

Regular Council Meeting Council Chambers May 27, 2019 6:00 p.m.

1.	Call to Order Moment of Reflection	
2.	Public Hearing 2.1 Reconvene Public Hearing for Bylaw 2018-19	
3.	Agenda – Amendments and Adoption 2.2 May 27, 2019 Regular Council Meeting	
4.	Adoption of Previous Minutes 4.1 May 13, 2019 Regular Council Meeting	Pg. 1
5.	Delegation5.1Sundre & District Aquatic Society5.2Chris Vardas	Pg. 6 Pg. 7
6.	 Bylaws 6.1 Second and third reading to Borrowing Bylaw 2019-09 6.2 Bylaw 2019-13 – rescind all outdated and extraneous bylaws 6.3 Bylaw 2018-19 – SW Industrial Area Structure Plan 6.4 Alternative Dispute Resolution Policy D-020-00-POL 	Pg. 8 Pg. 25 Pg. 29 Pg. 65
7.	Old Business	
8.	New Business8.1Q1 Cash Report8.2Q1 Restrict Surplus Balance8.3Q1 Capital Project Listing8.4Q1 Pro-Forma Financial Report8.5Red Deer River Watershed Alliance8.6Downtown Parking Lot Development	Pg. 68 Pg. 70 Pg. 72 Pg. 75 Pg. 103 Pg. 104
9.	Administration 9.1 Departmental Reports	Pg. 108
10.	Municipal Area Partnership (MAP)	Ū.
11.	Council Committee Reports 11.1 Mayor's Report to Council April 1 – May 16, 2019 11.2 Council Committee Report for April 2019 - Cheri Funke	Pg. 142 Pg. 151
12.	Council Invitations / Correspondence 12.1 Declaration Seniors' Week 2019	Pg. 157



Regular Council Meeting Council Chambers May 27, 2019 6:00 p.m.

13. Closed Meeting

- 13.1 Advice from Officials FOIPP Section 24(1)
- 13.2 Advice from Officials FOIPP Section 24(1)
- 14. Return to Open Meeting
- 15. Adjournment

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



Regular Council Meeting Minutes May 13, 2019

The regular meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Monday, May 13, 2019 commencing at 6:00 p.m.

<u>IN ATTENDANCE</u>	Mayor Terry Leslie Councillor Cheri Funke Councillor Charlene Preston Councillor Todd Dalke Councillor Richard Warnock Councillor Rob Wolfe Councillor Paul Isaac
<u>STAFF</u>	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 Special Projects Coordintor/Development Officer, Ba. Foundtion Economic Development Offier, J. Allen Legislative Assistant, L. Smith
<u>PUBLIC</u>	There were 4 members of the public including delegations and press in attendance.

<u>CALL TO ORDER</u> 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 2019-08 Redesignation of lands from UR to PS Public Hearing

Public Hearing 2019-08 was Called to Order at 6:01 p.m.

<u>Purpose of Bylaw 2019-08</u>: The purpose of Bylaw 2019-08 is to amend the Land Use Bylaw District Map by changing the land use designation of Ptn. SW ¼, Sec. 2, Twp. 33, Rge. 5, W5M from Urban Reserve District (UR) to Public Service District (PS), as shown in Schedule "A" attached to Bylaw 2019-08.

<u>Confirmation of Notices</u>: Notification of the Public Hearing for Bylaw 2019-08, were published in the local newspaper on April 30 and April 23, 2019; and on the Town of Sundre's website April 23 to May 13, 2019. Adjacent Landowner letters were mailed via Canada Post on April 23, 2019.

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

Public Communication (letters/emails) none.

<u>Those in Favour of the Bylaw</u>: – none.

Those Opposed to the Bylaw: - none.

Closing statement from the Development Authority: Mr. Mike Marko

Res. 196-13-05-19 MOVED by Councillor Isaac that the Town of Sundre Council close Public Hearing 2019-05-13 pertaining to Bylaw 2019-08, being a Bylaw to to amend the Land Use Bylaw District Map by changing the land use designation of Ptn. SW ¼, Sec. 2, Twp. 33, Rge. 5, W5M from Urban Reserve District (UR) to Public Service District (PS).

CARRIED

AGENDA – AMENDMENTS AND ADOPTION

Add item 5.2 Delegation of Steven Crouch

Add item 6.4 Appointment to Council Grants Review Committee.

Add item 12.2 Red Deer River Municipal Users Group

Res. 197-13-05-19 MOVED by Councillor Funke that the Agenda be approved as amended.

ADOPTION OF THE PREVIOUS MINUTES

Res. 198-13-05-19 MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on April 15, 2019 be approved as presented.

CARRIED

CARRIED

Res. 199-13-05-19 MOVED by Councillor Wolfe that the Minutes of the Special Meeting of Council held on April 23, 2019, be approved as presented.

CARRIED

DELEGATION

SPOG Neighbours' Day

Res. 200-13-05-19 MOVED by Councillor Funke that the Town of Sundre Council thank Ms. Shelley Milne and Tracey McCrimmon for attending the Council meeting and accept the presentation on the SPOG Neighbours Day Event as information.

CARRIED

Mr. Steven Crouch

Res. 201-13-05-19 MOVED by Councilor Isaac that the Town of Sundre Council thank Mr. Steven Crouch on his concerns about drug use/abuse in the community and direct Administration to meet with Mr. Crouch to discuss and assist him with his concerns.

CARRIED

BYLAWS

Bylaw 2019-08 Redesignation of lands from UR to PS Public Hearing

Res. 202-13-05-19 MOVED by Councillor Warnock that the Town of Sundre Council grant second reading to Bylaw 2019-08 being a Bylaw to amend the Land Use Bylaw District Map by changing the land use designation of Ptn. SW ¼, Sec. 2, Twp. 33, Rge. 5, W5M from Urban Reserve District (UR) to Public Service District (PS).

CARRIED

CARRIED

Regular Council Minutes - May 13, 2019

Res. 203-13-05-19 MOVED by Councillor Isaac that the Town of Sundre Council grant third and final reading to Bylaw 2019-08 being a Bylaw to amend the Land Use Bylaw District Map by changing the land use designation of Ptn. SW ¼, Sec. 2, Twp. 33, Rge. 5, W5M from Urban Reserve District (UR) to Public Service District (PS).

Bylaw 2019-12 Redesignation Land Use PS to C1

Res. 204-13-05-19 MOVED by Councillor Funke that the Town of Sundre Council grant first reading to Bylaw 2019-12 being a Bylaw to amend the Land Use Bylaw District Map by changing the land use designation of a portion of SE ¼, Sec. 4, Twp. 33, Rge. 5, W5M (0.393 ha) from Public Service District (PS) to Central Commerical District (C1).

CARRIED

Res. 205-13-05-19 MOVED by Councillor Wolfe that the Town of Sundre Council set June 10, 2019 for the Public Hearing date for Bylaw 2019-12 Redesignation of land use PS to C1.

CARRIED

Grants to Organizations Policy

Res. 206-13-05-19 MOVED by Councillor Preston that the Town of Sundre Council approve Policy A-012-00 POL Grants to Orgaizations as presented.

CARRIED

Appointment to Council Grants Review Committee

Res. 207-13-05-19 MOVED by Councillor Preston that the Town of Sundre Council appoint the following members to the Council Grants Review Committee: R. Warnock, C. Funke and T. Dalke.

CARRIED

OLD BUSINESS - None

NEW BUSINESS

SPOG Neighbours' Day Partnership Agreement

Res. 208-13-05-19 MOVED by Councillor Warnock that the Town of Sundre Council approve the SPOG Neighbours' Day Partnership Agreement for a term ending in 2024, and that the CAO be authorized to sign the agreement on behalf of the Town.

CARRIED

Res. 209-13-05-19 MOVED by Councillor Warnock that the Town of Sundre Council approve a transfer of \$2,000.00 from the Community Services Restricted Surplus Account to be applied to the SPOG Neighbors' Day event for 2019.

CARRIED

ADMINISTRATION - None

MUNICIPAL AREA PARTNERSHIP - None

COUNCIL COMMITTEE REPORTS

Res. 210-13-05-19 MOVED by Councillor Funke that the Town of Sundre Council accept the Report to Council for April 2019 from Councillor Richard Warnock, as information.

CARRIED

COUNCIL INVITATIONS/CORRESPONDENCE

Sundre Hospital Futures

Res. 211-13-05-19 MOVED by Councillor Warnock that the Town of Sundre Council direct Administration to develop a Terms of Reference to create a Committee of Council to assist with an audit of the health and well-being of the community in consultation with Alberta Health Services, Hospital Futures, Rural Health Professions Action Plan and other stakeholders.

CARRIED

CLOSED MEETING – Notice to Public

Mayor Leslie excused all public members at 6:55 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, Chief Administrative Officer

Jon Allen, Economic Development Officer

Mike Markco, Director of Planning & Economic Development

Chris Albert, Director of Corporate Services

Public: None

CLOSED MEETING

Topic of Closed Meeting

Advice from Officials – FOIPP 24(1) (g)

Confidential Evaluations – FOIPP 19 (1)

Res. 212-13-05-19 MOVED by Councillor Funke that the Town of Sundre Council go into closed meeting at 7:05 p.m.

CARRIED

RETURN TO OPEN MEETING

Res. 213-13-05-19 MOVED by Councillor Preston that the Town of Sundre Council return to the open meeting at 8:06 p.m.

CARRIED

Res. 214-13-05-19 MOVED by Councillor Warnock that the CAO Salary be set to #4 retroactive to January 1, 2019, as a cap of the grid that has been presented to Council. Council will review the presented grid to be defined and to be completed by September 1, 2019.

CARRIED

ADJOURNMENT

Res. 215-13-05-19 MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 8:08 p.m.

CARRIED

These Minutes approved this $\mathbf{27}^{th}$, day of May, 2019

Mayor, Terry Leslie

CAO, Linda Nelson



AGENDA ITEM	5.1
ORIGINATING DEPARTMENT	Legislative Services
SUBJECT	Delegation – Sundre & District Aquatic Society
COUNCIL DATE	May 27, 2019

BACKGROUND/PROPOSAL

Debra Leslie, on behalf of the Sundre Aquaplex Board has requested to make a presentation to Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

No information was provided prior to the meeting agenda preparation.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 3. Community Well-being

3.1 Continue to work with and value community groups

ADMINISTRATION RECOMMENDATIONS

That Council accept the presentation from Debra Leslie of the Sundre & District Aquatic Society regarding the Aquaplex as information.

MOTION

That the Town of Sundre Council thank Debra Leslie for attending the Council meeting and accept the presentation on the Sundre and District Aquatic Society regarding the Aquaplex, as information.

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COUNCIL DATE	May 27, 2019
SUBJECT	Delegation – Chris Vardas
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	5.2

BACKGROUND/PROPOSAL

Mr. Chris Vardas has requested to speak to Council regarding the Town of Sundre.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

No information was provided prior to the meeting agenda preparation.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 3. Community Well-being

3.1 Continue to work with and value community groups

ADMINISTRATION RECOMMENDATIONS

That Council accept the presentation from Chris Vardas, as information.

MOTION

That the Town of Sundre Council thank Mr. Chris Vardas for attending the Council meeting and accept his presentation, as information.

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COUNCIL DATE	May 27, 2019
SUBJECT	Debenture Borrowing Bylaw 2019-09
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL

First reading of Debenture Borrowing Bylaw 2019-09 took place on April 15, 2019. As per Section 262(4) of the *Municipal Government Act*, advertisements were placed in the Town of Sundre's newspaper ad as well as on the Town's website.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

See attached report that was presented on April 15, 2019 for details.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 4. Financial Stability

4.1 Diversify Sundre's tax base by supporting commercial and industrial development.

COSTS/SOURCE OF FUNDING

See attached report that was presented on April 19, 2019 for details.

ADMINISTRATION RECOMMENDATIONS

That Council give second and third readings to Bylaw 2019-09.

