ 45.00	\$ 4,936.71
2019-04-06	Spring Budget Workshop	Per Diem	\$ 157.50	\$ 4,806.79
2019-04-17	Regina SK Wastewater Treatment Investigation	Accommodation	\$ 129.92	\$ 4,676.87
2019-04-17	Travel Time Sundre to Regina	Per Diem	\$ 175.00	\$ 4,501.87
2019-04-17	Meeting with Living Sky Water Soltuion	Per Diem	\$ 67.50	\$ 4,434.37
2019-04-18	Tour of Wastewater Treatment Plant	Per Diem	\$ 67.50	\$ 4,366.87
2019-04-18	Travel Time from Regina SK to Sundre	Per Diem	\$ 175.00	\$ 4,191.87
	Breakfast @ Tim Hortons Emeral Park SK.	Meal	\$ 3.53	\$ 4,188.34
	Lunch in Swift Current McDonalds	Meal	\$ 10.59	\$ 4,177.75
2019-04-29	Travel Time to CPAA Conference in Red Deer	Per Diem	\$ 22.50	\$ 4,155.25
	CPPA Conference Red Deer	Per Diem	\$ 175.00	\$ 3,980.25
	CPPA Conference Red Deer	Meal	\$ 24.06	\$ 3,956.19
2019-04-30	CPPA Conference Red Deer	Per Diem	\$ 175.00	\$ 3,805.25
2019-05-01	CPPA Conference Red Deer	Per Diem	\$ 67.50	\$ 3,737.75
	CPPA Conference Red Deer	Accommodation	\$ 316.12	\$ 3,421.63
	Travel Time from Red Deer to Sundre	Per Diem	\$ 22.50	\$ 3,715.25
2019-05-16	Tour of Red Deer Wastewater Treatment Plant	Per Diem	\$ 45.00	\$ 3,670.25
	Travel time to Red Deer for Tour	Per Diem	\$ 45.00	\$ 3,625.25
23-May-19	ICC Meeting	Per Diem	\$ 67.50	\$ 3,557.75
	Pre-ICC Meeting	Per Diem	\$ 67.50	\$ 3,490.25
			\$ 2,877.51	\$ 3,122.49
			Spent	Remaining

Councillor Paul Isaac

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2019-01-24	Meeting with Regional Council Members	Per Diem	\$ 90.00	\$ 5,910.00
	Meeting with Regional Council Members	Mileage	\$ 66.29	\$ 5,843.71
2019-03-14	Budget Meeting	Per Diem	\$ 112.50	\$ 5,731.21
2019-04-06	Spring Workshop (Service Levels)	Per Diem	\$ 175.00	\$ 5,556.21
			\$ 443.79	\$ 5,556.21
			Spent	Remaining

Councillor Charlene Preston

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2019-03-09	Budget Workshop	Per Diem	\$ 112.50	\$ 5,887.50
2019-04-06	Spring Workshop (Levels of Service)	Per Diem	\$ 75.00	
			\$ 187.50	\$ 5,812.50
			Spent	Remaining

Councillor Richard Warnock

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2019-01-24	Meeting with Regional Council Members	Per Diem	\$ 90.00	\$ 5,910.00
2019-03-14	Budget Meeting	Per Diem	\$ 112.50	\$ 5,797.50
2019-04-04	Spring Workshop (Service Levels)	Per Diem	\$ 175.00	\$ 5,622.50
2019-04-04	Mountain View Seniors' Housing Gala	Mileage	\$ 44.08	\$ 5,578.42
22-May-19	Central AB Mayor's Meeting (Red Deer)	Mileage	\$ 106.06	\$ 5,472.36
2019-05-22	Central AB Mayor's Meeting (Red Deer)	Per Diem	\$ 90.00	\$ 5,382.36
2019-05-23	ICC Pre-Meeting and Meeting (3 hrs)	Per Diem	\$ 175.00	\$ 5,207.36
2019-06-11	Lobby Government Effective Seminar (Olds)	Per Diem	\$ 175.00	\$ 5,032.36
	Lobby Government Effective Seminar (Olds)	Mileage	\$ 41.98	\$ 4,990.38
2019-06-13	Chamber Meeting	Per Diem	\$ 45.00	\$ 4,945.38
2019-06-18	Museum Meeting	Per Diem	\$ 45.00	\$ 4,900.38
			\$ 1,099.62	\$ 4,900.38
			Spent	Remaining

Councillor Robert Wolfe

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2019-01-24	Meeting with Regional Council Members	Per Diem	\$ 56.90	\$ 5,943.10
2019-03-14	Budget Meeting	Per Diem	\$ 112.50	\$ 5,830.60
2019-04-04	Spring Workshop (Service Levels)	Per Diem	\$ 175.00	\$ 5,655.60
				\$ 5,655.60
				\$ 5,655.60
				\$ 5,655.60
				\$ 5,655.60
				\$ 5,655.60
			\$ 344.40	\$ 5,655.60
			Spent	Remaining

2019 MC TOWN LOG

Motion #	Action Description - May 27, 2019 Continued	Action/Status
234-27-05-19	MOVED by Councillor Warnock that the Town of Sundre Council accept the Mayor's Report to Council for April 1 to May 16, 2019 from Mayor Terry Leslie, and the Councillor Committee Report for April 2019 from Councillor Cheri Funke, as information.	
235-27-05-19	MOVED by Councillor Funke that the Town of Sundre Council in honour of the past, present and future contributions of the Seniors of the Town of Sundre and throughout Alberta, do hereby declare June 2-8, 2019 to be Seniors' Week.	
236-27-05-19	MOVED by Councillor Funke that the Town of Sundre Council go into closed meeting at 8:20 p.m.	
237-27-05-19	MOVED by Councillor Funke that the Town of Sundre Council return to open meeting at 9:52 p.m.	
238-27-05-19	MOVED by Councillor Preston being that the agenda matters has been concluded the meeting adjourned at 9:52 p.m.	
June 10, 2019 Regular Council Meeting		
239-10-06-19	MOVED by Councillor Isaac that the Agenda be approved as amended.	
240-10-06-19	MOVED by Councillor Funke that the Minutes of the Regular Meeting of Council held on May 27, 2019 be approved as presented.	
241-10-06-19	MOVED by Councillor Isaac that the Town of Sundre Council thank Mr. Troy Fee for attending the Council meeting and accept the update on the Sundre Bike & Ski Club, as information.	
242-10-06-19	MOVED by Councillor Wolfe that the Town of Sundre Council thank the Sundre Aquatic Society for attending the Council meeting and accept the question and answer period on the Aquaplex, as information.	
243-10-06-19	MOVED by Councillor Warnock that the Town of Sundre Council grant first reading to Bylaw 2019-13, being a bylaw for the purpose of rescinding outdated and extraneous bylaws.	
244-10-06-19	MOVED by Councillor Wolfe that the Town of Sundre Council grant second reading to Bylaw 2019-13, being a bylaw for the purpose of rescinding outdated and extraneous bylaws.	
245-10-06-19	MOVED by Councillor Dalke that the Town of Sundre Council grant unanimous consent to proceed to a third reading to Bylaw 2019-13, being a bylaw for the purpose of rescinding outdated and extraneous bylaws.	
246-10-06-19	MOVED by Councillor Wolfe that the Town of Sundre Council grant third and final reading to Bylaw 2019-13, being a bylaw for the purpose of rescinding outdated and extraneous bylaws.	
247-10-06-19	MOVED by Councillor Dalke that the Town of Sundre Council approve Policy D-021-00 POL Standard Operations Communications for Community Peace Officer, as presented.	
248-10-06-19	MOVED by Councillor Warnock that the Town of Sundre Council approve Policy D-022-00 POL Flagging Dangerous Persons and Properties for Community Peace Officer, as presented.	
249-10-06-19	MOVED by Councillor Warnock that the Town of Sundre Council approve funds in the amount of \$28,500 to be used for upgrades to the parking facility located at Lot 9, Block 3, Plan 2723 GW and Lot 8, Block 3, Plan 5664 GI as well as Town owned land at Lot 7, Block, Plan 5664 GI, and that the remaining funds in the amount of \$ 24,000 be transferred into a reserve account for future parking opportunities.	
250-10-06-19	MOVED by Councillor Warnock that the Town of Sundre Council direct Administration to bring back a final drawing of the parking lot design for Council's approval.	JA to provide updated design with more RV pull through parking spaces.

2019 MOTION LOG

Motion #	Action Description - June 10, 2019 Continued	Action/Status
251-10-06-19	MOVED by Councillor Warnock that the Town of Sundre Council accept the letter to Linda Nelson from Deputy Minister of Municipal Affairs Meryl Whittaker on the completion of all non-compliant items identified in the 2018 Municipal Accountability Program (MAP), as information.	
252-10-06-19	MOVED by Councillor Isaac that the Town of Sundre Council accept the Report on Tax Recovery Sale, as information.	
253-10-06-19	MOVED by Councillor Warnock that the Town of Sundre Council set a reserve bid of \$250,000 for Lot 16 (S), Block 2, Plan 6122HE, Sundre, AB, and furthermore; The property identified by Roll No. 273.000 will be offered for sale by public auction, at the Town Office on Wednesday, October 9th, 2019 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore; A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited and the Town will consider the next bid.	
254-10-06-19	MOVED by Councillor Dalke that the Town of Sundre Council set a reserve bid of \$540,000 for Lot 1, Block D, Plan 7447ER, Sundre, AB, and furthermore; The property identified by Roll No. 603.000 will be offered for sale by public auction, at the Town Office on Wednesday, October 9th, 2019 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore; A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited and the Town will consider the next bid.	
255-10-06-19	MOVED by Councillor Wolfe that the Town of Sundre Council set a reserve bid of \$1,000,000 for SW ¼ Sec10-33-5-W5M, Sundre, AB, and furthermore; The property identified by Roll No. 2300.000 will be offered for sale by public auction, at the Town Office on Wednesday, October 9th, 2019 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore; A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited and the Town will consider the next bid.	
256-10-06-19	MOVED by Councillor Dalke that the Town of Sundre Council set a reserve bid of \$550,000 for Lot 1, Block 1, Plan 1310480, Sundre, AB, and furthermore; The property identified by Roll No. 4601.000 will be offered for sale by public auction, at the Town Office on Wednesday, October 9th, 2019 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore; A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited and the Town will consider the next bid.	
257-10-06-19	MOVED by Councillor Warnock that the Town of Sundre Council accept the report and the attached Schedule" A" on Archiving Bylaws, as information.	

2019 MOTION LOG

Motion #	Action Description - June 10, 2019 Continued	Action/Status
258-10-06-19	MOVED by Councillor Warnock that the Town of Sundre Council approves the requests to relax Noise Bylaw 818, and Bylaw 763, Section 33 – Use of Firearms, Weapons and Fireworks, and Section 6 – Discharging of a Weapon for the following events: 1.Sundre Rodeo and Race Association Pro Rodeo weekend event, June 21st through June 23th 2019; 2.Historical Society Canada Day Fireworks Display and Annual Car Show July 1, 2019; and 3.The Home Church Block Party on July 20, 2019 and August 10, 2019.	
259-10-06-19	MOVED by Councillor Isaac that the Town of Sundre Council approves the allocation of \$22,172.70 of operational funds to the Fire Donations Restricted Surplus Account.	
260-10-06-19	MOVED by Councillor Isaac that the Town of Sundre Council accept the Council Committee Report for May 2019 from Councillor Funke, as information.	
261-10-06-19	MOVED by Councillor Warnock that Council go into closed meeting at 8:31 p.m.	
262-10-06-19	MOVED by Councillor Wolfe that Council return to open meeting at 9:27 p.m.	
263-10-06-19	MOVED by Councillor Warnock being that the agenda matters have been concluded the meeting adjourned at 9:27 p.m.	
June 24, 2019 Regular Council Meeting		
264-24-06-19	MOVED by Councillor Funke that the Council of the Town of Sundre has received sufficient information to close the Public Hearing pertaining to Bylaw 2019-12, being a Bylaw to Amend Schedule "A", the Land Use Bylaw District Map of Land Use Bylaw 2018-10, from Public Service District (PS) to Central Commercial District (C-1).	
265-24-06-19	MOVED by Councillor Preston that the Agenda be approved as amended with the following changes: Add 5.2 delegation - Mayor John Rimmer, Town of Caroline.	
266-24-06-19	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on June 10, 2019 be approved as presented.	
267-24-06-19	MOVED by Councillor Funke that the Town of Sundre Council thank Ms. Karen Tubb for attending the Council meeting and accept the Sundre Library review Engagement for 2018, as information.	
268-24-06-19	MOVED by Councillor Funke that the Town of Sundre Council thank Mayor Rimmer for attending the Council meeting and accept the Waste to Energy (W2E) presentation as information, and direct Administration to write a letter of "interest" to the Village of Caroline.	<i>Direction - write a letter of Interest by August 1, 2019 to Town of Caroline.</i>
269-24-06-19	MOVED by Councillor Funke that the Town of Sundre Council give second reading to Bylaw 2019-12, being a Bylaw to Amend Schedule "A", the Land Use Bylaw District Map of Land Use Bylaw 2018-10, from Public Service District (PS) to Central Commercial District (C-1).	
270-24-06-19	MOVED by Councillor Wolfe that the Town of Sundre Council give third and final Reading to Bylaw 2019-12, being a Bylaw to Amend Schedule "A", the Land Use Bylaw District Map of Land Use Bylaw 2018-10, from Public Service District (PS) to Central Commercial District (C-1).	
271-24-06-19	MOVED by Councillor Funke that the Town of Sundre Council approve Policy E-004-00-POL Arena User and Ice Allocation Policy, as presented.	
272-24-06-19	MOVED by Councillor Preston that the Town of Sundre Council approve the conceptual design of the downtown parking lot as presented.	