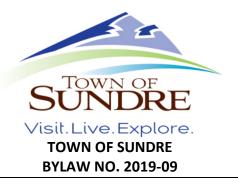
MOTION

That the Town of Sundre Council grant second reading to Bylaw 2019-09, being a bylaw authorizing the Council of the Town of Sundre to incur indebtedness by the issuance of a debenture in the amount of \$1,307,200 for the purpose of Main Avenue West Upgrade (Phase 2).

That the Town of Sundre Council grant third and final reading to Bylaw 2019-09, being a bylaw authorizing the Council of the Town of Sundre to incur indebtedness by the issuance of a debenture in the amount of \$1,307,200 for the purpose of Main Avenue West Upgrade (Phase 2).

That the Town of Sundre Council approve and authorize for signature the application to sell debentures to Alberta Capital Finance Authority in the amount of \$1307,200 for the purpose of Main Avenue West Upgrade (Phase 2).

Date Reviewed: _	May 24 2019	CAO: donila Mub-
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A BYLAW OF THE TOWN OF SUNDRE TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF \$1,307,200 FOR THE PURPOSE OF MAIN AVENUE WEST UPGRADE (PHASE 2).

WHEREAS the Council of the Municipality has decided to issue a by-law pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of Phase 2 of the Main Avenue West Upgrade.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$2,138,721 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves	\$400,065
Provincial Grants	\$431,456
Debenture(s)	\$1,307,200
Total Cost	\$2,138,721

In order to complete the project it will by necessary for the Municipality to borrow the sum of \$1,307,200, for a period not to exceed 20 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this by-law.

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

The principal amount of the outstanding debt of the Municipality at December 31, 2018 is \$5,456,862 and no part of the principal or interest is in arrears.

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

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

- That for the purpose of constructing the Main Avenue West Upgrade (Phase 2) the sum of ONE MILLION, THREE HUNDRED AND SEVEN THOUSAND, TWO HUNDRED DOLLARS (\$1,307,200) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of ONE MILLION, THREE HUNDRED AND SEVEN THOUSAND, TWO HUNDRED DOLLARS (\$1,307,200) is to be paid by the Municipality at large.
- 2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this by-law, namely the Main Avenue West Upgrade (Phase 2).

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

Read for a first time on this 15th day of April 2019; Motion # 166-15-05-19

Read for the second time on this 27th day of May 2019; Motion # ______.

Read for the third time on this 27th day of May 2019; Motion # ______.

Mayor, Terry Leslie

Chief Administrative Officer, Linda Nelson



REPORT TO COUNCIL

COUNCIL DATE: April 15, 2019 SUBJECT: Debenture Borrowing Bylaw 2019-09 ORIGINATING DEPARTMENT: Corporate Services AGENDA ITEM: 8.2

BACKGROUND/PROPOSAL:

Council at the March 18th Regular Council meeting passed Motion No. 124-18-03-19 in regards to the Four-Year Operating Budget and Ten-Year Capital Plan.

A portion of the Ten-Year Capital Plan included Phase 2 of the Main Avenue Upgrade project. In addition to the \$400,065 Restricted Surplus allocation and \$280,000 MSI – Capital funding, is the requirement to borrow from the Alberta Capital Finance Authority (ACFA) \$1,307,200.

A new estimate for the project has been obtained, which also includes proposed scope changes to the project for added value. The proposed scope changes are to be presented to Council as a separate agenda item in this meeting and will not affect the anticipated required borrowings for this project

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

Section 251 sets out the requirements of a borrowing bylaw. It must include the following: the amount of money to be borrowed

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

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

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

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

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

In consideration of cash flow purposes, the anticipated project start date will precede the receipt of the debenture funding. This cash flow planning is accepted under the current regulations.

During the 2019 Fiscal Year, two existing debentures with a combined annual payment requirement of approximately \$44,000 will be retiring. The effect of those retiring debts on the 2019 cash requirements of the municipality, as well as the resulting increased payment costs of the new debenture, have been incorporated into the respective 2019 and 2020 budget years of the Four-Year Operating Budget.

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

April 15, 2019 Council provides first reading of Bylaw No. 2019-09
April 23, 2019 Proposed borrowing bylaw advertised in the Sundre Roundup
April 30, 2019 Proposed borrowing bylaw advertised in the Sundre Roundup
May 15, 2019 Completion of 15-day period elector can petition to have a vote on the bylaw
May 27, 2019 Council provides second and third readings of Bylaw No. 2019-09
June 27, 2019 Thirty-day period expired.
July 2019 Documents submitted to ACFA for processing
August 15, 2019 submission deadline for ACFA processing
September 16, 2019 Debenture proceeds of \$1,307,200 received by Town of Sundre

Currently, the Alberta Capital Finance Authority interest rates for 20-year debentures is 2.930%. This may change for the September 16th draw as final rates are normally set within a couple of weeks of the draw down date. Using the current rate of 2.930% the semi-annual payments will be \$43,417.24 or \$86,834.48 annually. The annual cost is the approximate equivalent of 0.225 mills and was incorporated into the 2020 forecast year of the Four-Year Operating Budget. As the debenture funds will be forwarded to the Town on September 16th the annual debenture payments will begin in March and September 2020.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

4. Financial Stability

ADMINISTRATION RECOMMENDATIONS:

To access the September 16th draw from ACFA, Council should begin the process with first reading of Bylaw No. 2019-09 at the April 15th Council meeting.

COSTS/SOURCE OF FUNDING:

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

ATTACHMENTS:

- Proposed Bylaw No. 2019-09
- Advertising for April 23rd and 30th
- Draft of Application to Sell Debentures to Alberta Capital Finance Authority
- Draft of Alberta Capital Finance Authority Debt Limit Worksheet

TOWN OF SUNDRE BYLAW NO. 2019-09

A BYLAW OF THE TOWN OF SUNDRE TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF \$1,307,200 FOR THE PURPOSE OF MAIN AVENUE WEST UPGRADE (PHASE 2).

WHEREAS,

The Council of the Municipality has decided to issue a by-law pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and completion of Phase 2 of the Main Avenue West Upgrade.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$2,138,721 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves	\$400,065
Provincial Grants	\$431,456
Debenture(s)	\$1,307,200
Total Cost	\$2,138,721

In order to complete the project it will by necessary for the Municipality to borrow the sum of \$1,307,200, for a period not to exceed 20 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this by-law.

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

The principal amount of the outstanding debt of the Municipality at December 31, 2018 is \$5,456,862 and no part of the principal or interest is in arrears.

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

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

1. That for the purpose of constructing the Main Avenue West Upgrade (Phase 2) the sum of ONE MILLION, THREE HUNDRED AND SEVEN THOUSAND, TWO HUNDRED DOLLARS (\$1,307,200) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of ONE MILLION, THREE HUNDRED AND SEVEN THOUSAND, TWO HUNDRED DOLLARS (\$1,307,200) is to be paid by the Municipality at large.

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

Read for a first time on this 15th day of April 2019; Motion # ______.

Read for the second time on this 27th day of May 2019; Motion # _____.

Read for the third time on this 27th day of May 2019; Motion # _____.

Mayor

Chief Administrative Officer

PUBLIC NOTICE TO ELECTORS OF THE TOWN OF SUNDRE

BYLAW 2019-09

SECTION 251 - THE MUNICIPAL GOVERNMENT ACT

TAKE NOTICE that the Council of the Town of Sundre, in the Province of Alberta, has given first reading to borrowing Bylaw No. 2019-09 which will, upon final passage and approval, authorize the proper officer of the said Town to borrow monies from the Alberta Capital Finance Authority by way of debenture issue, to pay for the cost of the following municipal purpose, namely Main Avenue West Upgrade (Phase 2) in Sundre;

The total cost of the aforesaid project amounts to \$2,138,721. After deducting from this cost the amount of \$431,456 to be received by way of grants from the Alberta Government and \$400,065 from Municipal reserves, the new amount to be borrowed on the credit and security of the municipality at large by the issue of debentures is \$1,307,200. The debentures are to be repayable to the Alberta Capital Finance Authority in forty (40) equal consecutive semi-annual installments of combined principal and interest, the annual interest not to exceed eight per centum (8%), or the interest rate as fixed from time to time by the Alberta Capital Finance Authority;

NOW THEREFORE NOTICE is hereby given by the Council of the Town of Sundre that, unless a petition of the owners for a vote on By-law No. 2019-09 is demanded, as provided for by the terms of Section 231 of the Municipal Government Act, the said Council may pass the said borrowing by-law at the Council meeting held on May 27, 2019 at 6:00 pm in the Council Chambers located in the Town Office.

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

A copy of Bylaw No. 2019-09 can be inspected by the public at the Town Office, 717 Main Avenue West, Sundre, Alberta.

DATED at the Town of Sundre, in the Province of Alberta, this 15th day of April, 2019.

INFORMATION FOR ELECTORS

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

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

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

- a) is at least 18 years old,
- b) is a Canadian citizen, and

c) has resided in Alberta for the 6 consecutive months immediately preceding election day and is resident in the area on election day.

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

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

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

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

DATE of the last publication of this notice is the 30th day of April, 2019.

ALBERTA CAPITAL FINANCE AUTHORITY LOAN APPLICATION – MUNICIPAL AUTHORITIES

Borrower Name: Town of Sundre

Loan Date: <u>September 16, 2019</u> (Please visit <u>http://www.acfa.gov.ab.ca/nav/loans.html</u> for a list of scheduled loan dates)

Description of Project: <u>Main Avenue West Upgrade (Phase 2)</u> <u>Remove existing road carriage way and replace or install water and wastewater main extensions as well</u> <u>as new road surface with featured boulevard pedestrian features.</u>

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

Loan Amount: \$1,307,200

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

Estimated Cost of Project: \$ 2,138,721

Estimated Life of Project: 20 years

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

Blended Amortization (most common)

Disbursement *
 Fixed Principal* (also known as Declining Payment)
 Structured *

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

CERTIFICATE

THE CHIEF ADMINISTRATIVE OFFICER (OR DESIGNEE) AND CHIEF ELECTED OFFICIAL

(OPTIONAL) OF the Town of Sundre HEREBY CERTIFIES:

That Bylaw No. <u>2019-09</u>, passed on <u>May 27, 2019</u>, meets <u>all</u> of the requirements of the *Municipal Government Act*, including but not limited to, Sections 251 – 268, and is a valid bylaw pursuant to Section 273.

2. The either:

(a) Bylaw No. <u>2019-09</u> has been advertised pursuant to Section 606 of the *Municipal Government Act*; or

(b) Bylaw No. <u>2019-09</u> does not have to be advertised pursuant to Section 257(4), 262(4) or 263(2) of the *Municipal Government Act*.

- 3. That either:
 - (a) the debt limit of \$<u>13,564,528</u> is calculated based on regulation pursuant to Section 271 of the *Municipal Government* Act and will not be exceeded by this borrowing; or
 - (b) the Minister of Municipal Affairs has approved this borrowing pursuant to Section 252.
- 4. That there is sufficient authority remaining under Bylaw No.2019-09 to issue this debenture in the amount of \$1,307,200.
- 5. That the Municipality has obtained all approvals required for the project and has complied with all applicable legislation, statutes and regulations, including but not limited to the *Municipal Government Act*, which apply to this borrowing and project.
- 6. That loan funds received under this borrowing application will be utilized solely for the capital project described in this application and that the project is a current and/or on-going capital project of the municipality.

This application is signed and dated this <u>1</u> day of <u>August</u>, 20<u>19</u>.

Per:

Per:

Name: <u>Terry Leslie</u> Title: **Chief Elected Officer (Optional)**

Name: <u>Linda Nelson</u> Title: **Chief Administrative Officer or Designee** (Mandatory)

CONTACT INFORMATION

Name:Chris AlbertTitle:Director of Corporate ServicesPhone:403-638-3551E-mail:chris.a@sundre.com

SUPPORTING DOCUMENTS REQUIRED

- 1. A certified copy of Bylaw No. <u>2019-09</u> dated <u>May 27, 2019</u> and amending ByLaw No <u>n/a</u> dated <u>n/a</u> (if applicable), if not previously submitted.
- 2. A copy of the latest audited financial statement (or a projected financial statement for the past year if borrowing is at the beginning of the year) and the financial information return prepared pursuant to Section 277 of the *Municipal Government Act*. (submit one per year only).
- 3. A copy of the Debt Limit Worksheet Municipal Authorities and Regional Services Commissions as at the date of application or for municipalities rated "A" or better, a copy of the rating agency report (submit any rating changes immediately). If the debt limits are exceeded the Ministerial Order approving the borrowing must be attached.
- 4. Any supporting documents to verify amounts reported in the debt limit worksheet that are not supported by the latest audited financial statement or financial information return.

5. Master Loan Agreement

• If previously submitted, please indicate agreement date: <u>July 27, 2017</u>

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

SUBMISSION

Please send the application and supporting documents by <u>ONE</u> of the following methods:

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

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

ACFA	JSE ONLY
Loan Amount \$	Loan Account No
Term ApprovedYears	Interest Rate%
Issue Date	_ Maturity Date
Semi Annual Payment \$	Loan Swap No. L
Loan Purpose Code	-
	Signature:
	Approved by:

ALBERTA CAPITAL FINANCE AUTHORITY DEBT LIMIT WORKSHEET (DLW) - APPENDIX C (Alternatively, click here for interactive program)

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

For the	Town	of	Sundre		
	(Select from drop down box)	(Enter Jurisdiction N	lame)	
Calculation	Calculation of Debt Limit and Debt Service Limit as at:		September 16, 2019 (Enter Today's Date / Calculation Date)		
Bylaw Numl	per(s): 2019-09				
Loan Amour (If there is more		7 <u>,200.00</u> ndix A) for the same borrow	ring date, please include the a	ggregate loan amount.)	
Part 1 Total debt as	at December 31, 2018 (prior year) being the ag	gregate of (a)+(b)-(c):		
	ances outstanding on bor overnment Act :	rowings as defined in S	Section 241(a) of the	\$ 5,456,862.00	
(b) Principal outstanding at the calculation date on loans guaranteed by the municipality that are in good standing, plus the amount (principal and interest) that the municipality is liable to pay between January 1, 2019 (current year) to September 16, 2019 (calculation date) on loans it has guaranteed that are not in good standing:					
Less: (c) Amounts rec Sub-total:	overable from another m	unicipality in respect of	(a)+(b) above:	() \$ 5,456,862.00 (calculated)	
(d) Principal rep 2019 (calcula	ayment of debt from Janu ation date):	uary 1, 2019 (current ye	ar) to September 16,	(\$296,000.00)	
	of debt (principal only) of 6, 2019 (calculation date		, 2019 (current year) to	()	
Plus: (f) Debt issued	from January 1, 2019 (cu	rrent year) to Septemb	er 16, 2019 (calculation da	te <u>):</u>	
(g) Less amount	recoverable from anothe	er municipality in respec	ct of (f) if applicable:	()	
(h) Debt issue a	oplied for under By-law N	lumber(s): 2019-09		\$ 1,307,200.00 (same as Loan Amount)	
Total debt fo	or calculation of debt lin	nit as at September 10	6, 2019 (calculation	\$ 6,468,062.00 (i (calculated)	

Part 2 Total revenue as defined by Alberta Regulation No. 255/2000, for the year ended December 31, 2018 (prior year), excluding government transfers for capital purposes and excluding amounts reported as contributed or donated tangible capital assets if those amounts are included in the total revenue: \$ 9.043.019.00 **Debt limit:** Most Municipalities: 1.5 times revenue City of Calgary, City of Edmonton, City of Medicine Hat, and Regional Municipality of Wood Buffalo: 2 times revenue **Regional Services Commissions** • providing public utility services: 2 times revenue 13,564,528.50 (ii) \$ • providing non-public utility services: 0.5 times revenue (calculated) Part 3 Service on debt being the aggregate of: (a) Total payments of principal and interest on borrowing to December 31, 2018 (prior year) required to be paid to ACFA between January 1 and December 31, 2019 (current year): \$ 660.418.00 (b) Total payments of principal and interest required to be paid on all other loans (including demand loans) between January 1 and December 31, 2019 (current year): \$ (c) Pro-rata (Go to Part 5 Pro-rata Calculation) portion of principal and interest amount in respect of borrowing where no principal payments are required during the next 12 months: \$ (calculated) (d) Amount estimated to become due during the next 12 months as a result of guarantees referred to in Section 266 of the Municipal Government Act that are not in good standing: \$ Less: (\$ (e) Amounts recoverable from another municipality in respect of (a)+(b)+(d) above: (f) Total payments of principal and interest on ACFA loans that matured between January 1, 2019 (current year) and September 16, 2019 (calculation date): (\$ Plus: (g) Annual payment of principal and interest payable on ACFA debt issued between January 1, 2019 (current year) and September 16, 2019 (calculation date): \$ (h) Less amount recoverable from another municipality in respect of (g): (\$ (i) Annual payment of principal and interest payable on the debt issue under Bylaw 43.500.00 Number(s): 2019-09 \$ (Click here for Loan Calculator to generate an estimated annual payment calculated at current lending rate. Please enter annual payment amount manually) Total service on debt for calculation of service on debt limit as at September 16, 703,918.00 (iii) 2019 (calculation date): \$

(calculated)

Appendix C – Debt Limit Worksheet Alberta Capital Finance Authority

Part 4

Total revenue as defined by Alberta Regulation No. 255/2000, for the year ended December 31, 2018 (prior year), excluding government transfers for capital purposes and excluding amounts reported as contributed or donated tangible capital assets if those amounts are included in the total revenue:

Service on debt limit

Most municipalities: 0.25 times revenue

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

Regional Services Commissions

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

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

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

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

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

Plus:

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

Less:

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

Equals:

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

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

\$ 9,043,019.00
(same as Part 2)

\$ 2,260,754.75 (iv)
 (calculated)

()

¢			
Ф		-	
	(calculated)		
	(calculated)		

\$	-

(calculated)

Summary of Debt Limit and Debt Service (calculate	ed)		
Debt Limit (ii)	\$	13,564,528.50	100.00%
Total Debt (i)		(6,468,062.00)	47.68%
Debt Limit Remaining	\$	7,096,466.50	52.32%
Service on Debt Limit (iv)	\$	2,260,754.75	100.00%
Total Service on Debt (iii)		(703,918.00)	31.14%
Total Service on Debt Limit Remaining	\$	1,556,836.75	68.86%
Does total debt for calculation of debt limit (i) exceed debt limit (ii)?			No
Does total service on debt (iii) exceed service on debt limit (iv)?			No
If answer to either question is yes, please attach appro	oval of the bori	rowing by the Minister of	Municipal Affairs.



COUNCIL DATE	May 27, 2019
SUBJECT	Rescinding Outdated Bylaws 2019-13
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.2

BACKGROUND/PROPOSAL

When rescinding/repealing a bylaw, it must be done in the manner as it was passed (3 readings). Bylaw 2019-13 is being presented to Council as part of the bylaw clean-up project. This bylaw deals with 43 bylaws by either rescinding/repealing or archiving.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached Bylaw 2019-13 and Schedule "A' which outlines the bylaw name and type.

Please note that any bylaw relating to the Land Use Bylaw must be archived. Schedule A does indicate these bylaws as being archived.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

COSTS/SOURCE OF FUNDING

N/A

ADMINISTRATION RECOMMENDATIONS

That Council give all three readings to bylaw 2019-13.

MOTION

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.

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.

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.

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.

Date Reviewed: May	24	2019	CAO: Amda	neba
)	nar Iso sa		



BEING A BYLAW OF THE TOWN OF SUNDRE TO RESCIND ALL OUTDATED AND EXTRANEOUS BYLAWS

WHEREAS, under the provisions of the *Municipal Government Act, R.S.A., 2000, Chapter M-26* and amendments thereto, Council has been granted the authority to pass bylaws for municipal purposes;

WHEREAS, Section 191 of the *Municipal Government Act, R.S.A., 2000, Chapter M-26* and amendments thereto, states that any amendment or repeal of a bylaw must be made in the same way as the original bylaw; and

WHEREAS Council deems it expedient for administrative purposes to remove bylaws which should no longer be in effect but which were not officially rescinded by subsequent bylaws dealing with the same item, or are no longer relevant;

NOW THEREFORE, the Council of the Town of Sundre, in the Province of Alberta hereby enacts as follows: Bylaw 2019-06 cited as the "Bylaw Rescinding all Outdated and Extraneous Bylaws"

1. The following bylaws will be officially rescinded on the date of final passing of this bylaw:

<u>Building</u> 138, 332	Social Services & Recreation	<u>Fees</u> 132, 01.14, 538A
Fire/Emergency Services	488, 855, 779, 726,	
376, 750 ,398, 696, 697		Archived Bylaws Regulated Under Land
Bylaws to Establish	<u>Utilities</u>	<u>Use</u>
Committees	632, 439, 406, 762,	240, 332, 334,501, 613, 856, 01.11, 871,
<u>committees</u> 411, 426, 427, 759, 830, 748,	640, 300, 56a, 302,	852, 10.09
438, 17.17, 715, 13.13	303	<u>Water</u>
	Waste Collection	476,
	610, 564	Governenace
		135A (Archive), 598,

Attachment - Schedule "A"

Read for a first time on this 27th day of May, 2019;

Read for the second time on this 27th day of May, 2019;

Read for Unanimous Consent on this 27th day of May, 2019;

Read for the third time on this 27th day of May, 2019.

Mayor, Terry Leslie

Chief Administrative Officer, Linda Nelson

Schedule "A"

BYLAWS TO BE REPEALED

Bylaw	Content	Original Date	Status	Description
138	Adopt National Building Code	11/03/1963	To be repealed	Regulated by Province
332	1976 Building Commitment Bylaw	26/04/1976	To be repealed	Not required
	Establishment of Sunre & Rural Association			
376	Volunteer Fire Department	8/05/1978	To be repealed	Fire Services
	Authorize & Approve Membership of			
	Mountain View County in the Sundre &			
750	District Fire & Emergency Services Authority	8/01/2001	To be repealed	Fire Services
	Provide entering into an agreement with			
242	the Mountain View County for Fire	25/00/4070	To be seened ad	
342	Protection.	25/09/1976	To be repealed	Fire Services
398	Provide Municipal Police Commission	23/04/1979	To be repealed	Protective Services
696	Make provision for an E9-1-1- Service	06/08/1996	To be repealed	Protective Services
697	Make provision for an E9-1-1- Service	06/08/1996	To be repealed	Protective Services
057	Establishment & Operation of Preventative	00,00,1000	To be repeated	
411	Social Services Programs.	14/01/1080	To be repealed	Establish a Committee
	Establishing a Urban and Rural Recreation	1,01,1000	To be repeated	
426	Board.	18/06/1980	To be repealed	Establish a Committee
427	Establish a Sundre Recreation Board	18/06/1980	To be repealed	Establish a Committee
759	Establish a Disaster Services Committee	20/08/2001	To be repealed	Establish a Committee
	Establish Economic Development			
830	Committee	17/06/2006	To be repealed	Establish a Committee
748	Creation of Regional Emergency Services	11/12/2000	To be repealed	Establish a Committee
438	Establish an Airport Commission	08/06/1981	To be repealed	Establish a Committee
759	Establish a Disaster Services Committee	20/08/2001	To be repealed	Establish a Committee
	Establish a CouncilCompensation Review			
17.17	Committee	08/01/2018	To be repealed	Establish a Committee
715	Establish an Arena Committee	09/04/1998	To be repealed	Establish a Committee
13.13	Form Sundre Regional Recreation Advisory	28/10/2013	To be repleaed	Establish a Committee
488	Joint Use Recreationa Facilities with County	14/11/1983	To be repealed	Recreation
	Regulation & Control of Public Places, Public			
855	Events and Extended Dance Activities	9/10/2007	To be repealed	Recreation/Social
	Controls & Regulations pertaining to the			
779	public use of parks.	16/09/2002	To be repleaed	Recreation/Social
	Regulation & Control of Public Places &			
726	Assemblies	14/09/1998	To be repealed	Recreation/Social
622	Electrical Franchise Agreement with	22/05/1002	To be repealed	Franchise Agreement
632	TransAlta Utilities Corp.	22/06/1992	To be repealed	Electrical
439	Franchise Agreement Renewal Calgary Power	10/05/1982	To be repealed	Franchise Agreement Electrical