2019 MOTION LOG

Motion #	Action Description - June 24, 2019 Continued	Action/Status
273-24-06-19	MOVED by Councillor Funke that the Town of Sundre Council accept the Levels of Service as presented; and direct Administration to hold a Public Open House for feedback on the current Levels of Service, and requested Levels of Service from the citizens of Sundre.	Set Open House for Mid to Late September, may need more than 1 open house.
274-24-06-19	MOVED by Councillor Isaac that the Town of Sundre Council approve the Fire Servicews Sub-Agreement between the Town of Sundre and Mountain View County, as presented.	Provide updated schedules to Council when available.
275-24-06-19	MOVED by Councillor Dalke that the Town of Sundre Council award the following grants to organizations: River Valley School – Outdoor Classroom\$15,000 Sundre & District Museum – Landscape Improvement\$435 Sundre & District Museum – Canada Day\$1500 Wagons west RV Park – Slingshot \$1500 Sundre Rodeo & Race Association – 2019 Rodeo Events \$750 Rusty Brush Arts & Crafts – Sundre Fine Arts Expo \$1000 Play 4 Kidz Sundre – Donation Golf Tournament\$500 Community Gazebo Project \$1,500	
276-24-06-19	MOVED by Mayor Leslie that the Town of Sundre Council proclaim July 21 to 27, 2019 NATIONAL DROWNING PREVENTION WEEK in the Town of Sundre and do commend its thoughtful recognition to all citizens of the Town of Sundre, in the Province of Alberta.	
277-24-06-19	MOVED by Councillor Funke that the Town of Sundre Council award the Tender for the Main Avenue West Phase 2 Upgrade to UG Excavating Ltd. in the amount of \$1,833,687.01 including contingency.	
278-24-06-19	MOVED by Councillor Dalke that the Town of Sundre Council award the Tender for the Sundre Lagoon Critical Infrastructure Upgrade to CDM Mechanical Ltd. in the amount of \$1,005,820.22.	
279-24-06-19	MOVED by Councillor Funke that the Town of Sundre Council budget for additional project costs in the amount of \$190,000 from the Utilities Life Cycling Restricted Surplus Account.	
280-24-06-19	MOVED by Councillor Wolfe that the Town of Sundre Council direct Administration to set a meeting date with the Bylaw and Policy Review Committee to bring the Council Code of Conduct Bylaw up to date.	LN to set Bylaw Reivew Committee meeting.
281-24-06-19	MOVED by Councillor Preston that the Town of Sundre Council accept the Departmental reports for May 2019, as information.	
282-24-06-19	MOVED by Councillor Funke that the Town of Sundre Council accept the Council Committee Report for May 2019 from Deputy Mayor Richard Warnock, as information.	
283-24-06-19	MOVED by Councillor Wolfe that the Town of Sundre Council accept the letter to Alberta Mayors, Reeves and Council from Kaycee Mandu, Minister of Muncipal Affairs regarding the regulations on liquor consumption in Municipal parks, as information.	
284-24-06-19	MOVED by Councillor Dalke that the Town of Sundre Council go into closed meeting at 7:42 p.m.	
285-24-06-19	MOVED by Councillor Dalke that the Town of Sundre Council return to open meeting at 8:30 p.m.	
286-24-06-19	MOVED by Councillor Wolfe that the Town of Sundre Council being that the agenda matters have been concluded the meeting adjourned at 8:30 p.m.	



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

June 19, 2019

Alison Fieguth and Jen Masching
Bowden Daze Parade Coordinators
Town of Bowden
reception@bowden.ca

Dear Ms. Fieguth and Ms. Masching,

Re: Bowden Daze Parade July 27, 2019

Thank you for the invitation to participate in the 2019 Bowden Daze Parade. It is with regret that I have to decline as I am away on family holiday during that time.

I wish you great success in this year's event.

Sincerely,

Terry Leslie, Mayor

June 19, 2019

Colleen Butler, Chair
Chinooks Edge Board of Education
4904 – 50 Street
Innisfail AB T4G 1W4

Dear Ms. Butler

Re: Chinook's Edge Board Update

Thank you for your letter dated May 30, 2019 and for reaching out to the Town of Sundre. We look forward to working together in the future on issues of mutual concern.

We will be identifying some of issues of interest to us and thank you for providing us information on pressing issues you are currently facing.

Our Chief Administrative Officer, Linda Nelson and I will discuss a future meeting and suggest some agenda items for your review in the fall.

Thank you again for contacting me on behalf of the Town of Sundre.

Sincerely,



Terry Leslie, Mayor

June 19, 2019

Tall Timber Leisure Park
Box 210
Sundre AB T0M 1X0

Dear Pat Gilead, President

Re: Subdivision Application 2019-SD-02 at 966 – 1st Avenue NE Sundre

Thank you for your letter dated June 10, 2019 regarding your meeting with Town of Sundre staff on June 4, 2019 regarding the above noted property.

I thank you for continuing to work with our staff on this matter to achieve a solution for all parties involved.

Sincerely,



Terry Leslie, Mayor

June 25, 2019

Mayor John Rimmer
Village of Caroline
PO Box 148
Caroline AB T0M 0M0

Dear Mayor Rimmer

RE: Letter of Interest Waste to Energy (W2E)

Thank you for your presentation to the Town of Sundre Council at the June 24, 2019 Regular Council Meeting regarding the Village of Caroline proposed Waste to Energy (W2E) regional solution.

The Town of Sundre Council is interested in the proposed concept of creating a regional solution in eliminating unrecyclable harmful waste.

The Town of Sundre Council supports the Village of Caroline in principle to investigate a facility that would process municipal solid waste and generate electrical power.

If you require any further information, please do not hesitate to contact me.

Sincerely,



Terry Leslie
Mayor



DEPARTMENTAL REPORT

DEPARTMENT	Corporate Services
SUBMITTED BY	Chris Albert
DATE	July 24, 2019
FOR MONTH OF	June 2019

TOPIC #1 Debenture Borrowings:	At Dec 31, 2018, the Town had 11 outstanding debenture commitments totaling \$5.4M with total annual payments of \$581,268.
ISSUES:	None
RESOLUTIONS/SUCCESES:	A 15-Year debenture with semi-annual payments of \$6,029.31, undertaken in 2004 for the purpose of the SW Storm Sewer and Drainage project, was PAID IN FULL.
TOPIC #2 2019 Tax Sale:	As at the end of June 2019 there were still 4 properties subject to the regulations. On June 10, 2019 Council passed four separate motions outlining the minimum bids and terms of sale for the public auction to be held on October 9, 2019 at 9:00am.
ISSUES:	None
RESOLUTIONS/SUCCESES:	Conversations are ongoing with property owners in order to settle accounts. There were 5 properties at the end of March, and 4 at the end of April.
TOPIC # 3 Discussions with the Sundre Aquaplex:	On June 6, 2019 a meeting was held between members of Administration and a representative from the Sundre Aquatic Society. The purpose of the meeting was for Administration to gain a better understanding of the challenges currently faced by the Aquaplex, the potential financial and legal impacts to the Town, and viable future solutions to challenges. A number of follow-up questions were submitted by Administration to improve the understanding of the operations and a commitment was made to continue regular meetings between the groups to achieve a workable solution.
ISSUES:	None
RESOLUTIONS/SUCCESES:	Work in progress.

TOPIC # 4 Level of Service documentation	As a part on the continuing budget process and improving the process, departments have documented the levels of service they provide and the costs associated with those services. Corporate Services has documented its levels, as well as assisting other departments with their information and associated service costs. The information was presented to Council on June 24, 2019 and a public open house to further share the information will occur in July.
ISSUES:	None
RESOLUTIONS/SUCCESES:	Work in progress.
TOPIC # 5 Professional Development:	Attended the Annual GFOA Conference from June 2 nd to 5 th . Topics covered included leadership, cyber security, economic outlooks, cost-benefit analysis, preparing for growth, and investments. Keynote speakers included David Chilton writer of The Wealthy Barber and “Dragon” from Dragon’s Den TV Show, Julie and Colin Angus world adventure travelers, and Alexandre Bilodeau Canadian Olympic Gold Medalist.
ISSUES:	None
RESOLUTIONS/SUCCESES:	Professional development is ongoing
TOPIC # 6 Information Technology	<p>The dual back-up servers were approaching end of life and were both replaced in June, one of the servers had already experienced a failure which required migration to a single back-up without redundancy during May.</p> <p>The Town of Olds previously hosted a fire services software (FirePro) for its neighboring municipalities, but elected to discontinue that hosting option. Sundre Fire and the Town now need to install and license the software on our servers for our use, which has been problematic due to system requirements.</p> <p>There are daily minor issues related to technology support, including loss of connectivity, e-mail problems, server access, password changes and software updates. There are also some on-going major issues as listed below.</p> <p>Anticipated changes in staff will allow an opportunity to re-configure some systems based on new uses and to re-allocate resources.</p>
ISSUES:	<ul style="list-style-type: none"> • Older software versioning • Older operating systems • Inconsistencies with individual computer setups and locations of user files creating issues for staff.
RESOLUTIONS/SUCCESES:	Ongoing diagnostics and testing



DEPARTMENTAL REPORT

DEPARTMENT	Planning and Development
SUBMITTED BY	Mike Marko, Director of Planning and Economic Development
DATE	July 1, 2019
FOR MONTH OF	June 2019

TOPIC #1	Development and Building Permits (June)
ISSUES:	<ul style="list-style-type: none"> • Development Permits – 4 • Building Permits – 6 • Electrical Permits – 4 • Gas Permits – 0 • Plumbing Permits – 1
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Development permits included: <ul style="list-style-type: none"> ○ 1-new single detached residential dwelling ○ 1-deck ○ 1-variance ○ 1-mixed use residential/commercial building (under review only) • Building permits included: <ul style="list-style-type: none"> ○ 1-carport (under review) ○ 1-deck ○ 1-single detached residential dwelling ○ 1-foundation only for office building ○ 1-commercial gas station/convenience store/fast food (not yet released pending Alberta Transportation approval of roadside development permit) ○ 1-hot tub
TOPIC #2	Real Property Reports (RPRs)
ISSUES:	<ul style="list-style-type: none"> • 3 Real Property Reports received and processed in June
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • RPRs requested to facilitate the sale of property
TOPIC # 3:	Subdivision
ISSUES:	<ul style="list-style-type: none"> • Langmead subdivision (968 1st Ave NE) <ul style="list-style-type: none"> ○ applicant has suspended going forward with application due to issues around local drainage concerns (note: subdivision decision is valid for a period of one year) ○ Administration will continue to pursue drainage solution for this area through discussions and review of information from area stakeholders • Bertram subdivision application (116 3rd St SW) approval <ul style="list-style-type: none"> ○ Subdivision authority endorsement near completion

	<ul style="list-style-type: none"> Golf Course subdivision (boundary adjustment) <ul style="list-style-type: none"> Subdivision authority endorsement near completion
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Bertram subdivision – will result in land consolidation with adjacent lands to facilitate mixed use development (residential and commercial) on the consolidated parcel Golf Course subdivision – will result in reconfiguration of golf course parcel and adjacent lands for future development
TOPIC # 4:	Intermunicipal Development Plan (IDP)
ISSUES:	<ul style="list-style-type: none"> Awaiting rescheduling of ICC meeting/workshop to proceed with list of items for discussion on an updated IDP
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Administration has reviewed the existing IDP and has forwarded to MVC the list of items identified in the current IDP that should be retained in any future update.
TOPIC # 5:	Land Use Bylaw Amendment
ISSUES:	<ul style="list-style-type: none"> Work commenced on a “housekeeping review” of the existing LUB for any future updates to be presented to Council in the Fall of 2019
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> The review will identify any errors and gaps in the LUB and recommend improvements that will encourage and support positive growth and effective land use management for the Town
TOPIC # 6:	Administrative
ISSUES:	<ul style="list-style-type: none"> Filing Projects – ongoing Succession Planning – staff recruitment
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Improved departmental efficiencies, knowledge and team building Improves overall departmental performance, transparency and stakeholder engagement Succession planning underway to building capacity within the department