Bylaw 2019-13 Rescinding all Outdated and Extraneous Bylaws Page Page 2 of 3

400	To authorize Assessor to Used Assessed	12/00/1070	To be as sould be	
406	Value of any Prooperty	13/08/1979	To be repealed	In MGA, no bylaw needed
760	Provision of Distribution Services with	07/01/2002	To be repealed	Electric Distribution
762	UtilitiCorp Networkds Canada Agreement with Ranchman's ResourcesLtd	07/01/2002	To be repealed	Agrement
640	for the supply of natural gas.	18/01/1993	To be repealed	Supply of natural gas
040	Agreement with Southern Gas Company	10/01/1993	To be repealed	Supply of flatural gas
300	supply of natural gas.	12/05/1974	To be repealed	Supply of natural gas
56a	Amendment to 56 Sewer Bylaw	12/09/1960	To be repealed	Outdated
	Agreement with Southern Gas Company Ltd	12/03/1900	TO be repeated	Oditaled
302	to supply natural gas	10/06/1974	To be repleaed	Supply of natural gas
502	Amend bylaw 300 respecting agreement	10/00/15/4	TO be repleated	
303	with Southern Gas Company Ltd.	10/06/1974	To be repealed	Supply of natural gas
	Establishing a Regional Waste Management	10,00,10,4	i o be repeated	Sappiy of Hatara gas
610	Authority.	28/01/1991	To be repealed	Waste Management
010	Formation of Regional Waste Management	20,01,1001		
564	Authority	03/10/1988	To be repealed	Waste Management
	Dealing with Fines, Costs & Imprisonment			
132	for Breach of Bylaw	12/11/1962	To be repealed	Fees/Fines
-	Make revisions for the operations of the		•	
476	water supply & distribution system	11/04/1983	To be repealed	Regulating Water
538A	Levying of Penalty on Unpaid Taxes	25/01/1988	To be repealed	Out dated
	Amend Water & Wastewater Bylaw cost of			
01.14	services for installation.	18/02/2014	To be repealed	Water / Fees
598	Select & hire Librarian Assistant	28/05/1990	To be repealed	Not required
	To regulate the moving, erection or the			
	structural alteration of buildings within the			
1	Village.	23/02/1950	Archived	Regulated under LUB
	Control the moving of Buildings in & out			
240	within the confines of the town.	08/06/1970	Archived	Regulated under LUB
334	Provide issuance of permits	28/06/176	Archive	Regulated under LUB
501	Joing MDP Plan with MVC	27/08/1984	Archive	MDP
	Regulate the for, content & cost of building			
613	permits.	13/05/1991	Archive	Regulated under LUB
846	2007 Amendment to LUB	02/04/2007	Archive	Regulated under LUB
871	Adopt the Bearberry Creek ASP	29/06/2009	Archive	Land Use Bylaw ASP
852	Adopt the Eagle Ridge ASP	19/11/2007	Archive	Land Use Bylaw ASP
10.09	Amend Land Use Bylaw No. 705	21/09/2009	Archive	Land Use Bylaw Amend.
01.11	Amend Schedule A of LUB 705.	13/09/2010	Archive	, Regulated under LUB
135A	Taking of a Census of Population	8/04/1963	Archive	Legislative
100/1		5, 5 ., 15 05	,	



COUNCIL DATE	May 27, 2019
SUBJECT	Bylaw 2018-19 South West Industrial Area Structure Plan
ORIGINATING DEPARTMENT	Planning and Development
AGENDA ITEM	6.3

BACKGROUND/PROPOSAL:

Bylaw 2018-19 is to implement the Southwest Industrial Area Structure Plan (SWIASP) for the SW 33-32-5-5 in the Town's southwest quadrant.

First reading was granted on December 17, 2018.

Council held a Public Hearing on February 19, 2019 for Bylaw 2018-19 and recessed the Public Hearing to allow Administration to further review the SWIASP with stakeholders and the Intermunicipal Planning Commission and to discuss concerns and possible modifications to the plan.

The Town's Administration met with Administration from Mountain View County on March 25, 2019 and the Intermunicipal Planning Committee on May 7, 2019 to discuss concerns and any proposed modifications to the SWIASP.

The SWIASP has now been revised, re-advertised for Public Hearing and posted on the Town's website for information and review.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached report.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priorities 1. Sustainable Governance, 2. Service Delivery and 4. Financial Stability

The SWIASP aligns with Council's Strategic Plan by improving communication and transparency with stakeholders, promoting water smart conservation and recreational opportunities, and diversifying Sundre's tax base by supporting commercial and industrial development.

ADMINISTRATION RECOMMENDATIONS:

That Council give second and third readings to Bylaw 2018-19, as amended.

MOTION:

That the Town of Sundre Council grant second reading to Bylaw 2018-19, as amended, being a bylaw to adopt the Southwest Industrial Area Structure Plan.

That the Town of Sundre Council grant third and final reading to Bylaw 2018-19 being a bylaw to adopt the Southwest Industrial Area Structure Plan.

ATTACHMENTS:

- 1. Planning Report
- 2. Bylaw 2018-19 Southwest Industrial Area Structure Plan

_ CAO: Inda ne Date Reviewed: _______ 2019



COUNCIL DATE: May 27, 2019

SUBJECT: Bylaw 2018-19 Southwest Industrial Area Structure Plan

REPORT WRITER: Director of Planning and Economic Development

PURPOSE OF THE ASP:

Bylaw 2018-19 implements the Southwest Industrial Area Structure Plan (SWIASP) affecting approximately \pm 64.7 ha (160 ac) of land in the SW 33-32-5-5. The SWIASP was prepared by Dillon Consulting on behalf of Rolling Mix who owns \pm 63.2 ha of the subject lands. The remainder \pm 1.5 ha lands are owned by a private landowner.

The SWIASP provides a policy framework for future redesignation, subdivision and development of the SW 33-32-5-5 as an industrial area. The plan is in alignment with all Town policies and plans, including the Intermunicipal Development Plan, Municipal Development Plan and Strategic Plan.

The SWIASP will be implemented through the subdivision and redesignation process in seven (7) phases. Future subdivision applications will include the development of internal roads and lots built to full urban standards including municipal sewer, water, gas and other utilities. Surface improvements include industrial lots ranging from 0.5 ac to 5.0 ac with paved roads and sidewalks and lands for open space and the development of a trail network to connect to the Town and other natural areas. Future redesignation applications will include an industrial land use framework (zoning) under the current Land Use Bylaw that supports light to general industries and limited commercial uses that are compatible with the area.

Phase 1 will have the flexibility to proceed with an interim on-site private sewer and water solution (pump-out tank and cistern) until trunk lines (sewer and water) are extended to the area from the approved subdivision to the north. Phase 1 will be required to be service ready with all local infrastructure (paved roads, sidewalks and service pipes in the ground and ready for connection) at the outset.

The SWIASP requires developers to be responsible for construction and payment of <u>all</u> roads and services associated with subdivision development, including payment of off-site levies and special assessments for any off-site transportation and servicing upgrades necessary to facilitate the development.

BACKGROUND:

First Reading to Bylaw 2018-19 was given on December 17, 2018 and Council set the Public Hearing date for February 19, 2019. Council recessed the Public Hearing on February 19, 2019, to allow Administration to further review the SWIASP with stakeholders and the Intermunicipal Planning Commission and to discuss any concerns and possible modifications to the plan. This action was undertaken in response to letters received from Mountain View County (MVC) on the SWIASP.

The Town's Administration met with Administration from MVC on March 25, 2019, to discuss MVC concerns, provide clarification on the intent and purpose of the plan and to advise that amendments would be forthcoming to the SWIASP to clarify the Town's servicing strategy. Town Administration also advised that the proposed revised SWIASP would be presented to the IMPC at a subsequent date as required under section F, subsection 4 of the IDP to discuss issues of mutual concern including area structure plans. A copy of the meeting notes from the March 25, 2019 meeting are attached.

The Intermunicipal Planning Committee subsequently met on May 7, 2019, and Town Administration provided an overview of the proposed revised SWIASP including a clarification of the revised servicing strategy. The Town Administration also indicated that a maximum size for Phase 1 would be considered in the SWIASP, if municipal water and sewer trunks were not initially available for connection to service Phase 1. It was noted that Phase 1 would still have to develop to Town urban standards with all local pipes and infrastructure in the ground and roads developed to paved urban standards. The IMPC was also advised that the ASP was a statutory plan pursuant to the MGA and only Town Council had the ability to ultimately make a decision on plan/bylaw approval. Therefore, all information presented at the IMPC was for discussion, clarification and information only, and the minutes would be forwarded to Sundre Town Council to assure that information was consistent for all members of Town Council when considering this matter. A copy of the May 7,2019 meeting minutes is attached.

Notice/advertisement for the May 27, 2019 Public Hearing for the SWIASP (Bylaw 2018-19) was published in the Sundre Roundup on May 14, 2019 and May 21, 2019 in accordance with s. 606(2) of the Municpal Government Act. This notice was also posted on the Town's website since May 14, 2019, together with the revised SWIASP.

The SWIASP has now been revised, re-advertised for Public Hearing and posted on the Town's website for information and review.

ANALYSIS OF SWIASP:

The SWIASP has been revised to address the concerns of MVC. The ASP is consistent with all statutory policy including the IDP and MDP. The SWIASP meets the goals and objectives of the Town of Sundre Strategic Plan. It supports a diversification of the Town's tax base by supporting a blue-print and strategy for industrial and commercial development on lands that are identified in the Town's MDP and IDP for this purpose, as well as it promotes regional economic development for the benefit of the entire region.

RECOMMENDED ACTION:

Administration recommends that Council give Second, and Third Reading to Bylaw 2019-08 (SWIASP), as amended.

ATTACHMENTS:

- 1. March 25, 2019 Meeting Notes with County Administration
- 2. May 7, 2019 Minutes of the IMPC

Mike Marko Director of Planning and Economic Development

Date Reviewed:

CAO:



Southwest Industrial Area Structure Plan (SWIASP) Meeting Notes Monday, March 25, 2019 at 1:30 – 3:00 p.m. Town of Sundre Municipal Office Meeting Room

1:30 p.m.

In Attendance:

Town of Sundre (TOS)

Mike Marko, Director Planning & Ec. Development Betty Ann Fountain, Special Project Coordinator / Development Officer Chelsea Mather, Development Assistant

Mountain View County (MVC)

Margaretha Bloem, Director Planning & Development Services Christofer Atchison, Director, Legislative, Community and Agricultural Services

Background and Context:

- Town of Sundre (TOS) gave a brief overview of the following historical and current key policy documents:
 - MVC & TOS Inter-Municipal Development Plan (IDP) identifying IDP Fringe Area, Referral Area and Short Term Annexation Area (2009); (see attached map)
 - MVC & TOS Inter-Municipal Development Plan identifying Future Land Use Concept (2009); (see attached map)
 - Town of Sundre Growth Strategy (2008); (see attached map)
 - Town of Sundre MDP Land Use Concept (2013); (see attached map)
 - Municipal Development Plan excerpts: Sections 6.5 Industrial Development, Sections 7.3.2 to 7.3.11 Policies, and Section 10.2.1 Financing Urban Growth Policies; (see attached MDP policies)
 - SWIASP Key Policy Direction, Items 1 8. (see attached)
- It was noted that the proposed SWIASP was prepared as a policy document to provide a framework for subdivision, redesignation and development; and that the plan was in alignment with all Town Policies including the IDP, MDP and Growth Strategy.
- TOS also made reference to the letters received from MVC as indicated below and requested clarification from the County on any issues they may have concerning the ASP:
 - February 19, 2019 letter from MVC Director of Planning and Development re: SWIASP; (see attached)
 - February 19, 2019 letter from MVC Reeve re Bylaw 2018-19 SWIASP. (see attached)



Southwest Industrial Area Structure Plan (SWIASP) Meeting Notes Monday, March 25, 2019 at 1:30 – 3:00 p.m. Town of Sundre Municipal Office Meeting Room

Issues for Discussion:

- MVC would like to see the IDP reviewed and updated before any other statutory documents are approved by either party (Town or County), noting that MVC has decided to not prepare any new statutory documents prior to an IDP update;
 - TOS indicated that the Town initiated this process last year as part of its strategic priorities to support plans that will diversify the Town's land use base. The subject area has been identified for "industrial growth" for over 10 years and the ASP is necessary to provide a policy framework to go forward with subdivision and development. This framework will not impact an IDP review between the TOS and MVC and the land use direction for this area has already been determined.
- MVC is concerned with servicing and what that looks like for the Town and County;
 - TOS explained that the timing of the construction of the trunk lines (water/sewer mains) in to the quarter section will be development driven and paid for by the developer (this could be through developer(s) fronting the costs, cost recoveries from future benefitting developers and through offsite levies or a combination of both);
- MVC stated that the original circulation of the ASP stated that 'Phase 1' was not serviced;
 - TOS clarified that Phase 1 will be built to Urban Standards, with infrastructure in the ground (deep services) including "servicing stubs" at property line, and that through a registered Deferred Servicing Agreement (Development Agreement), the connection to the main trunk lines will be required when they are built and brought in to the quarter section from the north.
- MVC would like the timing of the project (construction of infrastructure, roads etc.) to be clarified and is concerned with the lack of guarantee that full connection to Town services is a requirement in the document.
 - TOS clarified that an ASP is not a timing document. The ASP is a policy document that provides policy context for development and guides the next steps for subdivision and redesignation. The development industry will provide timelines for development. The subdivision process will bind the developer to the Town's servicing standards through the development agreement;
- MVC expressed concern that if the lots in Phase 1 are not connected to Town Services (water/sewer) for an amount of time, then the development of those lots could be in direct competition with the county as they also have large unserviced lots.
 - TOS clarified that the MGA considers all municipalities equal and that we should not consider economic competition with a neighbouring municipality as a consideration to oppose development. There are regional economic benefits for development on both sides of the boundary;



Southwest Industrial Area Structure Plan (SWIASP) Meeting Notes Monday, March 25, 2019 at 1:30 – 3:00 p.m. Town of Sundre Municipal Office Meeting Room

- MVC discussed the collection of offsite levies, including the timing in which they are collected, how they are collected and what the levies will support.
 - TOS explained that the offsite levies to be paid by the Developer will be calculated under the Town of Sundre's updated Off-site Levy Bylaw (2019) as required under the MGA and that those levies will be collected through the method identified in the registered Development Agreement. Securities from the developer will also be required through the Development Agreement to insure completion of the construction of subdivision works (Developer's obligations);
- MVC inquired further as to at what stage the off-site levies are collected;
 - TOS explained that the trigger for the payment of off-site levies is through the subdivision process, and that the timing for collection could be at the time of executing the Development Agreement or at an alternative time indicated in the Development Agreement such as the Development Permit stage;
- MVC inquired about the Town's view on phasing in other undeveloped areas of the Town and timing for services;
 - TOS explained that phasing could be considered in other developments as this is "normal" in urban municipalities for subdivision development. However, no other lands in the Town are part of the IDP, and this question was therefore a non-issue.
- MVC asked whether or not the trunk line is contemplated in Town Council's 10 Year Capital Budget;
 - TOS noted that at this time, it is not included; TOS prefers a developer to front end the trunk lines if possible.
- MVC inquired as to whether previously approved subdivisions would be allowed to come back and request a phased subdivision.
 - TOS answered 'no';
- MVC discussed the ASP's phasing scheme and the policy suggesting that phases can be changed without amending the plan;
 - TOS indicated it would review this policy further;
- MVC wanted clarification as to what point Phase 1 is required to connect to Town services (i.e. when Phase 2 is developed);
 - TOS recognized that in order to connect to Town services, Phase 2 would have to be located next to Phase 1 to connect to Town services. TOS will review this further for clarification.
- MVC asked about paving requirements for 7th Street and 10th Street.
 - TOS indicated that boundary roads impacted by a new subdivision would have to be upgraded and paved to Town standards.



Southwest Industrial Area Structure Plan (SWIASP) Meeting Notes Monday, March 25, 2019 at 1:30 – 3:00 p.m. Town of Sundre Municipal Office Meeting Room

Next Steps:

- The Town is working closely with Dillon Consulting to address amends to the ASP document for clarity;
- The Town would like to take the SWIASP to the Inter-Municipal Planning Commission for information and discussion only prior to rescheduling the public hearing within the next two months;
- There was discussion about conflicting members that sit on the IMPC and Town Council and whether the Town is concerned about that.
 - TOS stated that the Town is not concerned with this, as the members of the IMPC would receive the draft ASP for information and discussion only, and Town Council would receive the same information for consideration later at the Council Public Hearing and meeting;
 - The Town indicated that if MVC would like to bypass the IMPC meeting, the Town will require a written formal request from MVC to consider this approach.
- MVC inquired as to whether the Town is considering halting the process until the IDP is reviewed.
 - TOS clarified that the Town is satisfied with the current process and will continue to move this matter forward to Council for a decision on the ASP. It is the position of the TOS that the ASP will not in any way compromise or impact the IDP review process;
- A general timeline was established, and the Town stated that they would like to have the public hearing rescheduled within the next two months.

Adjournment: 3:00 p.m.



Inter-Municipal Planning Commission

Minutes

Tuesday May 7, 2019 10:00 a.m. Town of Sundre Administration Building – Council Chambers

In Attendance:

Town of Sundre:

Mayor Terry Leslie Councillor Rob Wolfe Linda Nelson, Chief Administrative Officer Mike Marko, Director Planning & Ec. Development Betty Ann Fountain, Development Officer and Recorder Chelsea Mather, Development Assistant and Recorder

Mountain View County:

Councillor Angela Aalbers Councillor Peggy Johnson Christofer Atchison, Director, Legislative, Community & Agricultural Services, Margaretha Bloem, Director, Planning & Development Services

Call to Order:

The meeting was called to order at 10:00 a.m., Mayor Terry Leslie welcomed all members of the Inter-Municipal Planning Commission and respective Administration members.

Commission does not have jurisdiction to make decisions on a Bylaw for a

Linda Nelson, Chief Administrative Officer, Town of Sundre (TOS) Purpose of Meeting: provided the purpose of the meeting as follows: the purpose of this meeting is to address concerns raised by Mountain View County (MVC) with regard to Bylaw 2018-19, being the Southwest Industrial Area Structure Plan (SWIASP), which is within the Urban Referral Area as identified in the Town of Sundre and Mountain View County's current Intermunicipal Development Plan (IDP). The Town is required under the current IDP to refer all Land Use Bylaw Amendments and Area Structure Plans to the Intermunicipal Planning Commission for their review and comments. The Plan was referred to Mountain View County through the normal referral process, and concerns were raised at the Public Hearing for this Bylaw. The Public Hearing was recessed to provide opportunity to address Mountain View county concerns prior to proceeding further. Planning staff have worked with the developer's consultant to clarify a number of items within the ASP, which we believe will address the concerns raised by Mountain View County. The Intermunicipal Planning

Statutory Plan, as a Council may not delegate its power or duty to pass Bylaws to another body, however, we will take concerns into consideration prior to reconvening the public hearing on the Bylaw, which the Director of Planning & Ec. Development will address now.

New Business:

Bylaw 2018-19 Southwest Industrial Area Structure Plan

Mike Marko, Director Planning & Ec. Development provided a verbal overview of the Southwest Industrial Area Structure Plan and addressed concerns expressed by Mountain View County, as follows:

IMPC – May 7, 2019 Presentation

- 1. Background Location
 - SW quarter Section 33-32-5-5
 - 64 ha (160 acres) (quarter section) comprising 2 landowners
 - Area was annexed into the Town in 2010 as an area for industrial growth and development
 - Currently zoned Urban Reserve until ASP framework is approved to address future subdivision and development
 - Identified in the Town's 2008 Growth Strategy as industrial
 - Identified in the Town's MDP as industrial
- 2. IDP context
 - ASP is consistent with the IDP.
 - It supports the goals of IDP as follows:
 - Goal 4 identification of areas for the development of Industrial Parks within the urban fringe including development standards and ASP principles (policy and policy direction)
 - Goal 5 provide land use policies that supports economic development that will benefit the region economically and socially
 - The IDPs Future Land Use Map (Map 2) identifies the subject area as industrial
 - The ASP was also circulated to the County for comment as per the IDPs referral and circulation requirements (prior to public hearing)
 - IMPC consideration Under Section F, sub-section 4, of the IDP, the policy requires the IMPC to meet to discuss issues of mutual concern that relate to the IDP. It states that all ASPs will be referred to the IMPC for their review and comment. We recognize that it is awkward referring this matter to the IMPC, however; we believe that referring the ASP for information and comment is appropriate before referring the plan back to the Council Public Hearing and Council Meeting for decision, given the policy
 - We note that all discussion at this IMPC meeting will be recorded and noted for Council's information when considering the ASP, to ensure that no information has been omitted and all of Council is receiving the same information
- 3. Plan Overview
 - ASP to create framework for redesignation, subdivision and development
 - Fully serviced municipal lots, constructed to municipal standards through the future subdivision process (paved roads, underground piped services all developed to municipal standards)
 - Services and construction all paid for by developer and secured through development agreement at time of subdivision

- Concurrent redesignation application will be required at time of subdivision
- Consideration for Phase 1 only to proceed without connection to trunk services, but must have on-site services constructed and available for future connection at time of Phase 2 implementation (in this scenario, Phase 1 would connect and be required to decommission on-site private servicing when Phase 2 proceeds)
- 4. ASP Land Use Concept
 - Light to general industrial land uses as per the Town's land use bylaw will be considered for these lands to be confirmed through a future redesignation process.
 - Access to the area would be from 10th Street through an internal collector road. There is an alternative access road to connect to 7th Street through the approved industrial subdivision to the north.
 - In terms of public amenity space, a central linear open space corridor running east-west would be dedicated as MR to protect a treed area which could provide connectivity and linkages to other Town and potential regional open spaces as well as maintain species habitat.
 - A TransCanada Pipeline and ROW runs in a north south direction through the easterly portion of the ASP area and will be protected as passive open space through additional dedication of MR to add to the linear open space corridor.
- 5. Phasing Plan
 - The ASP recognizes a potential for 7 phases of subdivision development.
- 6. Plan Preparation
 - Notification of ASP preparation was given to stakeholders in accordance with s. 638 of the MGA for statutory plan preparation and the County was circulated and invited to comment as per both MGA and IDP requirements.
 - The applicant held an open house on the plan in February 2019 attended by 7 persons, which included one Councilor and the Director of Planning and Development from MVC
 - No concerns were received on the ASP from other technical agencies, government departments, residents or landowners.
 - MVC responded to the plan during circulation of the plan as well as at the Public Hearing.
- 7. Addressing County Issues
 - Plan has been revised to clarify servicing requirements, particularly with respect to requiring all phases of development to be constructed to Town urban standards together with servicing /pipes in the ground, paved roads with sidewalks.
 - In the event that Phase 1 proceeds without initial connection to trunk services (with interim private pump-out sewage collection tanks and cisterns), it will be developed to full urban standard and will be required to hookup to trunk lines at the next phase of subdivision.
- 8. MVC Concerns identified through written correspondence of Jan 18, 2019 and February 18, 2019
 - MVC Concern with on-site private servicing, rural standard development and no triggers to connect to municipal services
 - TOS: the ASP has been revised to state the "trigger". Phase 1 will be fully serviced (underground) with allowance for private cisterns for water and pump out tanks for sewer until such time as Phase 2 is developed. At this stage, Phase 1 will be required to tie-in to trunk lines for water/sewer and decommission private services.
 - Concern that private on-site sewage disposal and potable water will hinder municipal infrastructure development
 - TOS: this allowance for flexibility is an incentive for development with servicing provided in a logical, cost effective manner.