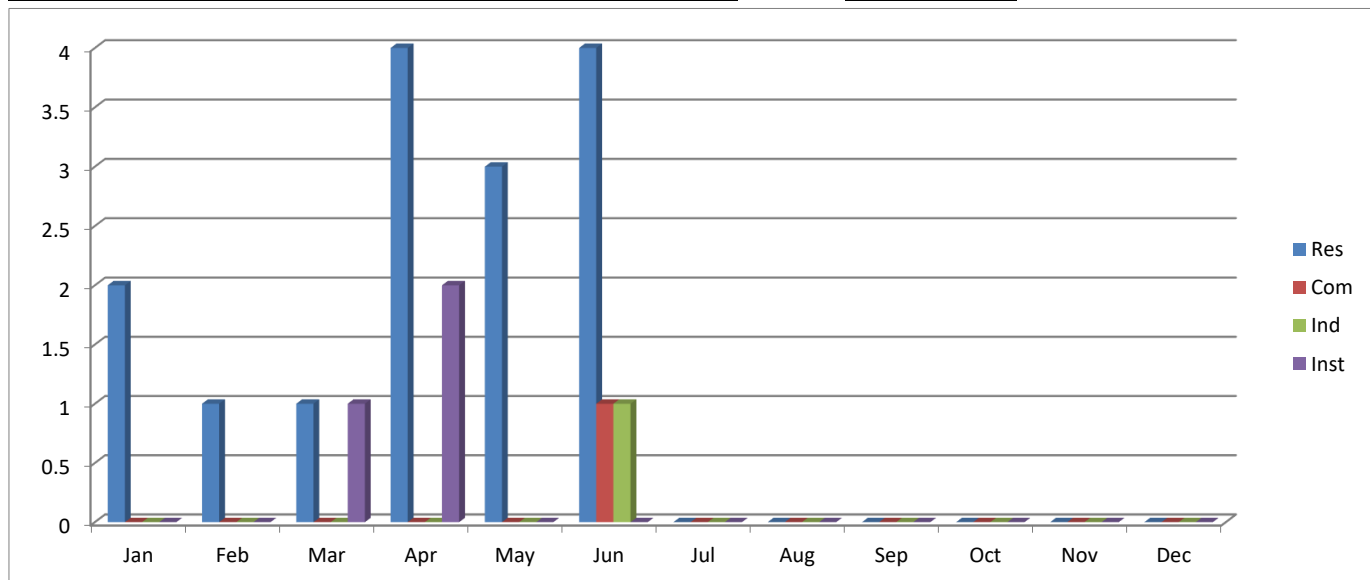
LIST & PROVIDE ATTACHMENTS:

(TOPIC/PROJECT DOCUMENTS/REPORTS/GRAPHS/ CORRESPONDENCE)

Attachment #1	June 2019 Monthly Building Report
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Sheet6
MONTHLY BUILDING REPORT
FOR THE MONTH OF JUNE 2019

	Dwelling Units	Jun-19		2019 Year To Date			2018 Year to Date		
		No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
RESIDENTIAL									
Two-Storey	0	0	\$ -	0	0	\$ -	0	0	\$ -
Bungalows	1	1	\$ 325,000	3	3	\$ 583,000	1	1	\$ 200,000
Bi-Level				0	0	\$ -	0	0	\$ 0
	0	0	\$ -	0	0	\$ -	0	0	\$ -
Duplex/Semi Det.	0	0	\$ -	0	0	\$ -	2	2	\$ 450,000
Multi-Family				0	0	\$ -	0	0	\$ 0
Mobile Homes				0	0	\$ -	0	0	\$ -
Accessory Buildings		1	\$ 7,500	0	3	\$ 37,500		3	\$ 40,000
Renovation/Addition	0	2	\$ 2,650	0	9	\$ 45,950	0	4	\$ 87,000
				0	0	\$ -			
Sub-Total	1	4	\$ 335,150	3	15	\$ 666,450	3	10	\$ 777,000
COMMERCIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		1	\$ 1,400,000		1	\$ 1,400,000		0	\$ -
		0	\$ -		0	\$ -		2	\$ 150,000
		1	\$ 1,400,000		1	\$ 1,400,000		2	\$ 150,000
INDUSTRIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition		1	\$ 130,000		1	\$ 130,000		2	\$ 10,650,000
					0	\$ -		0	\$ -
		1	\$ 130,000		1	\$ 130,000		2	\$ 10,650,000
INSTITUTIONAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition					3	\$ 175,000		0	\$ -
		0	\$ -		0	\$ -		1	\$ 2,000
		0	\$ -		3	\$ 175,000		1	\$ 2,000
TOTAL	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
	1	6	\$ 1,865,150	3	20	\$ 2,371,450	3	15	\$ 11,579,000





DEPARTMENTAL REPORT

DEPARTMENT	Community Service
SUBMITTED BY	Sue Nelson
DATE	July 15th, 2019
FOR MONTH OF	June

TOPIC #1	Community Centre
ISSUES	None
RESOLUTIONS/ SUCCESSIONS:	<ul style="list-style-type: none"> The Community Centre was very quiet this month except for a few of the regular rentals Pickle ball, and Basketball. There were 2 Youth birthday parties on the weekends. The Sundre Library booked the gym on the 26th in the afternoon. Sundre Soccer had their wind up in the Gym on the 26th in the evening. The Conference room had one booking throughout the month
TOPIC #2	Arena Dry land Events
ISSUES:	None
RESOLUTIONS/ SUCCESSIONS:	<ul style="list-style-type: none"> Staff were busy cleaning the Arena for the Rodeo and the Grad The arena was booked June 21st. to the 23rd. for the Sundre Rodeo Cowboy Cabaret. The event was successful, no negative reports June 24th to 29th the High School booked for the grad Celebration. It looked amazing, The Parents did an amazing job on the decorations, did not even look like the Hockey arena when they were done. No issues to report.
TOPIC # 3:	Parks
ISSUES	<ul style="list-style-type: none"> The Wooden planters were ready to be put out that were donated was unable to be put out on Hi way 27 until we received a permit from Alberta transportation.
RESOLUTIONS/ SUCCESSIONS:	<ul style="list-style-type: none"> June 6th I submitted a permit request for the wooden plants to be placed on HI way 27 and we received the permit and by June 11th we received the go ahead to put them out. With the assistance of the Operations Street Operators they were put out. Mountain View Electric came and helped with the Hanging of the Hanging baskets. June 6th Staff was out planting flowerbeds. Worked with Jon and Jim on a landscape design for the Old Hotel parking lot project. It was a busy month getting ready for the Rodeo weekend. I want to say a big thank you to all the staff. They did an awesome job at getting the town looking great for the Sundre parade and Sundre Pro Rodeo weekend. You should be very proud of your selves. (Mowing, weed whipping, planting flowers and weeding shrub beds, etc.) The barbeque and the grand opening of the Gazebo was a success, there were about 100 guests that attended. A big thanks you to all the staff that was involved in organizing and setting up. Moe did an awesome job at making this project come alive and made it happen, through to the end.



DEPARTMENTAL REPORT

DEPARTMENT	Municipal Enforcement
SUBMITTED BY	Kevin
DATE	July 5, 2019
FOR MONTH OF	June 2019

TOPIC #1	Sundre Rodeo and Parade
ISSUES:	
RESOLUTIONS/SUCCESES:	<p>CPO provided traffic control for the Sundre Rodeo Parade and Rodeo Grounds patrol on the Saturday.</p> <p>The parade went off smooth and there were no concerns brought up. A shout out to the Ops and CS staff that assisted on parade day for doing a great job.</p> <p>No concerns or significant issues reported at the Rodeo Grounds over the weekend.</p>

DEPARTMENT	Emergency Management
SUBMITTED BY	Kevin
DATE	July 5, 2019
FOR MONTH OF	June 2019

TOPIC #1	MVREMA
ISSUES:	
RESOLUTIONS/SUCCESES:	<p>Attended the Mountain View Regional Emergency Management Agency quarterly meeting. Discussions focused on ESS needs, the success of May's Emergency Preparedness campaign and new EM Bylaw requirements.</p>
TOPIC #2	Regional FCSS Director Meeting
ISSUES:	
RESOLUTIONS/SUCCESES:	<p>Kevin (Sundre) and Ryan (MVC) DEMS met with the regional FCSS managers at their regular meeting to discuss ESS needs of the Region. A Regional ESS group was discussed and training opportunities.</p>
TOPIC # 3:	Emergency Go Kits
ISSUES:	
RESOLUTIONS/SUCCESES:	<p>Michelle continues to work on job description binders and collecting needed supplies for kits.</p>



DEPARTMENTAL REPORT

DEPARTMENT	Sundre RCMP Detachment
SUBMITTED BY	Jody Achtymichuk
DATE	July 16, 2019
FOR MONTH OF	June 2019

TOPIC #1	2 nd Quarter 2019 Stats from January to June
ISSUES:	Calls were up by 277 for the same period in 2018
RESOLUTIONS/SUCCESES:	Please see attached report



DEPARTMENTAL REPORT

DEPARTMENT	Economic Development and Communications
SUBMITTED BY	Jonathan Allan
DATE	July 29, 2019
FOR MONTH OF	June 2019

TOPIC #1	Community Development, Business Development and Vacancy Rates
ISSUES:	<ul style="list-style-type: none"> - The downtown vacancy rate in the C1 district increased to an estimated 10% by total square footage area, and estimated 12% by units vacant. - Number of available and serviced housing lots is diminishing quickly, particularly R2-zoned multi-family lots.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> - Met with property owner about potential to invest into multi-family housing. - Spoke several times with housing developer about need for family homes considering the looming labour shortage due to the Candre Cannabis and Element Cannabis developments. - Met with Sundre Paddle Club to discuss awareness of club, paddling in Sundre and potential new business in the area. - Coordinated further with potential Foothills Lodge investor. - Met with local entrepreneur to discuss idea for new business.
TOPIC #2	Tourism Development and Advertising
ISSUES:	<ul style="list-style-type: none"> - Several small businesses that deal directly with the traveling public still do not have websites, proper signage, etc.; Economic development officer has met with them to try and help meet these issues.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> - Advertising coordination still ongoing. - Two travel writers were hired to come to Sundre and generate publicity for the community. - Second commercial film shoot occurred in June, both in our tourism district west of Town and within Town.
TOPIC # 3:	Broadband Fibre Optic Development
ISSUES:	<ul style="list-style-type: none"> - None
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> - Corresponded with CCI about deployment timeline; was advised that there is a 'greater than 50/50 chance' that the economics would make sense and that deployment would start in the new year. - CCI advised that they would know if the economics make sense at some point in the Fall. - CCI advised that assuming the economics make sense, they would start public consultations to generate market interest in late 2019 and that the assistance of the economic development department to get the word out would be appreciated.

TOPIC # 4:	Other Projects
ISSUES:	<ul style="list-style-type: none"> - Way-finding signage renderings have almost been completed; they will be submitted to Alberta Transportation in July.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> - Trial parking lot design, costing, underway. It should be completed in July. - Work on new project to develop an Opportunity Development Cooperative (ODC), which is a form of investment cooperative that leverages local wealth to facilitate business development. The ODC is being done in coordination with support by the Alberta Communities and Cooperatives Association (ACCA); info forthcoming. - Attended Campus Alberta Central all-day training and update meeting in Olds, with Greenwood Neighbourhood Place. Drafted new course offerings supporting workforce development to be offered in Sundre by Red Deer College.
TOPIC # 5:	Committees, Meetings, Conferences and Professional Development
ISSUES:	<ul style="list-style-type: none"> - No DARC meeting.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> - Economic Development Officer leading ad hoc Communities in Bloom committee due to resignation of community member from the committee; evaluation date is August 7th - Attended inaugural Grants Committee meeting to provide input on Events, Storefront Improvement and Commercial Landscape funding requests. - Attended the Central Alberta Economic Partnership spring AGM in Red Deer. - Met with Access Prosperity, the Central Alberta foreign direct investment attraction agency about future strategies and Sundre's relevance to AP. - Attended further SPOG Neighbours' Day planning meetings.
TOPIC # 6:	Communications
ISSUES:	<ul style="list-style-type: none"> - No known communications issues.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> - Minor website edits to tourism site. - Edited Notes from the Mayor's Desk letter as usual.

LIST & PROVIDE ATTACHMENTS:

(TOPIC/PROJECT DOCUMENTS/REPORTS/GRAPHS/ CORRESPONDENCE)

Attachment #1	Way-finding signage design renderings approved by Alberta Transportation
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atstraffic.ca
800.661.7346

PROOF

May 28, 2019	Original	E.C.
June 18, 2019	Rev. 1	E.C.
June 26, 2019	Rev. 2	E.C.
July 4, 2019	Rev. 3	E.C.

Original Artwork and One Revision is included with the original quoted price.
Subsequent revisions will be subject to additional charges.

Please check (✓) the appropriate box, sign and return.

Layout approved as submitted ☐ ; with changes shown ☐ ;

Provide a new layout with changes shown. ☐

Signature: _____ Date: _____
email confirmations accepted

NOTE: Once artwork has been approved ATS will NOT be held responsible for any errors or omissions.

1121-50015944 Town of Sundre

Font: DINOT-Medium

Pantone: 661C
432C
1585C
369C

Sign 1H-19

145x300 cm
(153x300 cm)

64"



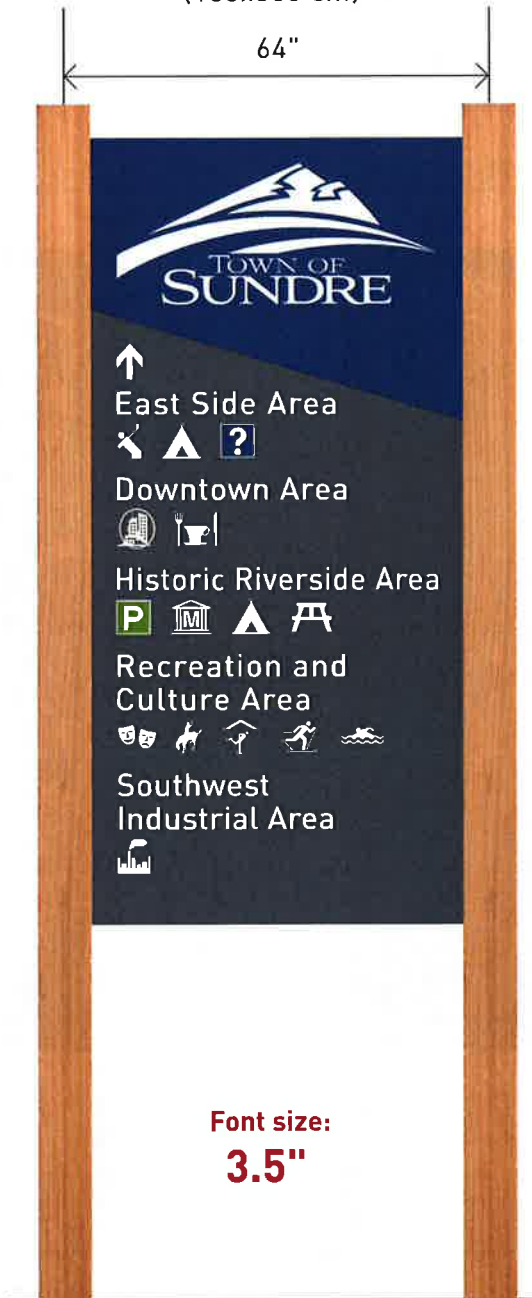
Font size:
3.5"

PANTONE 661 C (blue)
PANTONE 432 C (grey)

Sign 2H-19

145x300 cm
(153x300 cm)

64"



Font size:
3.5"

PANTONE 661 C (blue)
PANTONE 432 C (grey)



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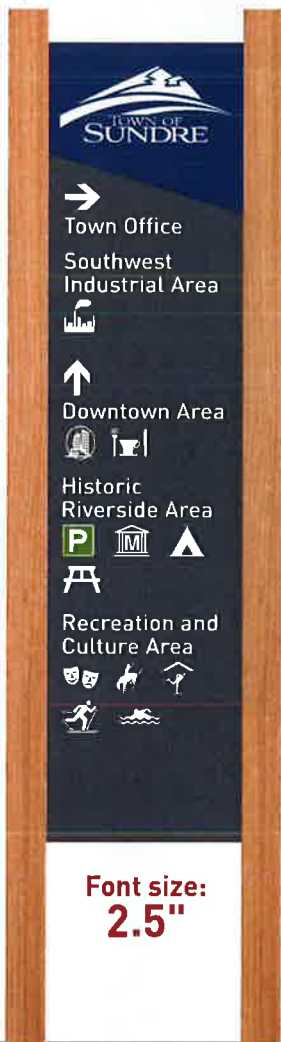
1121-50015944 Town of Sundre

Font: DINOT-Medium

Pantone: 661C
432C
1585C
369C

Sign 1N-19
75x305 cm
(83x305 cm)

35.5"



Font size:
2.5"

PANTONE 661 C (blue)
PANTONE 432 C (grey)

Sign 2N-19
75x305 cm
(83x305 cm)

35.5"

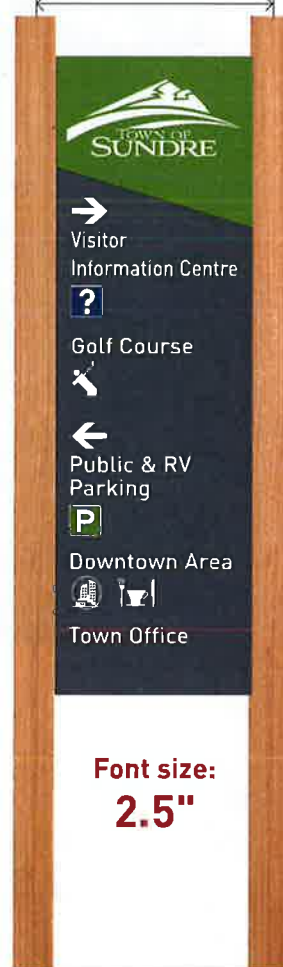


Font size:
2.5"

PANTONE 661 C (blue)
PANTONE 432 C (grey)

Sign 3N-19
75x244 cm
(83x244 cm)

35.5"



Font size:
2.5"

PANTONE 369 C (green)
PANTONE 432 C (grey)



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PROOF

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Provide a new layout with changes shown. ☐

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1121-50015944 Town of Sundre

Font: DINOT-Medium

Pantone: 661C
432C
1585C
369C

Sign 4N-19

100x244 cm
(108x244 cm)



PANTONE 661 C (blue)
PANTONE 432 C (grey)

Sign 5N-19

75x244 cm
(83x244 cm)



PANTONE 369 C (green)
PANTONE 432 C (grey)

Sign 6N-19

75x305 cm
(83x30)



PANTONE 661 C (blue)
PANTONE 432 C (grey)



atstraffic.ca
800.661.7346

PROOF

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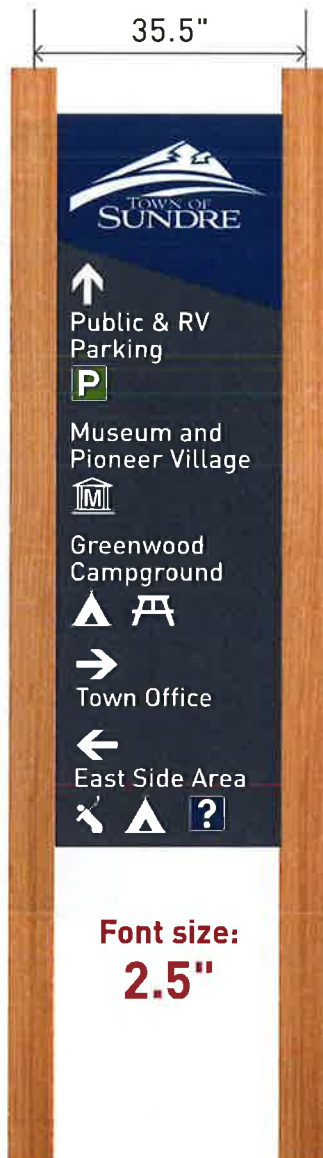
1121-50015944 Town of Sundre

Font: DINOT-Medium

Pantone: 661C
432C
1585C
369C

Sign 8N-19

75x244 cm
(83x244 cm)

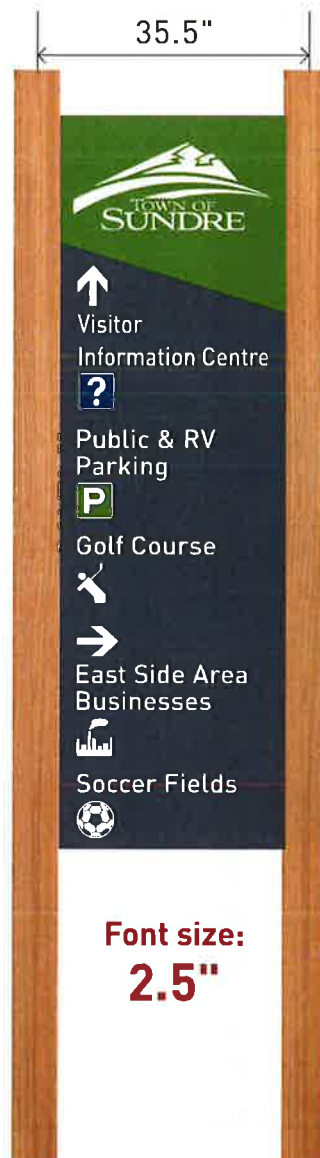


Font size:
2.5"

PANTONE 661 C (blue)
PANTONE 432 C (grey)

Sign 1S-19

75x244 cm
(83x244 cm)



Font size:
2.5"

PANTONE 369 C (green)
PANTONE 432 C (grey)



atstraffic.ca
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Please check (✓) the appropriate box, sign and return.

Layout approved as submitted ☐ ; with changes shown ☐ ;

Provide a new layout with changes shown. ☐

Signature: _____ Date: _____
email confirmations accepted

NOTE: Once artwork has been approved ATS will NOT be held responsible for any errors or omissions.

1121-50015944 Town of Sundre

Font: DINOT-Medium

Pantone: 661C

432C

1585C

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Sign 2S-19

75x244 cm
(83x244 cm)



Font size:
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PANTONE 661 C (blue)
PANTONE 432 C (grey)

Sign 3S-19

75x244 cm
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PANTONE 369 C (green)
PANTONE 432 C (grey)

Sign 4S-19

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PANTONE 661 C (blue)
PANTONE 432 C (grey)



atstraffic.ca
800.661.7346

PROOF

May 28, 2019	Original	E.C.
June 18, 2019	Rev. 1	E.C.
June 26, 2019	Rev. 2	E.C.
July 4, 2019	Rev. 3	E.C.

Original Artwork and One Revision is included with the original quoted price.
Subsequent revisions will be subject to additional charges.

Please check (✓) the appropriate box, sign and return.

Layout approved as submitted ☐; with changes shown ☐;

Provide a new layout with changes shown. ☐

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1121-50015944 Town of Sundre

Font: DINOT-Medium

Pantone: 661C
432C
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Sign 1T-19

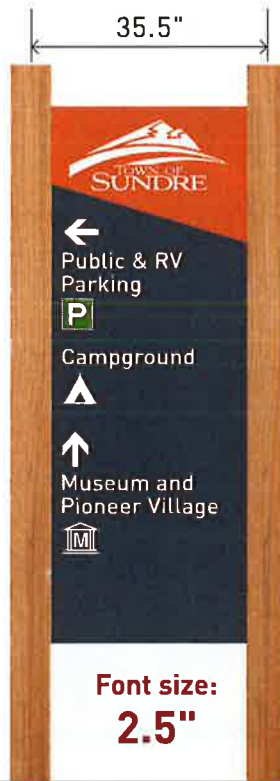
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Sign 2T-19

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PANTONE 661 C (blue)
PANTONE 432 C (grey)

Sign 3T-19

75x205 cm
(83x205 cm)



PANTONE 661 C (blue)
PANTONE 432 C (grey)



atstraffic.ca
800.661.7346

PROOF

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1121-50015944 Town of Sundre

Font: DINOT-Medium

Pantone: 661C
432C
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Sign 4T-19

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(83x205 cm)



Font size:
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PANTONE 661 C (blue)
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Sign 3A-19

80x20 cm



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Sign 2A-19

80x20 cm



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55x50 cm
Decal



PANTONE 369 C (green)
PANTONE 432 C (grey)