- Unclear on how many phases would be allowed with interim private on-site servicing
 - TOS: the ASP indicates 7 phases, with only Phase 1 to develop with interim private solutions for water and sewer.
- Conflict with fringe area policies, IDP requiring water and wastewater services and leapfrog development
 - TOS: the Town does not identify a "leap-frog" component to this application. The lands to the north have subdivision approval. The trunk lines for water & sewer will be developed from the SE section of the parcel to the north.
- Stormwater management concern as part of subdivision consideration
 - TOS: A stormwater / drainage management plan will be required with the subdivision application and reviewed by the Town's consulting engineers.
- Concern with design policies i.e. good taste in determining public art
 - TOS: this detail will be reviewed at Development Permit stage. The applicant will be required to submit a plan which includes landscaping and other design elements as a component of the plan.
- Prematurity of ASP and should be postponed until IDP update is complete
 - TOS: this area has been identified since 2010, in the current IDP, current MDP and Growth Study as an area for industrial growth and development.
- Economic development competition
 - TOS: competition cannot be considered as the MGA implies that all municipalities have equal opportunity. This area will be developed with Urban Standards (pipes in the ground, paved roads, sidewalks, etc.), with flexible servicing conditions for only Phase 1.

Comments/Questions from Members: Mike Marko, and Linda Nelson provided comment and answers to questions from the Members, as follows:

MVC: Is there a reason we do not have the ASP in front of us? TOWN ADMIN: The revised plan is not yet available for the public; MVC: Expressed concern that it is difficult to make comment without an opportunity to review the plan. TOWN ADMIN: The plan was circulated to MVC Planning Administration as an adjacent landowner to the parcel and per the requirements of the current IDP. The purpose of this meeting is to address the concerns submitted to the Town, by MVC as a result of the circulation. MVC: What are the lot sizes for Phases 1 and 2? TOWN ADMIN: A range of lot sizes are recognized depending on the type of industries proposed. It was also explained that Area Structure Plans typically provide policy guidance for a range of parcel sizes. Final lot sizes are typically determined at the subdivision stage. MVC: What is the area size of Phase 1? Approximately 20 acres. The precise size of the phases have not been identified in the TOWN ADMIN: Area Structure Plan. What is identified is the location of the various phases, road access to development and green spaces. Lot sizes are typically addressed at subdivision stage of development. MVC: We are struggling to make comment or ask questions as we have not seen the ASP. TOWN ADMIN: The plan was circulated to MVC Planning Administration as an adjacent landowner to the parcel and per the requirements of the current IDP.

MVC:Are 5 acre lots normal for an urban development?TOWN ADMIN:The plan is designed to be flexible, provide a general range for lot sizes and incentives for
industrial growth. Lot sizes will be dependent on needs of industry wishing to locate in
this area. This is a policy document. Specific information about lot sizes etc. will come
forward at subdivision stage.

MVC: Has the Town accounted for water/wastewater capacity for industrial growth? TOWN ADMIN: This is already addressed in the current Master Servicing Study that identifies requirements and Engineered design guidelines.

- MVC: Will the Town have to upgrade the water treatment plant and wastewater lagoon capacity to accommodate growth?
- TOWN ADMIN: This is addressed in the Master Servicing Study that identifies requirements and Engineered design guidelines. Please note, an Area Structure Plan is not an authorization to develop, it is a framework (policy) document to facilitate future growth/development.
- *MVC:* Phase 1, as an unserviced parcel is in direct competition with MVC's industrial developments.
- TOWN ADMIN: This area is identified in the current IDP, the Town's MDP, Master Servicing Study and Growth Study as an area for industrial development. Currently the lands are designated Urban Reserve. The Town will consider redesignation and subdivision in phases. As each phase of development is proposed, redesignation and subdivision will be considered on the basis of the type of industry to be located within those phases. Phase 1 will be developed and serviced to urban standards (pipes in the ground) without benefit of tiein to main trunk lines if trunk lines have not been extended to this area yet. Development of Phase 2 is the trigger for Phase 1 to tie-in to the trunk lines, because Phase 2 will require to be connected to trunk lines.

MVC: How many lots and acres per lots in Phase 1?

- TOWN ADMIN: The area structure plan does not define lots and specific sizes. It identifies a range of sizes to be detailed at the subdivision stage.
- MVC: Phase 1 is a concern as it will be unserviced and in competition with MVC industrial development, although the Town states it is to be developed to Urban Standards?
- TOWN ADMIN: Phase 1 servicing pipes will be in the ground. There is flexibility in the plan to tie-in to main trunk lines when Phase 2 is completed. This flexibility may not be required, if the Phase 1 developer proposes and is willing to construct the main trunk lines to this area from the lands to the north. Urban Standards will be required for all phases – paved roads, sidewalks, paved parking lots, design standards for building and lighting, water/sewer/gas services etc. The MGA suggests that all municipalities are equal, and therefore competition should not be a determent for plan consideration. Also, the ASP is not a "timing" document, it is a policy document providing a framework for future redesignation, subdivision and development.

MVC: Has a third revision been prepared?

TOWN ADMIN: The Town's presentation today is based on revisions to the ASP. A copy of the final version of the ASP will be provided to all stakeholders and adjacent landowners and will be presented to Town Council at the reconvened Public Hearing May 27th, to ensure we are following a fair process.

MVC: What was the purpose of the IMPC meeting today if the revised ASP is not available? TOWN ADMIN: The purpose of this meeting today is to respond to the concerns brought forward by MVC Administration. This is not the final opportunity to comment on the ASP, as it will be made available to the public before the public hearing is reconvened. Future applications for subdivision, redesignation and development will be circulated to stakeholders, adjacent landowners, and MVC as per the referral process of the MGA and the IDP, which will provide additional opportunity for input.

MVC: Is there any consideration to reduce the size of Phase 1?

TOWN ADMIN: Phase 1 is approximately 20 acres. We want to provide flexibility for developers. We could ask the planning consultant to provide estimated sizes for the phases, but this is not common to area structure plans. Phase and lot sizes would be identified at subdivision stage.

MVC:Could a developer "jump" a phase? For example, Phase 1 – Phase 8, bypassing Phase 2.TOWN ADMIN:Clarity is provided with phasing. If a developer proposes to deviate from the phasing
strategy, the developer must demonstrate that the servicing strategy can be achieved
with trunk connections available to Phase 1.

- MVC: Will the Town consider this type of "unserviced" phasing in future development of areas in Town?
- TOWN ADMIN: It is the responsibility of landowners/developers to propose/create a vision, land use and a servicing strategy for those areas in consultation with Town administration and Council. The Town's MDP encourages connection to Town services, and administration would support this policy.
- MVC: Has any consideration been given to possible changes in the flood mapping by the province?
- TOWN ADMIN: The area structure plan addresses this by requiring the ASP to be amended if the new flood map includes this area. Currently the ASP is outside the flood hazard area. Flood mitigation for any structures to be constructed on the land would be addressed at development stage.

MVC: Will the IMPC meet again before the reconvened public hearing?

TOWN ADMIN: No, the IMPC does not have decision making powers.

CLOSING STATEMENT: The purpose of this meeting was to address concerns brought forward by MVC Administration in regard to the area structure plan. Town administration believes we have addressed all the concerns, in conjunction with revisions to the plan by the developer's planning consultant. The Town is following the process for Statutory Plans as prescribed by the MGA. There will still be opportunity for MVC to make comment on the area structure plan up to the Public Hearing scheduled for May 27, and again at subdivision, redesignation and development stage.

Old Business: (nil)

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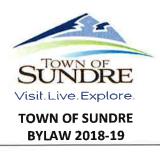
Adjournment

Being that the agenda matters have been concluded the meeting adjourned at 11:10 a.m.

These Minutes approved this ____ day of _____ 2019

Mayor

Chief Administrative Officer



BEING A BYLAW TO ADOPT THE SOUTHWEST INDUSTRIAL AREA STRUCTURE PLAN

WHEREAS the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, provides authority to the Council of a Municipality to adopt an Area Structure Plan for providing a framework for subsequent subdivision and development of an area of land.

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

THAT the Town of Sundre Southwest Industrial Area Structure Plan, appended hereto as Schedule "A" to Bylaw 2018-19, is hereby approved.

Read for a first time on this 17th day of December 2018 – Motion # 510-18-12-17

Public Hearing held on this 18th day of February 2019; and Reconvened on this 27th day of May 2019.

Read for a second time this 27th day of May 2019 - Motion #

Read for a third and final time this 27th day of May 2019 - Motion #

Mayor

Chief Administrative Officer



TOWN OF SUNDRE Southwest Industrial

Area Structure Plan – Proposed With Amendments May 14, 2019

May 2019 - 16-4788

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1.0 Introduction

Dillon Consulting Limited (Dillon), acting on behalf of Rolling Mix Concrete LLP (Rolling Mix), has prepared this Area Structure Plan (ASP) for the southwest quarter of Section 33, Township 32, Range 5 west of the 5th Meridian (the Plan Area), to meet the requirements of the Town of Sundre (hereinafter referred to as the Town). The ASP is located in the southwest corner of the Town.

The land within the ASP is identified for future industrial development in the Town of Sundre / Mountain View County Intermunicipal Development Plan (IDP), July 2009 and the Town's Municipal Development Plan (MDP), September 2013. The ASP area (**Figure 1**) is approximately 64.7 ha (160 acres) with the majority of the lands owned by corporations belonging to Rolling Mix owners. There is one original farmstead parcel subdivided out. The following **Table 1** illustrates the ownership of the Plan Area.

In addition, there is a pipeline right-of-way crossing diagonally across the Plan Area.

Table	1:	Land	Ownership Table
			the second

Owner	Legal Description	Area	
Rhiannon Jayne MacDonnell, Jesse Allin MacDonnell Thomas Ian MacDonnell	Meridian 5, Range 5, Township 32, Section 33	1.509 ha (3.73 ac)	
Lacapama Holding LTD 347089 Alberta LTD 347092 Alberta LTD	Meridian 5, Range 5, Township 32, Section 33	63.24 ha (156.27 ac)	

The ASP provides an overview of the goals and objectives, including development and land use plans for the Plan Area, phasing and development policies. This ASP, to be known as the Southwest Industrial Area Structure Plan (SWI ASP), is a statutory document to guide future development.

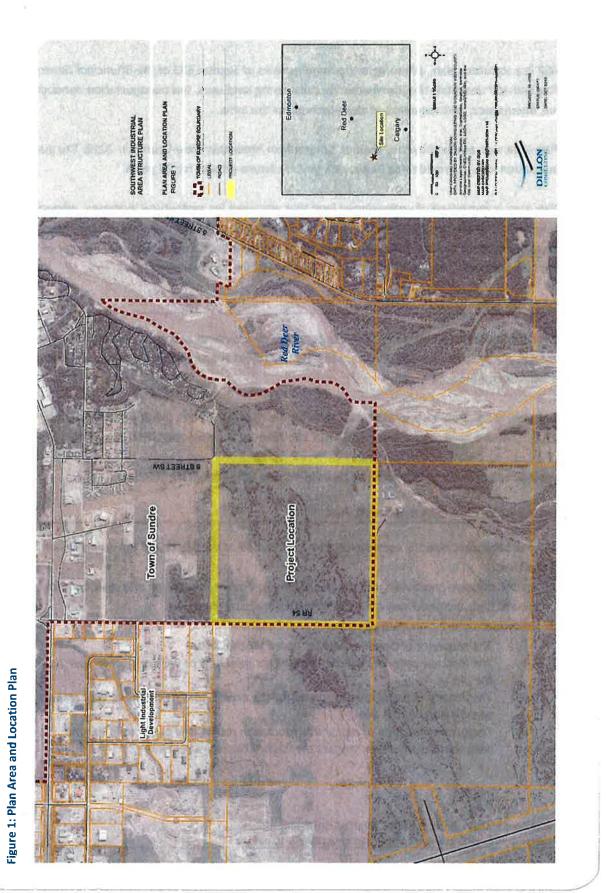
1.1 Overview

The SWI ASP area will provide land for future industrial development, supporting local economic growth and employment in addition to diversifying the Town's tax base. Land use in the Plan Area will consist of light industrial uses, municipal reserve land, public utility land and roads. The concept is to develop this area as a fully serviced general industrial park using Town of Sundre urban standards.

Town of Sundre Southwest Industrial - With Amendments May 14, 2019 May 2019 – 16-4788



1.0 Introduction 2



Town of Sundre Southwest Industrial - With Amendments May 14, 2019 May 2019 – 16-4788 This ASP is a statutory plan, adhering to the requirements of Section 633 of the *Municipal Government Act*. The SWI ASP describes the framework for considering land uses, the transportation network, utilities, open space, and sequence of development for the area.

The Plan Area was annexed by the Town of Sundre from Mountain View County in 2010. The purpose of the annexation was to provide the Town with land for future growth for 20 years.¹

The Plan Area is comprised of undeveloped land that was used for agricultural purposes, primarily ranching and cattle grazing, for decades. There is a treed ridge area that cuts diagonally across the middle of the quarter section. There is an existing farmstead located in the northwest corner of the quarter (the northerly 280 feet of the westerly 580 feet of the southwest quarter).

1.2 Legislative and Policy Context

Contents and implementation of this ASP are governed by provincial and municipal legislation, regulations and policies. The SWI ASP is a statutory document prepared in accordance with Section 633 of the *Municipal Government Act*.

Development in the Plan Area must comply with the policies outlined in the Sundre / Mountain View County IDP, Sundre MDP, and the regulations of the Town of Sundre Land Use Bylaw 2018-10.

All development will also conform to the Town of Sundre urban servicing standards.

1.3 Alberta Municipal Government Act

This ASP has been developed in accordance with Section 633 of the *Municipal Government Act*. Section 633 states that:

- (1) For the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may by bylaw adopt an area structure plan.
- (2) An area structure plan must describe
 - (i) The sequence of development proposed for the area;
 - (ii) The land use proposed for the area, either generally or with respect to specific parts of the plan;
 - (iii) The density of population proposed for the area, either generally or with respect to specific parts of the area;
 - (iv) The general location of major transportation routes and public utilities; and
 - (v) May contain any other matters the council considers necessary.

¹ Alberta Municipal Affairs, Board Order No. MGB 055/10. Retrieved from: http://www.municipalaffairs.alberta.ca/documents/mgb/M055-10.pdf



1.4

Town of Sundre and Mountain View County Intermunicipal Development Plan

The policies of the SWI ASP are consistent with the policies of the Town of Sundre / Mountain View County IDP, adopted by both municipalities in 2009. The Future Land Use Concept in the IDP identifies the Plan Area as future industrial and short-term annexation. **Figure 2** illustrates the ASP lands and industrial land use in the IDP. The industrial land use is also supported in the Town's 2010 Growth Strategy, which helped guide the preparation of the IDP framework, and the 2010 annexation of these lands into the Town.

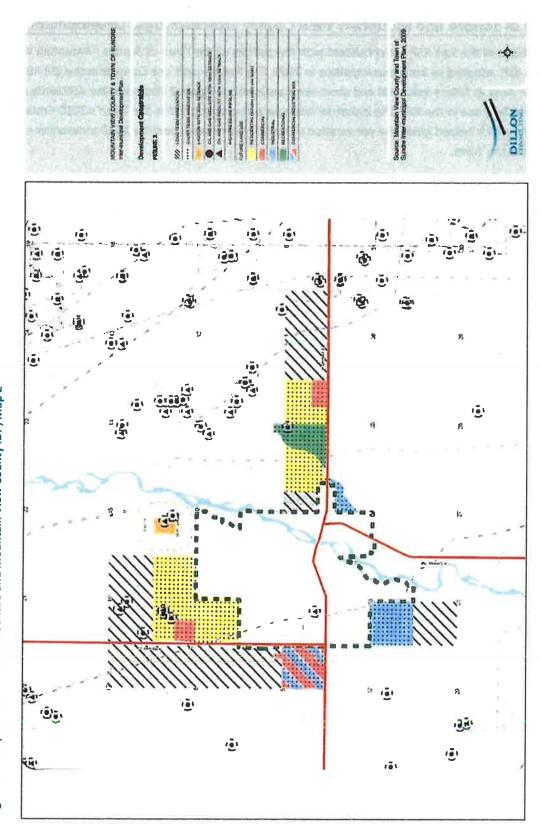
The following IDP goals support the preparation of this ASP:

- Identification of areas for the development of Industrial Parks within the urban fringe and the referral area, including development standards, Area Structure Plan principles.
- Development of land use policies to provide for and in support of economic development that will benefit the region and the two municipalities economically and socially.
- The Plan area falls within the Urban Referral Area in the IDP. All Area Structure Plans within the Urban Referral Area are required to be circulated to the County for comment. Further, the IDP requires all Area Structure Plans to be referred to the Inter-Municipal Planning Commission for review and comment.









Town of Sundre Southwest Industrial - With Amendments May 14, 2019 Way 2019 – 16-4788

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1.5 Town of Sundre Municipal Development Plan

The policies of the SWI ASP are consistent with the policies of the Town's MDP, adopted in 2013. The Future Land Use Map in the MDP identifies the Plan Area as an area for future business industrial growth. **Figure 3** illustrates the designation of industrial land use on the ASP lands in the MDP.

There are many policies and objectives in the Town's MDP which relate to development of the land within the SWI ASP and are found in the MDP as follows:

6.2 Growth Management

Goals:

- To use land and infrastructure efficiently while encouraging a mix of land uses and providing for social, recreation and appropriate economic activities in both new and established areas.
- To manage growth and development in an environmentally, socially, fiscally responsible and sustainable manner that benefits existing and future residents of the community.

Objectives:

• Support sustainable development ... and unique land use planning ... and an economically diverse town.

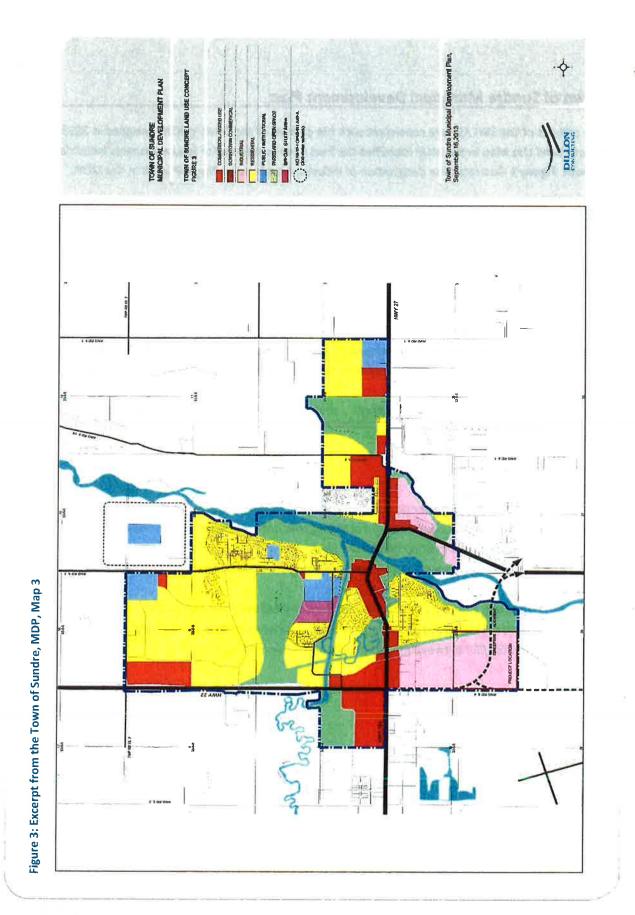
6.5 Industrial Development

Goals:

- To encourage the retention and expansion of existing industrial development and the establishment of new industrial activities that are architecturally controlled and are compatible with existing and future land uses.
- To provide a balanced assessment and employment base by identifying new industrial areas. **Objectives:**
 - Encourage existing industries to maintain and expand their operations.
 - Attract new industrial development to appropriate locations within the community.
 - Avoid conflict between industrial uses and other land uses.



1.0 Introduction 7



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Town of Sundre Southwest Industrial - With Amendments May 14, 2019 May 2019 - 16-4788 Specific Town of Sundre policies guiding industrial developments in the MDP are as follows:

Policies:

- **6.5.1** The Town shall direct light and medium industrial development to the areas identified on Map 3. (Figure 3 in this ASP)
- **6.5.2** New industrial development proposals and the expansion of existing industrial developments shall be required to address the environmental impacts in regards to drainage, sewage, effluent or airborne emissions, noise pollution, or other relevant environmental concerns.
- **6.5.3** The Town's Land Use Bylaw shall contain development standards for industrial sites including building placement and design, landscaping and screening of storage and parking areas, signage and intensity of development, while recognizing the industrial nature of these areas.
- **6.5.4** Through provisions in the Area Structure Plans, Outline Plans, plans of subdivision, and the Land Use Bylaw, the Town shall ensure that adequate separation distances of at least 50.0 metres and transition between industrial and non–industrial uses are maintained in locating any industry that may create land use conflicts with regard to noise, dust, vibration, smoke and odour or safety issues. This may include, but is not limited to, the provision of landscaping, screening, fences and/or berms.
- **6.5.5** When industries that involve the use and storage of hazardous material are considered for possible land use approval, they should not be permitted in proximity to residential, recreational, and institutional land uses.
- **7.3.2** Urban growth areas shall be serviced by municipal/regional water and wastewater services, unless Council determines that private services or a lesser degree of services is appropriate.
- **7.3.11** Developers shall be responsible for the construction and initial maintenance of municipal utilities including required extensions and oversizing, unless otherwise specified by the Town of Sundre.

1.6 Town of Sundre Land Use Bylaw

Development in the Plan Area shall comply with the Town of Sundre Land Use Bylaw 2018-10. The Town Council adopted a new Land Use Bylaw on September 10, 2018 which included four industrial land use districts. The Plan Area is currently designated as Urban Reserve (UR) in the Land Use Bylaw. This is a "holding" zone applied to lands that are annexed into a municipality and have not had long-range planning completed for them. This ASP identifies the Plan Area as lands for future industrial use along with a park space to link the town residents to the river and future park space.

The current Land Use Bylaw includes four industrial districts. It is proposed that the SWI ASP lands be designated General Industrial (I4) District; however, this ASP supports an interim amendment to the I4 District for Phase 1 only, to create a site-specific exemption that will remove high water users from the permitted use list for Phase 1, until such time as service connections to piped trunk services are available.



The uses to be considered for Phase 1 only, prior to connection to trunk water and sanitary sewers will be more restrictive and will require the proposed uses to be low-water users. These types of uses could include: warehousing, outside storage, mini or self-storage, bulk fuel, gas bars, equipment and vehicle sales or rentals, recycling depots and other such uses. High-water users that would not be appropriate until such time as piped water and sanitary sewer services exist would include: brew pubs, micro-breweries or distilleries, cheese making operations, eating and drinking establishments and greenhouses and plant nurseries, unless it can be demonstrated that the proposed uses can sustainably function without municipal water and sewers in the interim.

1.7 Adjacent Land Uses

The ASP area is located in the southwest corner of the Town. Because the Plan Area is located on the edge of town, all lands to the south, west and southwest are located in Mountain View County and include: rural industrial uses, the Sundre Airport, agricultural, and vacant rural lands. The quarter section to the west is proposed for gravel extraction by Mountain View County. To the north of the study area are lands designated industrial with subdivision approval for an industrial park, including the newly-approved Candre cannabis production facility. To the east is a major pipeline, vacant land for future residential development and the Red Deer River. To the northeast, over 400 m away, is residential development including the Mountain View Seniors Housing facility.