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Decal

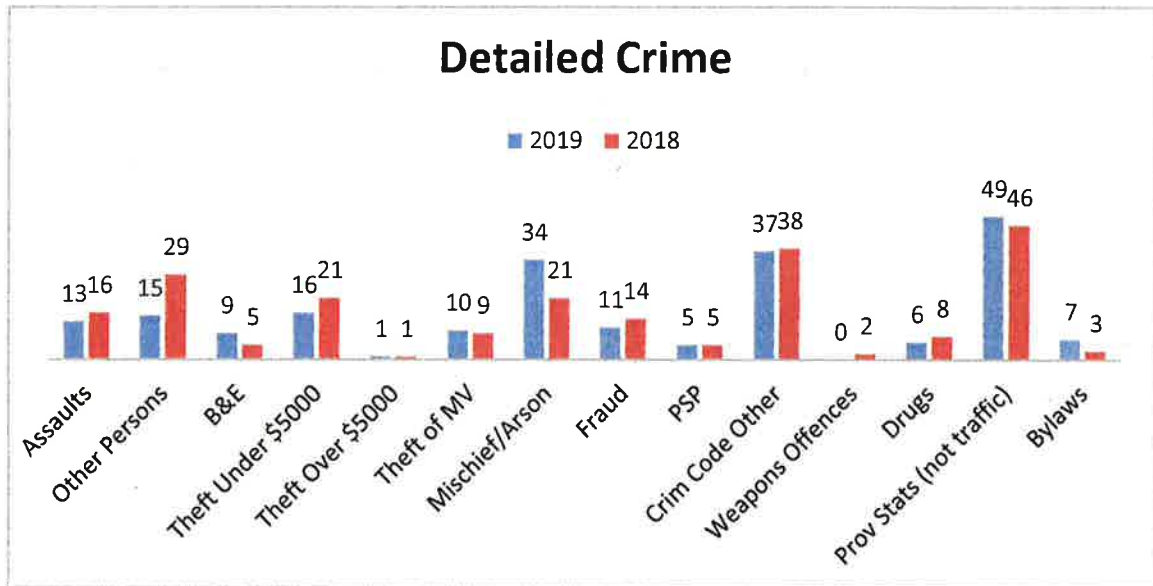


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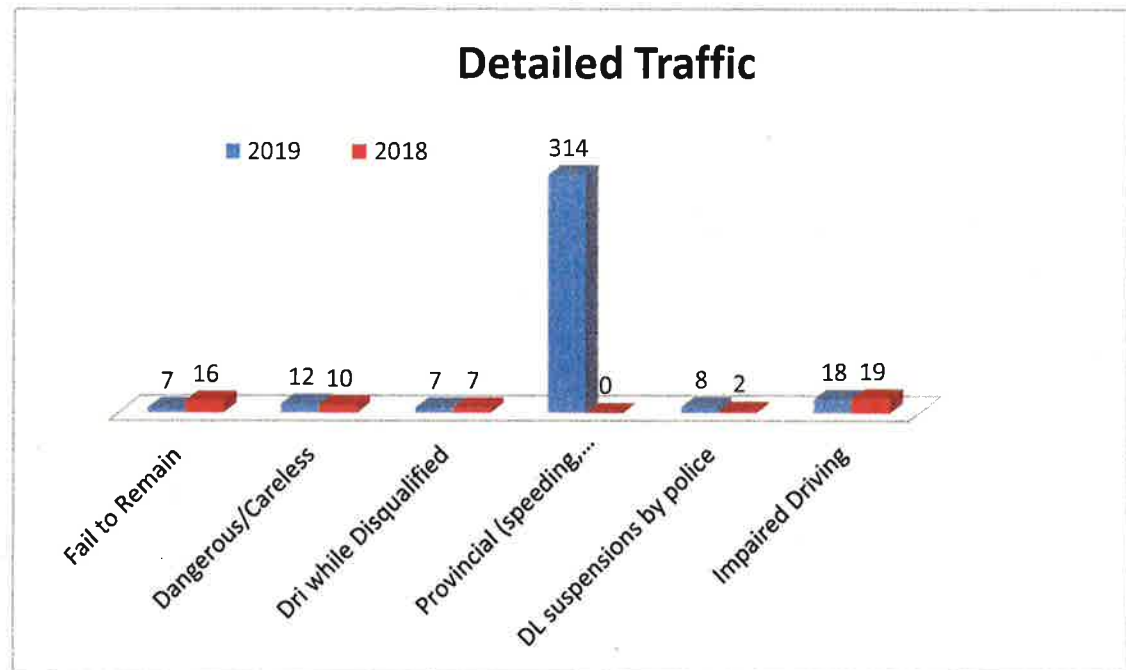
PANTONE 369 C (green)
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Sundre Det. – 2nd Quarter 2019 Stats (Jan – Jun) for Town

Detailed Crime	2019	2018
Assaults	13	16
Other Persons	15	29
B&E	9	5
Theft Under \$5000	16	21
Theft Over \$5000	1	1
Theft of MV	10	9
Mischief/Arson	34	21
Fraud	11	14
PSP	5	5
Crim Code Other	37	38
Weapons Offences	0	2
Drugs	6	8
Prov Stats (not traffic)	49	46
Bylaws	7	3

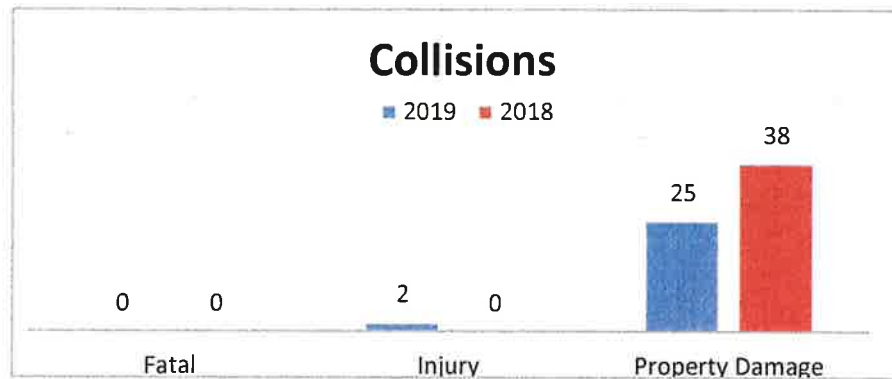


Detailed Traffic	2019	2018
Fail to Remain	7	16
Dangerous/Careless	12	10
Dri while Disqualified	7	7
Provincial (speeding, insurance, seatbelts, etc)	314	n/a
DL suspensions by police	8	2
Impaired Driving	18	19

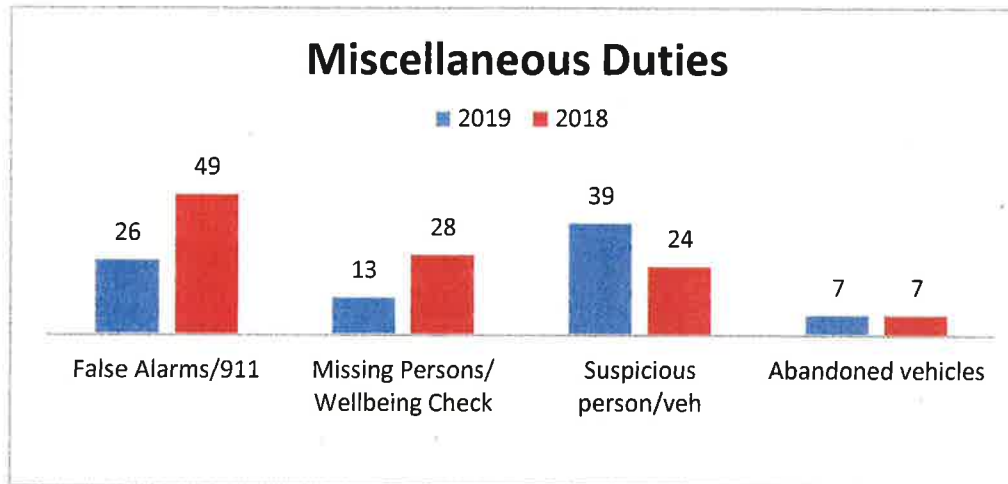


Sundre Det. – 2nd Quarter 2019 Stats (Jan – Jun) for Town

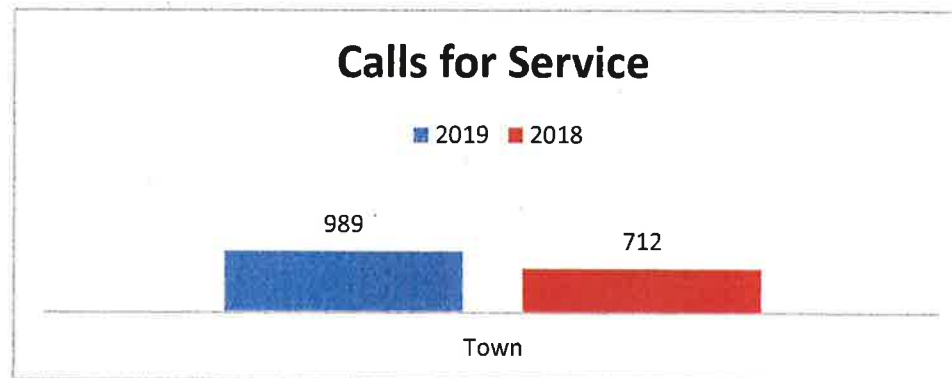
Collisions	2019	2018
Fatal	0	0
Injury	2	0
Property Damage	25	38



Miscellaneous Duties	2019	2018
False Alarms/911	26	49
Missing Persons/ Wellbeing Check	13	28
Suspicious person/veh	39	24
Abandoned vehicles	7	7



Total Calls for Service	2019	2018
Town	989	712





DEPARTMENTAL REPORT

DEPARTMENT	Fire
SUBMITTED BY	Marty / Patty
DATE	July 18, 2019
FOR MONTH OF	June

TOPIC #1	Fire Pro Software
ISSUES:	No access to Fire Pro since June 15, unable to enter any data or print statistics reports. Waiting on Town Administration to complete the purchase and install of Fire Pro.



DEPARTMENTAL REPORT

DEPARTMENT	Chief Administrative Officer / Legislative Services
SUBMITTED BY	Linda Nelson & Luana Smith
DATE	August 29, 2019
FOR MONTH OF	July

TOPIC #1	Council Expense Reports
ISSUES:	Not all Council Members Submit Reports
RESOLUTIONS/SUCCESES:	Council expenses are recorded after expense sheet(s) have been signed off and entered into the attached document noted as Schedule "A" to the CAO Monthly Report.
TOPIC #2	Council Resolution Motion Log
ISSUES:	None
RESOLUTIONS/SUCCESES:	As there were no meetings in July and August a Motion Log will not be provided until the October meeting.
TOPIC # 3:	Correspondence
ISSUES:	None
RESOLUTIONS/SUCCESES:	Correspondence sent out by either a member of Council or the CAO is provided for Council's review and information.

LIST & PROVIDE ATTACHMENTS:

(TOPIC/PROJECT DOCUMENTS/REPORTS/GRAPHS/ CORRESPONDENCE)

Attachment #1	Council To-Date Expense Reports
Attachment #2	Correspondence sent/received in July 2019

SCHEDULE A

Mayor Terry Leslie

\$ 15,000.00

Date	Description	Expense	Cost	Balance
2019-01-17	Red Deer River Municipal Users Group AGM	Per Diem	\$ 175.00	\$ 14,825.00
		Mileage	\$ 178.10	\$ 14,646.90
2019-01-24	Meeting with Regional Council Members	Per Diem	\$ 90.00	\$ 14,556.90
		Mileage	\$ 57.62	\$ 14,499.28
2019-01-25	CPPA Conference (Red Deer)	Registration	\$ 500.00	\$ 13,999.28
2019-02-04	ICC Meeting & MVSH Meeting	Per Diem	\$ 175.00	\$ 13,824.28
2019-02-04	MVSH Meeting with Deputy Minister (Olds)	Mileage	\$ 36.67	\$ 13,787.61
2019-02-06	Emerging Trends Seminar Brownlee(Calgary)	Mileage	\$ 90.00	\$ 13,697.61
2019-02-07	Emerging Trends Seminar Brownlee(Calgary)	Per Diem	\$ 175.00	\$ 13,522.61
		Mileage	\$ 138.29	\$ 13,384.32
2019-03-01	M.A.P. Meeting (Mtn View County)	Per Diem	\$ 90.00	\$ 13,294.32
		Mileage	\$ 51.92	\$ 13,242.40
2019-03-21	Red Deer River Municipal Users Group Meeting	Per Diem	\$ 175.00	\$ 13,067.40
	Red Deer River Municipal Users Group Meeting	Mileage	\$ 90.00	\$ 12,977.40
	Red Deer River Municipal Users Group Meeting	Mileage	\$ 181.24	\$ 12,796.16
2019-03-25	Elected Official Education Course @ AUMA	Accommodation	\$ 152.32	\$ 12,643.84
	Elected Official Education Course @ AUMA	Registration	\$ 357.00	\$ 12,286.84
	Elected Official Education Course @ AUMA	Mileage	\$ 131.48	\$ 12,155.36
2019-03-26	Elected Official Education Course @ AUMA	Per Diem	\$ 175.00	\$ 11,980.36
2019-03-27	AUMA Leadership Caucus (Edmonton)	Registration	\$ 173.25	\$ 11,807.11
	AUMA Leadership Caucus (Edmonton)	Accommodation	\$ 489.45	\$ 11,317.66
	AUMA Leadership Caucus (Edmonton)	Per Diem	\$ 175.00	\$ 11,142.66
	AUMA Leadership Caucus (Edmonton)	Meal	\$ 45.87	\$ 11,096.79
2019-03-28	AUMA Leadership Caucus (Edmonton)	Per Diem	\$ 175.00	\$ 10,921.79
	AUMA Leadership Caucus (Edmonton)	Mileage	\$ 24.46	\$ 10,897.33
	AUMA Leadership Caucus (Edmonton)	Meal	\$ 35.25	\$ 10,862.08
	AUMA Leadership Caucus (Edmonton)	Parking	\$ 60.96	\$ 10,801.12
2019-04-04	MVSH Gala	Per Diem	\$ 90.00	\$ 10,711.12
	MVSH Gala	Mileage	\$ 44.08	\$ 10,667.04
2019-04-06	Council Spring Workshop (Service Levels)	Per Diem	\$ 175.00	\$ 10,492.04
2019-04-09	Central AB Mayor's Prayer Breakfast (Red Deer)	Registration	\$ 35.00	\$ 10,457.04
	Central AB Mayor's Prayer Breakfast (Red Deer)	Per Diem	\$ 90.00	\$ 10,367.04
	Central AB Mayor's Prayer Breakfast (Red Deer)	Mileage	\$ 106.06	\$ 10,260.98
2019-04-10	Central AB Mayor's & Reeves Meeting @ RDC	Per Diem	\$ 90.00	\$ 10,170.98
	Central AB Mayor's & Reeves Meeting @ RDC	Mileage	\$ 109.37	\$ 10,061.61

<i>Mayor Leslie Continued</i>		Expense	Cost	Balance
2019-04-17	Regina SK Wastewater Treatment Investigation	Per Diem	\$ 175.00	\$ 9,886.61
	Regina SK Wastewater Treatment Investigation	Mileage	\$ 509.30	\$ 9,377.31
	Regina SK Wastewater Treatment Investigation	Accommodation	\$ 129.92	\$ 9,247.39
2019-04-18	Return to Sundre from SK (9:00 p.m.)	Per Diem	\$ 175.00	\$ 9,072.39
2019-04-29	CPPA Conference (Red Deer)	Accommodation	\$ 316.12	\$ 8,756.27
2019-04-29	CPPA Conference (Red Deer)	Per Diem	\$ 175.00	\$ 8,581.27
	CPPA Conference (Red Deer)	Meal	\$ 18.25	\$ 8,563.02
2019-04-29	CPPA Conference (Red Deer)	Per Diem	\$ 175.00	\$ 8,388.02
2019-05-01	CPPA Conference (Red Deer)	Per Diem	\$ 175.00	\$ 8,213.02
	CPPA Conference (April 29 to & May 1 Return	Mileage	\$116.00	\$ 8,097.02
2019-05-16	Red Deer River Municipal Users Group	Per Diem	\$ 175.00	\$ 7,922.02
	Red Deer River Municipal Users Group	Mileage	\$ 121.52	\$ 7,800.50
2019-05-22	Central AB Mayors & Reeves Meeting	Per Diem	\$ 90.00	\$ 7,710.50
	Central AB Mayors & Reeves Meeting	Mileage	\$ 106.06	\$ 7,604.44
2019-05-23	ICC Meeting	Per Diem	\$ 90.00	\$ 7,514.44
2019-05-29	Smart Cities Network round Table (Olds)	Per Diem	\$ 175.00	\$ 7,339.44
	Smart Cities Network round Table (Olds)	Mileage	\$ 45.30	\$ 7,294.14
03-Jun-19	Meeting with Jason Nixon, MLA (Edmonton)	Per Diem	\$ 175.00	\$ 7,119.14
	Meeting with Jason Nixon, MLA (Edmonton)	Mileage	\$ 276.19	\$ 6,842.95
2019-06-11	Lobby Government Effective Seminar (Olds)	Per Diem	\$175.00	\$ 6,667.95
	Lobby Government Effective Seminar (Olds)	Mileage	\$22.10	\$ 6,645.85
2019-06-11	Summer Leadership Conference Ponoka AB	Accommodation	\$ 131.26	\$ 6,514.59
	Summer Leadership Conference Ponoka AB	Mileage	\$ 146.93	\$ 6,367.66
	Summer Leadership Conference Ponoka AB	Per Diem	\$ 175.00	\$ 6,192.66
2019-06-11	Summer Leadership Conference Ponoka AB	Meal	\$ 27.46	\$ 6,165.20
2019-06-12	Summer Leadership Conference Ponoka AB	Registration	\$ 100.00	\$ 6,065.20
	Summer Leadership Conference Ponoka AB	Mileage		\$ 6,065.20
25-Jul-19	RDRMG & Watershed Alliance Meeting Red Deer AB	Per Diem	\$ 175.00	\$ 5,890.20
25-Jul-19	RDRMG & Watershed Alliance Meeting Red Deer AB	Mileage	\$ 116.00	\$ 5,774.20
10-Aug-19	Health Minsiter Meeting Calgary	Per Diem	\$ 175.00	\$ 5,599.20
	Health Minsiter Meeting Calgary	Mileage	\$ 138.65	\$ 5,460.55
	Health Minsiter Meeting Calgary	Parking	\$ 12.50	\$ 5,448.05
			\$ 9,551.95	\$ 5,448.05
			Spent	Remaining

Councillor Todd Dalke

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2019-03-28	AUMA Leadership Caucus	Registration	\$ 173.25	\$ 5,826.75
	AUMA Leadership Caucus	Accommodation	\$ 443.46	\$ 5,383.29
	AUMA Leadership Caucus	Mileage	\$ 21.60	\$ 5,361.69
2019-03-28	AUMA Leadership Caucus	Mileage	\$ 24.46	\$ 5,337.23
	AUMA Leadership Caucus	Meal	\$35.25	\$ 5,301.98
	AUMA Leadership Caucus	Parking	\$60.96	\$ 5,241.02
2019-06-11	Lobby Government Effective Seminar (Olds)			\$ 5,241.02
2019-07-25	AUMA Convention	Registration	\$ 575.00	\$ 4,666.02
			\$ 1,333.98	\$ 4,666.02
			Spent	Remaining

Councillor Cheri Funke

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2019-01-24	Meeting with Regional Council Members	Mileage	\$ 52.97	\$ 5,947.03
2019-01-25	CPPA Fonerence (Red Deer)	Registration	\$ 500.00	\$ 5,447.03
2019-02-04	ICC Meeting	Per Diem	\$ 90.00	\$ 5,357.03
2019-03-09	Budget Workshop	Per Diem	\$ 112.50	\$ 5,244.53
2019-03-12	Federal Infrastructure Announcement	Per Diem	\$ 45.00	\$ 5,199.53
	Federal Infrastructure Announcement	Mileage	\$ 90.00	\$ 5,109.53
2019-03-22	Red Deer River Watershed Spring Forum	Per Diem	\$ 67.50	\$ 5,042.03
	Red Deer River Watershed Spring Forum	Mileage	\$ 60.32	\$ 4,981.71
	Red Deer River Watershed Spring Forum	Travel Expense	\$ 45.00	\$ 4,936.71
2019-04-06	Spring Budget Workshop	Per Diem	\$ 157.50	\$ 4,806.79
2019-04-17	Regina SK Wastewater Treatment Investigation	Accommodation	\$ 129.92	\$ 4,676.87
2019-04-17	Travel Time Sundre to Regina	Per Diem	\$ 175.00	\$ 4,501.87
2019-04-17	Meeting with Living Sky Water Soltuion	Per Diem	\$ 67.50	\$ 4,434.37
2019-04-18	Tour of Wastewater Treatment Plant	Per Diem	\$ 67.50	\$ 4,366.87
2019-04-18	Travel Time from Regina SK to Sundre	Per Diem	\$ 175.00	\$ 4,191.87
	Breakfast @ Tim Hortons Emeral Park SK.	Meal	\$ 3.53	\$ 4,188.34
	Lunch in Swift Current McDonalds	Meal	\$ 10.59	\$ 4,177.75
2019-04-29	Travel Time to CPAA Conference in Red Deer	Per Diem	\$ 22.50	\$ 4,155.25
	CPPA Conference Red Deer	Per Diem	\$ 175.00	\$ 3,980.25
	CPPA Conference Red Deer	Meal	\$ 24.06	\$ 3,956.19
2019-04-30	CPPA Conference Red Deer	Per Diem	\$ 175.00	\$ 3,805.25
2019-05-01	CPPA Conference Red Deer	Per Diem	\$ 67.50	\$ 3,737.75
	CPPA Conference Red Deer	Accommodation	\$ 316.12	\$ 3,421.63
	Travel Time from Red Deer to Sundre	Per Diem	\$ 22.50	\$ 3,399.13
2019-05-16	Tour of Red Deer Wastewater Treatment Plant	Per Diem	\$ 45.00	\$ 3,354.13
	Travel time to Red Deer for Tour	Per Diem	\$ 45.00	\$ 3,309.13
23-May-19	ICC Meeting	Per Diem	\$ 67.50	\$ 3,241.63
	Pre-ICC Meeting	Per Diem	\$ 67.50	\$ 3,174.13
2019-07-15	Registration for AUMA Convention	Registration	\$ 575.00	\$ 2,599.13
2019-06-24	RDRWA AGM at Olds College	Per Diem	\$ 90.00	\$ 2,509.13
	Travel to RDRWA AGM	Per Diem	\$ 22.50	\$ 2,486.63
2019-07-18	RDRWA Board Meeting in Red Deer	Per Diem	\$ 78.75	\$ 2,407.88
	Travel to RDRWA Board Meeting	Per Diem	\$ 45.00	\$ 2,362.88
			\$ 3,688.76	\$ 2,311.24
			Spent	Remaining

Councillor Paul Isaac

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2019-01-24	Meeting with Regional Council Members	Per Diem	\$ 90.00	\$ 5,910.00
	Meeting with Regional Council Members	Mileage	\$ 66.29	\$ 5,843.71
2019-03-14	Budget Meeting	Per Diem	\$ 112.50	\$ 5,731.21
2019-04-06	Spring Workshop (Service Levels)	Per Diem	\$ 175.00	\$ 5,556.21
2019-07-15	Registration for AUMA Convention	Registration	\$ 575.00	\$ 4,981.21
2019-07-15	Registration for ARPA	Registration	\$ 695.00	\$ 4,286.21
			\$ 1,713.79	\$ 4,286.21
			Spent	Remaining

Councillor Charlene Preston

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2019-03-09	Budget Workshop	Per Diem	\$ 112.50	\$ 5,887.50
2019-04-06	Spring Workshop (Levels of Service)	Per Diem	\$ 75.00	
2019-07-15	Registration for AUMA Convention	Registration	\$ 575.00	
			\$ 762.50	\$ 5,237.50
			Spent	Remaining

Councillor Richard Warnock

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2019-01-24	Meeting with Regional Council Members	Per Diem	\$ 90.00	\$ 5,910.00
2019-03-14	Budget Meeting	Per Diem	\$ 112.50	\$ 5,797.50
2019-04-04	Spring Workshop (Service Levels)	Per Diem	\$ 175.00	\$ 5,622.50
2019-04-04	Mountain View Seniors' Housing Gala	Mileage	\$ 44.08	\$ 5,578.42
22-May-19	Central AB Mayor's Meeting (Red Deer)	Mileage	\$ 106.06	\$ 5,472.36
2019-05-22	Central AB Mayor's Meeting (Red Deer)	Per Diem	\$ 90.00	\$ 5,382.36
2019-05-23	ICC Pre-Meeting and Meeting (3 hrs)	Per Diem	\$ 175.00	\$ 5,207.36
2019-06-11	Lobby Government Effective Seminar (Olds)	Per Diem	\$ 175.00	\$ 5,032.36
	Lobby Government Effective Seminar (Olds)	Mileage	\$ 41.98	\$ 4,990.38
2019-06-13	Chamber Meeting	Per Diem	\$ 45.00	\$ 4,945.38
2019-06-18	Museum Meeting	Per Diem	\$ 45.00	\$ 4,900.38
2019-07-15	Registration for AUMA Convention	Registration	\$ 575.00	\$ 4,325.38
			\$ 1,674.62	\$ 4,325.38
			Spent	Remaining

Councillor Robert Wolfe

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2019-01-24	Meeting with Regional Council Members	Per Diem	\$ 56.90	\$ 5,943.10
2019-03-14	Budget Meeting	Per Diem	\$ 112.50	\$ 5,830.60
2019-04-04	Spring Workshop (Service Levels)	Per Diem	\$ 175.00	\$ 5,655.60
				\$ 5,655.60
				\$ 5,655.60
				\$ 5,655.60
				\$ 5,655.60
				\$ 5,655.60
			\$ 344.40	\$ 5,655.60
			Spent	Remaining



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

July 10, 2019

Honourable Jason Nixon
Constituency Office
Box 1547
Bay 4, 117 Centre Street South
Sundre, AB
Canada T0M 1X0

Honourable Jason Nixon
Legislature Office
208 Legislature Building
10800 - 97 Avenue NW
Edmonton, AB
Canada T5K 2B6

Dear Minister Nixon:

Thank you for your quick response and action related to the Town's request for an opportunity to meet with relevant staff regarding a new innovative technology for treating raw sewage/wastewater.

The conference call with Assistant Deputy Minister Conrad was greatly appreciated and very constructive; Mr. Conrad is truly a tribute to your team! On Friday July 5, we met with Lyndon Gyurek and Bijan Aidun from Alberta Environment and Parks, as well as Barry Pape from Alberta Transportation. We would like to express gratitude and appreciation for the knowledge, professionalism and open mindedness displayed by these members of your team. We left the meeting feeling truly supported and optimistic.

As with any new technology, we recognize that the proposal must pass through a review and evaluation process prior to being approved for use in the Province of Alberta. We recognize that this is required to ensure public safety, to determine how well the process works, and what the overall value is to Albertans. As I am sure you are aware, the technology around wastewater is complex, and there is only so much information that can be provided through conversations and meetings. Living Sky Solutions is the owner of this science, and they have graciously extended an invitation to provide a more comprehensive understanding of the process through a facilitated tour of the facility. The tour would be technical in nature, and will inform the development of the pilot program for testing applicability for Sundre. We feel it would be greatly beneficial if the technical staff members we met with on July 5th could be involved in the tour to gain a better understanding of the benefits and advantages to Alberta. If your busy schedule allows, we would consider it a privilege if you were also available to participate.

Please let me know if this is an opportunity that you see benefit in. The facility that is currently in operation is located in White City, just outside of Regina, Saskatchewan. The tour would likely take about an hour to two hours, and could be accommodated over one day. We are very aware of your time commitments, so we will not be disappointed if you are unable to attend, however, due to the critical nature of this matter, we would respectfully ask that you consider sending your technical staff on the tour.

Once again, thank you for the quick and effective action taken on your behalf on this matter, I look forward to your response regarding the tour of the White City facility, and to further actions on this matter.

Yours truly,

A handwritten signature in dark ink, appearing to read "Linda Nelson", with a stylized, cursive script.

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

Cc: Lyndon Gyurek, Director, Drinking Water and Wastewater/Stormwater
Provincial Programs | Operations Division, Alberta Environment and Parks

Bijan Aidun, Municipal Wastewater Specialist
Alberta Environment and Parks

July 31, 2019

Sundre Municipal Library Board
Box 539
#2, 96 – 2 Avenue NW
Sundre, AB T0M 1X0

RE: Letter of Support Smart and Caring Community Grant Fund

Dear RDDCF Grants Selection Committee

On behalf of the Town of Sundre Council and Administration I am pleased to write a letter of support for the Sundre Municipal Library Board for their application for the Red Deer and District Community Foundation grant program.

The Sundre Municipal Library's Mission statement: *"To contribute to the social, recreational and educational development of the community by providing access to technology, material, information and related services"* aligns with the Town of Sundre's Strategic Priorities relating to Community Well-being and Service Delivery.

The Sundre Municipal Library Board and staff are dedicated to meeting the needs of all segments of our community. They are not just books; they provide a variety of programs and events and are a very important part of the Town of Sundre and surrounding community.

Yours truly,



Mayor Terry Leslie

/file



DEPARTMENTAL REPORT

DEPARTMENT		Corporate Services
SUBMITTED BY		Chris Albert, Director of Corporate
DATE		August 9, 2019
FOR MONTH OF		July
TOPIC #1 Staffing	Grants / Finance Coordinator (Part-Time): advertisements were put in the local paper and on Town websites towards the end of January and postings are remaining open until a suitable candidate is found. This will be a multi-disciplinary position, so it is important to find a candidate with the right skillset. Interviews were conducted with some highly promising candidates in July.	
ISSUES:	This will be a multi-disciplinary position, so it is important to find a candidate with the right skill-set.	
RESOLUTIONS/SUCCESES:	A local resident with accounting experience, good analytical and research skills, a love of the community and a strong work ethic was ultimately selected and will join our team on Sept 3/19.	
TOPIC #2 EMS use of Firehall	A 3-Year contract extension was negotiated with Alberta Health Services for the continued use of space by EMS in the Firehall.	
ISSUES:	None	
RESOLUTIONS/SUCCESES:	None	
TOPIC # 3: Debenture Borrowings	An application for borrowing in the amount of \$1,307,200 was submitted to Alberta Capital Finance Authority to fund a portion of the Main Ave Upgrade (Phase 2) project. Funds will be received on or about Sept 15/19	
ISSUES:	None	
RESOLUTIONS/SUCCESES:	None	
TOPIC # 4: 2019 Tax Sale	As at the end of July 2019 there were still 4 properties subject to the regulations. On July 31, 2019 information was submitted to the Alberta Gazette for advertising the details of the tax sale and the properties. The next step would be follow-up notifications to the property owners and any interested parties listed on title.	
ISSUES:	None	
RESOLUTIONS/SUCCESES:	Conversations are ongoing with property owners in order to settle accounts. There were 5 properties at the end of March, and 4 at the end of April.	

TOPIC # 5 Discussions with the Sundre Aquaplex	Information was received from the Aquaplex in regard to Administration's follow-up questions and it is being reviewed for incorporation into future discussions. No additional meetings were held during July due to summer activities, although phone contact did continue, and it was agreed for in-person meetings are not resumed until September.
ISSUES:	None
RESOLUTIONS/SUCCESES:	Work in progress
TOPIC # 6 Level of Service documentation	As a part on the continuing budget process and improving the process, departments have documented the levels of service they provide, and the costs associated with those services. A Public Open House was held on July 29/19 and Administration was encouraged by the response.
ISSUES:	None
RESOLUTIONS/SUCCESES:	Work in progress
TOPIC # 7 Professional Development	No professional development opportunities were undertaken in July.
ISSUES:	None
RESOLUTIONS/SUCCESES:	Professional Development is on-going
TOPIC # 8 Information Technology	<p>Work is continuing to integrate and begin using two new software solutions. FirePro will be used by the fire department to manage and track statistics and call information. Munisight is a multi-layered mapping system that will allow for the management of development, GIS, tax and utility information.</p> <p>There are daily minor issues related to technology support, including loss of connectivity, e-mail problems, server access, password changes and software updates. There are also some on-going major issues as listed below.</p> <p>Anticipated changes in staff will allow an opportunity to re-configure some systems based on new uses and to re-allocate resources.</p>
ISSUES:	<ul style="list-style-type: none"> • Older software versioning • Older operating systems • Inconsistencies with individual computer setups and locations of user files creating issues for staff.
RESOLUTIONS/SUCCESES:	Ongoing diagnostics and testing



DEPARTMENTAL REPORT

DEPARTMENT	Planning and Development
SUBMITTED BY	Mike Marko, Director of Planning and Economic Development
DATE	August 1, 2019
FOR MONTH OF	July 2019

TOPIC #1	Development and Building Permits (July)
ISSUES:	<ul style="list-style-type: none"> • Development Permits – 4 • Building Permits – 0 • Electrical/Gas/Plumbing Permits – 8
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Development permits included: <ul style="list-style-type: none"> ○ 1-home occupation ○ 1-mobile home addition ○ 1-front and rear decks ○ 1-greenhouse with encroachment agreement
TOPIC #2	Real Property Reports (RPRs)
ISSUES:	<ul style="list-style-type: none"> • 4 Real Property Reports received and processed for compliance
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • RPRs requested to facilitate the sale of property
TOPIC # 3:	Subdivision
ISSUES:	<ul style="list-style-type: none"> • Bertram subdivision application (116 3rd St SW) approval <ul style="list-style-type: none"> ○ Subdivision endorsed for registration of plan at Land Titles Office • Golf Course subdivision (boundary adjustment) <ul style="list-style-type: none"> ○ Subdivision endorsed for registration of plan at Land Titles Office
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> • Bertram subdivision – land subdivision and land consolidation with adjacent lands completed to facilitate mixed-use development (residential and commercial) on the consolidated parcel • Golf Course subdivision –reconfiguration of golf course parcel and adjacent lands completed for future development

TOPIC # 4:	Intermunicipal Development Plan (IDP)
ISSUES:	<ul style="list-style-type: none"> Awaiting rescheduling of ICC meeting/workshop to proceed with list of items for discussion on an updated IDP
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Administration has reviewed the existing IDP and has forwarded to MVC the list of items identified in the current IDP that should be retained in any future update
TOPIC # 5:	Land Use Bylaw Amendment
ISSUES:	<ul style="list-style-type: none"> Work underway on a “housekeeping review” of the existing LUB for future updates and creation of new land use district to address unique development opportunities to be presented to Council in the Fall (September) of 2019
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> The review will identify any errors and gaps in the LUB and recommend improvements that will encourage and support positive growth and effective land use management for the Town
TOPIC # 6:	Administrative
ISSUES:	<ul style="list-style-type: none"> Filing Projects – ongoing Succession Planning – staff recruitment
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> Improved departmental efficiencies, knowledge and team building Improves overall departmental performance, transparency and stakeholder engagement Succession planning underway to building capacity within the department

LIST & PROVIDE ATTACHMENTS:

(TOPIC/PROJECT DOCUMENTS/REPORTS/GRAPHS/ CORRESPONDENCE)

Attachments	None
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DEPARTMENTAL REPORT

DEPARTMENT	Operations
SUBMITTED BY	Jim Hall
DATE	Sept 4, 2019
FOR MONTH OF	July 2019

TOPIC #1	Water/Wastewater Lagoon Critical Upgrades
Progress	This project has completed the site visit with engineering, contractor and ops staff. Revisions for improvements and reductions in project costs forthcoming
Next steps	Awaiting engineering final report with scope revisions and costs.
TOPIC #2	Main Ave Phase 1
Progress	Contractor UG is on site stripping and grading preparing for water main installations and required approvals
Next Steps	Awaiting TransCanada crossing agreements, AT roadside approvals for storm work and AEPf or outfall work into Prairie creek
TOPIC # 3:	Bear berry creek riparian
Progress	Plant works have established and are reported to be at the 80 % survival average however 2 sections are below and will require some soil work and willow planting this fall 2019
Next Steps	With some plant enhancements the post study the project should meet the DFO requirements.
TOPIC # 4:	Water leak detection program
Progress	The town water mains excluding HWY 27 and tributaries have been correlated and there only 2 areas of leak rates detected these will be examined further with excavation and repairs if required. This is scheduled for Sept 2019
Next Steps	The HWY 27 section will be studied next to ascertain any concerns with leaks prior to AT planning of overlay



DEPARTMENTAL REPORT

DEPARTMENT	Community Service
SUBMITTED BY	Sue Nelson
DATE	August 15th
FOR MONTH OF	July

TOPIC #1	Parks
ISSUES: Gazebo Landscaping	With June and half of July being a rainy season, it was difficult to get the landscaping finished around the gazebo in Greenwood campground park.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> – Gazebo: – The weather finally smarted up and we were able to get the landscaping done and seeded around the Gazebo / park. – Canada Day: – Went off with a bang!! With help from the Calgary Cannoneers. There was a great turn out with around 2000 people coming out and enjoying the events. I would like to say Great job done by the museum staff, Community serves staff, summer students. And we also had exceptional volunteers that made the event run effortlessly. Thank you!! – Old Hotel Parking Lot: – Landscaping was completed with some help from the Operations department we removed the gravel, grass and weed. The trees were Planted and mulched. And the 10 new self-watering planters were placed. – All the Community Service staff were busy, working hard at making the town look great for (CIB) Communities in Bloom in August, mowing, weed whipping, weeding shrub beds and flower beds, watering flowers and new trees, Ect.... – The new Community service Shop fence was put in.
TOPIC #2	Arena
ISSUES: Brine leak	One of the staff had noticed that we lost all the brine in the tank. We checked the headers to see if we could find any leaks. We were unsuccessful at finding the leak.
RESOLUTIONS/SUCCESES:	Called Cimco and they came out and found a leak at the end of the headers. They repaired the leak and replaced the brine and we have been keeping an eye on it since to see if there are any more leaks. So far there has been no more leaks.

TOPIC # 3:	Community Service Centre
ISSUES:	<p>July was quite quiet month with our regular rentals, with only having basketball Sunday nights.</p> <p>We had 3 larger events this month:</p> <ul style="list-style-type: none"> • The Jamani Hands drumming was held, lasted 6 days from July 2nd to July 6th . It was well attended. • We also had a boys Basketball camp for 3 days July 22-24^t. • The Sundre fine art Expo on 27th and 28th . There was a number of Artists from all over Canada that came out and displayed their artwork and showed hands on their talent, with an art challenge. It was amazing to watch from start to the their finished master piece.
RESOLUTIONS/SUCCESES:	



DEPARTMENTAL REPORT

DEPARTMENT	Municipal Enforcement
SUBMITTED BY	Kevin
DATE	Aug, 2019
FOR MONTH OF	July 2019

TOPIC #1	Levels of Service
ISSUES:	None
RESOLUTIONS/SUCCESES:	Took part in the levels of service discussions and open house.
TOPIC #2	1 st Aid
ISSUES:	None
RESOLUTIONS/SUCCESES:	Completed the standard 1 st aid, CPR and AED training

DEPARTMENTAL REPORT

DEPARTMENT	Emergency Management
SUBMITTED BY	Kevin
DATE	Aug 6, 2019
FOR MONTH OF	July 2019

TOPIC #1	Severe Weather
ISSUES:	EM continues to monitor severe weather in the Sundre Area.
RESOLUTIONS/SUCCESES:	On-going monitoring
TOPIC #2	Flip Book Funding Options / Sponsorship
ISSUES:	Applications have been submitted to 2 local companies for possible sponsorship / funding for printing of the Flip Books.
RESOLUTIONS/SUCCESES:	Waiting for response
TOPIC # 3:	Emergency Go Kits
ISSUES:	None
RESOLUTIONS/SUCCESES:	Michelle continues to work on job description binders and collecting needed supplies for kits.



DEPARTMENTAL REPORT

DEPARTMENT	Economic Development and Communications
SUBMITTED BY	Jonathan Allan
DATE	August 19, 2019
FOR MONTH OF	July 2019

TOPIC #1	Community Development, Business Development and Vacancy Rates
ISSUES:	<ul style="list-style-type: none"> - The downtown vacancy rate in the C1 district remained at an estimated 10% by total square footage area, and estimated 12% by units vacant. - High commercial rents. - Foothills Lodge price is very high. Investors we had been working with for over 3 months also learned it will take about \$500,000 to renovate and repair which could potentially negate their interest.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> - Met again with property owner about potential to invest into multi-family housing. - Met again with potential Foothills Lodge investor. - Visited multiple businesses downtown and distributed trails maps.
TOPIC #2	Tourism Development and Advertising
ISSUES:	<ul style="list-style-type: none"> - N/A
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> - Advertising coordination still ongoing. - New ads developed with advertising company using footage from this year's photoshoot. - Corresponded several times with Bamboo Shoots about potential production of pilot for new reality TV documentary about wild horses in the Sundre area.
TOPIC # 3:	Broadband Fibre Optic Development
ISSUES:	<ul style="list-style-type: none"> - None
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> - Liaised further with CCI about permitting and plans. - Met with SLT members about moving forward with CCI.
TOPIC # 4:	Other Projects
ISSUES:	<ul style="list-style-type: none"> - Red Deer College contract meant to confirm courses to be offered in Sundre this Fall delayed by their program coordinator; resolution forthcoming.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> - Way-finding signage renderings and location installation plan submitted to Alberta Transportation. Application permit was received; coordination ongoing. Non-highway way-finding signage sites confirmed.

	<ul style="list-style-type: none"> - Trial parking lot mostly completed. Delays to installation of parking curb stops. Parking lot entry sign design completed. - Met with several local leaders and business owners to prepare a leadership team for the potential forthcoming Opportunity Development Cooperative; corresponded further with Alberta Communities and Cooperatives Association about this. - Met at Olds Institute to discuss edits to regional economic development LocalIntel 'Mountain View Corridor' website.
TOPIC # 5:	Committees, Meetings, Conferences and Professional Development
ISSUES:	<ul style="list-style-type: none"> - No DARC meeting.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> - Work and meetings held to prepare for the Communities in Bloom visit in August. - Met with Chamber of Commerce president to advise of long list of business support projects undertaken and available to local businesses. - Met with Element GP Cannabis company chief officers, who are developing 84,000 sq ft facility in Clearwater County, to discuss business diversification efforts they are pursuing that would benefit Sundre, workforce development, and the potential of making Sundre their publicly-promoted home community. - Presented to West Country Centre about Sundre, website, app and other things; loaned WCC banner stands. -
TOPIC # 6:	Communications
ISSUES:	<ul style="list-style-type: none"> - No known communications issues.
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> - Edited Notes from the Mayor's Desk letter as usual. - Issued email update. - Approx. 650 app downloads (total, to date). - Made updates to economic development website in coordination with LocalIntel.



DEPARTMENTAL REPORT

DEPARTMENT	Fire
SUBMITTED BY	Marty Butts / Patty LaPointe
DATE	August 19, 2019
FOR MONTH OF	July

TOPIC #1	Fire-Pro
ISSUES:	Fire Pro installed and running good. All incidents are current to date.
RESOLUTIONS/SUCCESES:	None
TOPIC #2	Boat Launch
ISSUES:	Shell donation forth coming for \$10,000 towards Boat Launch
RESOLUTIONS/SUCCESES:	On-going
TOPIC #3	Stats
ISSUES:	Jan 1 – July 31 - 152 calls
RESOLUTIONS/SUCCESES:	See attachments

LIST & PROVIDE ATTACHMENTS:

Attachment #1 Totals by Geographic Locations



Sundre Fire Department

Box 420, 112 - 1 St NW

FAX : 403-638-5034

Date
Aug 19 19

Totals by Geographic Location

From Jan 1 19 to Aug 19 19

Response Type		# of Incidents
Unclassified		
16	Mutual Aid Request	1
37	Medical Assist	1
Total For Unclassified:		2
Rural - Mountain View		
10	Fire	9
12	Rubbish or grass fire (no dollar loss)	5
14	Controlled Burn - Arrived On Scene	1
16	Mutual Aid Request	2
17	Fire Investigation	1
19	Outside Fire - Investigation	3
30	Rescue - miscellaneous	1
31	Motor Vehicle Collision	10
37	Medical Assist	23
39	Medical - Stood Down	1
43	Public Hazard - Electrical	1
53	Gas leak - response to carbon monoxide detector alarm	2
70	Alarm No Fire - accidental miscellaneous	7
Total For Rural - Mountain View:		66
Urban - Sundre		
10	Fire	1
17	Fire Investigation	1
23	Rupture - water pipes	1
31	Motor Vehicle Collision	2
36	Medical Assist - Echo	1
37	Medical Assist	38
39	Medical - Stood Down	3
40	Public Hazard - gasoline or fuel wash down	1
41	Public Hazard - gasoline or fuel spill (standby situation)	1
43	Public Hazard - Electrical	1
53	Gas leak - response to carbon monoxide detector alarm	1
59	Gas Leak - miscellaneous	1
69	Public Service - miscellaneous	1
70	Alarm No Fire - accidental miscellaneous	20

Sundre Fire Department

Totals by Geographic Location Continued From Jan 1 19 to Aug 19 19

Response Type	# of Incidents
<hr/>	
Total For Urban - Sundre:	73
Rural - Clearwater County	
10 Fire	2
19 Outside Fire - Investigation	1
31 Motor Vehicle Collision	3
37 Medical Assist	2
39 Medical - Stood Down	1
90 Incident Situation Unclassified	2
<hr/>	
Total For Rural - Clearwater County:	11
Unclassified	
37 Medical Assist	1
<hr/>	
Total For Unclassified:	1
<hr/>	
Total Number of Responses	153



REQUEST FOR DECISION

COUNCIL DATE	September 9, 2019
SUBJECT	Council Committee Reports
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.1

BACKGROUND/PROPOSAL

Councillor Cheri Funke has provided a report to Council for June, July and August 2019.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached report.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. – Sustainable Governance

- 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS

That Council accept the Council Committee Report for June, July and August 2019 from Councillor Cheri Funke.

MOTION

That the Town of Sundre Council accept the Council Committee Report for June, July and August 2019 from Councillor Cheri Funke, as information.

Date Reviewed: <u>September 6, 2019</u>	CAO: <u>Amie Nelson</u>
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Council Report June/July/August 2019

Councilor Cheri Funke

June 14 – Red Deer River Watershed Alliance AGM – Olds, Alberta

- Dr. Ric Hauer made a presentation called What is a gravel-bed river and why should we care?
 - Gravel-bed river floodplains in mountain landscapes disproportionately concentrate diverse habitats, nutrient cycling, productivity of biota, and species interactions.
 - Although occupying <3% of the area within the Y2Y region, gravel-bed river floodplains account for <60% of vegetation diversity, >70% of aquatic food web diversity and productivity, >80% of bird diversity.
 - Paradoxically, gravel-bed river floodplains are also disproportionately unprotected where human developments are concentrated.
 - Some threats, include;
 - Dams – change hydrographic regimes, sediment transport and deposition, temperature, and animal movement. Loss of shifting habitat mosaic and connectivity up & down the river corridor.
 - Geomorphic Narrowing – rip-rap, shoreline groynes, levees and housing interfere with the dynamics of the river. Loss of the shifting habitat mosaic with accompanying loss of habitat.
- During the AGM, the RDRWA passed changes to their bylaws and held election for their board positions as I alluded to Council, I was acclimated to the board at this meeting.

June 20 – Candre Grand Opening and Tour

July 2 – Grant Review Committee

July 18 – Red Deer River Watershed Alliance Board Meeting – Red Deer, Alberta

- RDRWA is beginning a process to look at freshwater use in hydraulic fracturing. They are hoping to bring a draft statement to the Board in November of 2019, it will include a fact sheet and recommendations. Information included;
 - Cumulative effects
 - Water availability & security
 - Water management plan, allocation limit, local supply vs. demand, water conservation objectives & instream objectives, forecasting projections in use, wet vs. dry periods, aquatic eco-system health.
 - Beneficial management practices for industry and freshwater alternatives
 - Source water protection & water quality
 - Induced seismicity
 - Monitoring & reporting.
- Water Security Presentation
 - Bottom-line is: EXISTING LICENSES + PROTECTING AQUATIC ENVIRONMENT + FUTURE GROWTH = MORE WATER THEN IS AVAILABLE.
 - The Red Deer River Watershed is;
 - Area: 49,650km²

- Population: 300,000 people
- 55 urban & 18 rural municipalities
- Includes Banff National Park Special Areas
- Over 13,000 farms
- Over 130,000 oil and gas wells
- Highway 2 Corridor
- Challenges include;
 - Drought risks
 - Uneven distribution
 - Rising demands
 - Climate change uncertainty
 - Data gaps/fragmentation (for tributaries)
- The Proposal is to develop an online decision-support tool to track water availability, allocation, and use for tributaries of the Red Deer River watershed. To include; recorded flows, total upstream water allocations, actual water use and consumption, an instream objectives/water conservation objective.
- Recent advances include; Alberta Flow Estimation Tool for Ungauged Watersheds (AFETUW). It is a GIS-enabled web tool to inform new water licensing for ungauged tributaries.
- There is currently a SSRB Management Plan review happening, so far, the review has confirmed that many of the Plan's recommendations have been implemented, some of the other key findings are;
 - The Red Deer Basin Advisory Committee currently estimated that it will take 30 years to reach the 550,000 dam³ limit. Recommended that it be lowered to 500,000 dam³.
 - Combined factors have the potential to accelerate pressures within the watershed.
 - Only the larger users are currently reporting water quantity use – usage is self-reported and return is also reported.
 - The transfer system has only been used once since the 2006 plan.
 - Basin has a growing population, increasing industry and agricultural demands; with largest growth along the highway 2 corridor.
 - Most of the recommendations have been met, but there is a number of data/knowledge gaps.

ACTION ITEM: I would like to request from administration a summary on our water license as it stands today and please include, how and when our Municipality will have to start the process to increase our license if Municipal growth nears the limit of our current water license.

July 29 – Level of Service Open House

August 7 – Communities in Bloom

August 12 – AUMA Presidential visit BBQ with Barry Morishita



REQUEST FOR DECISION

COUNCIL DATE	September 9, 2019
SUBJECT	Correspondence
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	12.1

BACKGROUND/PROPOSAL:

Correspondence received and/or sent by Legislative Services prior to September 9, 2019.

ADMINISTRATION RECOMMENDATIONS:

Please see attached information for Council's review and approval.

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

Letter to Mayor Leslie from Rod Krips, CAO of the Town of Daysland.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 6 – Regional Cooperation

Goal 6.1 Continue to work with and value community groups.

Strategic Plan Priority 1 – Sustainable Governance

Goal 1.1 Build upon and improve our relationships with our regional partners.

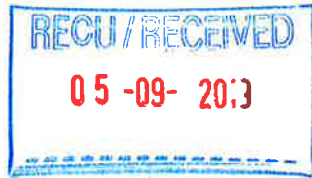
MOTION:

That the Town of Sundre Council accept the letter from Rod Krips, Chief Administrative Officer of the Town of Daysland thanking Town of Sundre CAO Linda Nelson and Special Projects Coordinator Betty Ann Fountain for their assistance and sharing the Town of Sundre's experience regarding the Municipal Accountability Program.

ATTACHMENTS:

- Letter from Mr. Rod Krips, CAO Town of Daysland

Date Reviewed: <u>September 6, 2019</u> CAO: <u>Linda Nelson</u>
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P.O. Box 610
Daysland, Alberta
ToB 1A0

www.daysland.ca
info@daysland.ca

5130-50 Street
Telephone: 780-374-3767
Fax: 780-374-2455

August 30th, 2019

Mayor Terry Leslie
Town of Sundre
717 Main Avenue West
Box 420
Sundre, Alberta
ToM 1X0

Dear Mayor Leslie

On July 19, 2019 CAO Linda Nelson and Special Projects Administrator/Development Officer Betty Ann Fountain spent the day with me and Brenda McDermott, Director of Legislative Services. Linda and Betty Ann were very generous in sharing the Town of Sundre's experience in Alberta Municipal Affairs Municipal Accountability Program (MAP). The amount of information and explanation of the process was exceptional.

Linda is no stranger in assisting her colleagues in a variety of ways. Linda has become not only a valued colleague, but a great friend. The Sundre Council and residents of Sundre are indeed fortunate to have Linda's knowledge and leadership skills. The strength of a successful community like Sundre lies within Council's unselfishness in sharing policies and procedures with neighbouring municipalities.

I certainly look forward to working with Linda and Betty Ann in the future.

Regards

Rod Krips, CAO



REQUEST FOR DECISION

COUNCIL DATE	September 9, 2019
SUBJECT	Councillor Warnock Appointment
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	12.2

BACKGROUND/PROPOSAL:

Alberta Seniors' Housing Communities Association has requested that Councillor Richard Warnock be appointed to the Committee.

ADMINISTRATION RECOMMENDATIONS:

The Committee requires a resolution at this time; however it will be ratified at the Organizational Meeting on October 21, 2019.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 6 – Regional Cooperation

Goal 6.1 Continue to work with and value community groups.

Strategic Plan Priority 1 – Sustainable Governance

Goal 1.1 Build upon and improve our relationships with our regional partners.

MOTION:

That the Town of Sundre Council appoint Councillor Richard Warnock to the Alberta Seniors' Housing Association.

Date Reviewed: <u>September 6, 2019</u> CAO: <u>Amick Nuhn</u>
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