1.8 Development Constraints

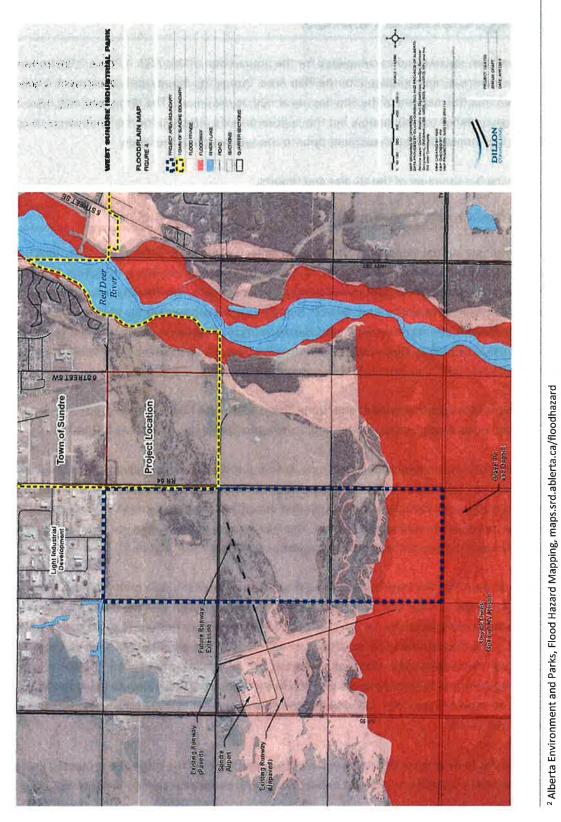
The ASP area has been used historically for grazing and farming. A vegetative strip runs diagonally through the middle of the Plan Area (northeast to southwest). Located on the eastern portion of the area is a TransCanada Corporation gas pipeline right-of-way, running north to south. There are no steep slopes or environmentally-sensitive lands located on the property. Based on the site analysis, there are no significant development constraints on this property.

As illustrated in **Figure 4**, the Plan Area is not located in the flood plain or the flood fringe of the Red Deer River, based on the Province of Alberta Flood Hazard studies and GIS mapping updated in 2012. It is understood that the Province is preparing new flood hazard mapping. Should the new mapping impact the development potential in the SW33-32-5W5, the ASP will be reviewed for inclusion of additional flood mitigation policies.

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Figure 4: Flood Hazard Mapping, Alberta Environment and Parks²



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2.0 Background Studies

There have been several studies completed for the preparation of this ASP. A Phase 1 Environmental Site Assessment was not completed for the Plan Area. During the Biophysical Assessment it was determined that the majority of the Site has never had development. The farmstead may have issues with storage or minor contamination, but the policies provide direction for the landowners to complete a Phase 1 Environmental Site Assessment prior to the subdivision of the lands.

The following is a summary of the studies and reports.

2.1 Biophysical Impact Assessment

Dillon Consulting Limited completed a biophysical impact assessment (BIA) in July 2016, which included a total of six quarter sections including the Plan Area. The purpose of a BIA is to identify significant environmental features to be considered for future development. The BIA characterized the existing biophysical resources located within the ASP boundary and evaluated the significance of these resources. The BIA also recommended appropriate mitigation measures and considerations to limit or prevent adverse effects to those biophysical resources potentially resulting from future development, while abiding by applicable provincial and federal policies, plans, and legislation.

The BIA provides supporting information for inclusion within the SWI ASP and supports the appropriate applications for land use re-designations and development permits as required by the Town.

The BIA report focuses on potential impacts to the natural environment, including terrestrial and aquatic wildlife and their habitats and vegetative communities. The study found that the most environmentally-sensitive areas are the floodplain areas of the Red Deer River, which provides the most diverse vegetation communities and wildlife habitat. The Plan Area of this ASP does not contain any of the floodplain area and does not have environmentally-significant areas (**Figure 5**).

The BIA indicated that the treed area running diagonally through the Plan Area provides some wildlife habitat. The on-site surveys and investigations from the BIA revealed that the treed areas in the Plan Area were the nesting locations for the Clay-Colored Sparrow, Red-Tailed Hawk and House Wren (Figure 5). Some burrowed dens in the Plan Area also suggest the potential for American badgers on-site, although no badgers were observed during the site reconnaissance in 2016. The BIA also reports that although the Red-Tailed Hawks are plentiful in the Plan Area, they relocate easily to other locations and it can be expected that they will return to the Plan Area, should there be any disturbances during development phases.

To address this finding, the ASP retains much of the vegetation on the ridge as a protected green strip that will provide a wildlife corridor and habitat along with pedestrian corridor and linkage.



2.0 Background Studies 12

Figure 5: Biophysical Inventory

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The BIA found that no At Risk Species were found in the Plan Area, nor were there any aquatic species due to the lack of any wetland or water courses. The Plan Area also does not contain any rare or endangered species.

In the non-treed portions of the Plan Area, which include the open pasturelands in the north and south, the BIA concluded that these areas have been actively cattle-grazed lands that have limited vegetation and wildlife habitat diversity. There are no significant environmental areas or wildlife species that this project could potentially pose a threat or risk to.

2.2 Historical Overview

The Plan Area has been ranched and farmed for decades and is not located directly on the river. For those reasons it was determined that there is a low potential for historical or archaeological sites. To confirm this, Dillon conducted a scan of the Province of Alberta databases taken from the Province of Alberta website³ and confirmed that the province does not show any significant potential for historical or archaeological resources in the quarter section. However, the Area Structure Plan policies require Historical and Archaeological clearance from Alberta Culture and Tourism prior to subdivision.

2.3 Transportation Network

The Plan Area, which was annexed into the Town in 2010, is identified in the "Town of Sundre Transportation Master Plan - 2010", as Stage 1 - Short Term Annexation Area, for mixed use Commercial/Industrial development. This ASP is consistent with the land uses and assumptions of the Transportation Master Plan.

The Transportation Master Plan assumed that the Plan Area would be developed for commercial/industrial uses. The property to the north has been re-designated and approved for subdivision for industrial development. 10th Street (RR54) is the only access into the area through the Town. In the future, a connection will also be provided to the industrial lands to the north via 7th Street.

Based on a general industrial land use and using standard employment figures per acre of general industrial development, the Bunt report estimated a peak, full build out employment of 1,672 people on this quarter section of land. The Traffic Impact Assessment calculations were based on this employment and corresponding number of vehicles.

The following figures (Figures 6 and 7) illustrate the 2010 short- and long-term road assumptions.

³ https://www.alberta.ca/listing-historic-resources.aspx

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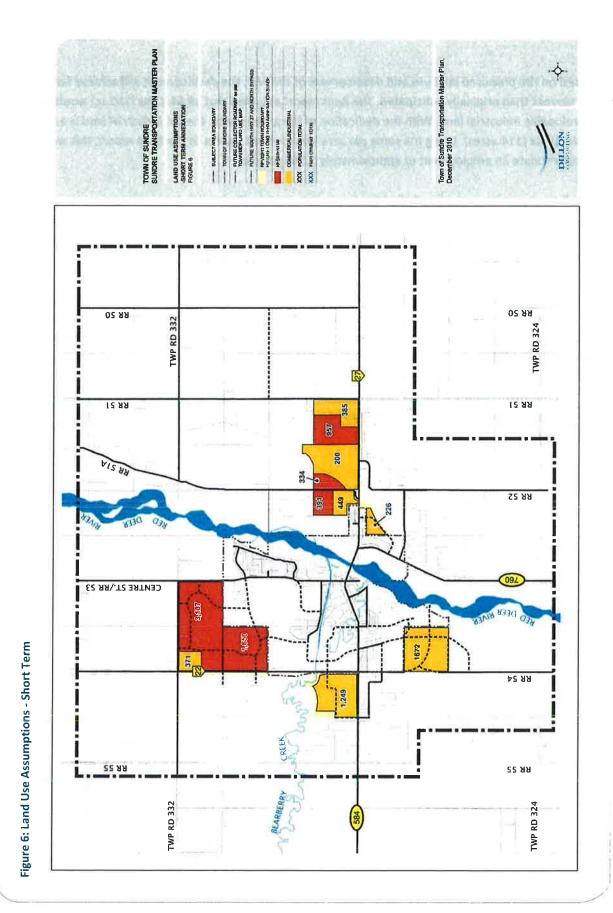
Based on the proposed land use and development of the ASP, the development will achieve far fewer employees than originally anticipated. The Bunt report assumed that all 64.17ha (160 ac) would be developable industrial land. With the dedication of the green space, the net industrial land is estimated at 46.13 ha (114 acres). Using the same per acre employment figures as the Bunt report, this would accommodate an employment of approximately 1,140 people.

The Bunt report has considered all of the future industrial traffic for this area in the recommendations, which state that RR54 (10th Street) between Township Road 325 and Highway 27 should be upgraded to a local major collector road and that the intersection at Highway 27 should be monitored for traffic lights.

The Bunt report also assumed that the land on the west side of 10th Street, in Mountain View County, would generate 2,900 employees; however, this land is proposed for a county-operated gravel pit with the ultimate use as a regional park, and as such, will never generate this number of employees or related traffic. This indicates that the recommendations for 10th Street far exceed the volume of traffic and numbers of employees estimated in the Bunt report. As such, no TIA has been prepared for this ASP. Should the Town require a TIA for this area, it is suggested that the developers share the cost and consider all development that will access 10th Street and that this report be prepared at time of subdivision.



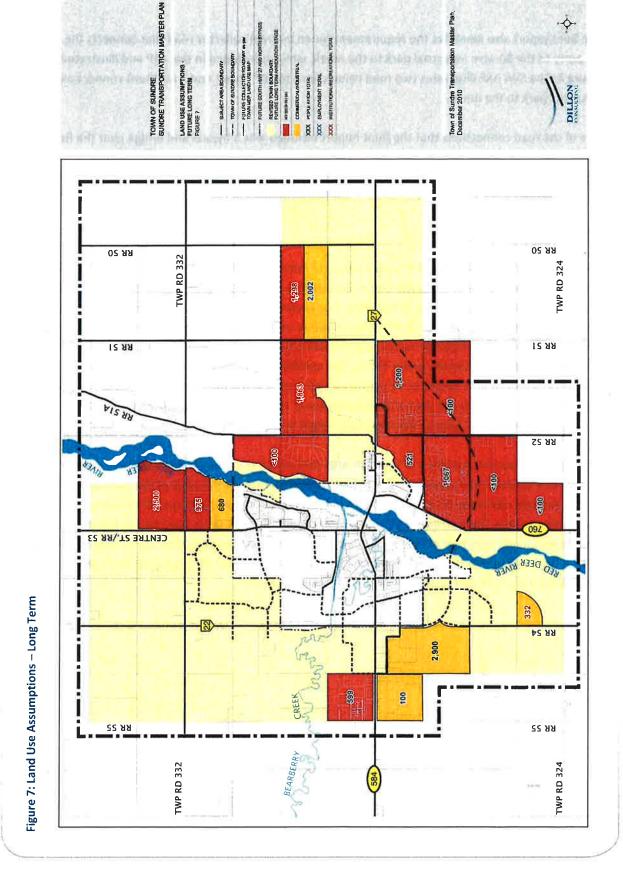
2.0 Background Studies 15



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The Bunt report also identifies the requirement for an internal collector road that connects the subject property to the 80-acre industrial park to the north, which is included in this ASP and illustrated in **Figure 8**. The SWI ASP illustrates two road connections to 10th Street and a northern connection to the industrial park to the north.

One of the road connections that the Bunt Report included was a bypass and bridge over the Red Deer River. During the preparation of this ASP, it was determined that this is not on the Alberta Transportation highway plan; Alberta Transportation has indicated that this connection is not planned and will not be constructed and therefore is not being included in the SWI ASP.

2.4 Airport Overlay

The Plan Area is located within the Sundre Airport Protection Zone (**Figure 9**). The Airport Overlay covers primarily land within Mountain View County jurisdiction. This zone restricts structure heights to ensure the safe and continued operation of the airport by protecting the airspace. This ASP ensures that no development restricts or decreases the safe operation of the airport and meets the recommendations of Transport Canada. The airport is owned and operated by Mountain View County and air restrictions are regulated by Transport Canada under TP312. The specific height restrictions for the Plan Area restrict structures to a maximum height of 45 m, the elevation of which is measured from the centre line of the airport runway. This does not pose a serious constraint for the development of light industrial development in the Plan Area as the maximum height in the industrial district is 9.0 metres.

In addition, the southern portion of the Plan Area falls within the take-off and approach area of the airport. This aviation restriction establishes heights of structures at the ends of the runway, again to protect the safe operation of the airport. This height restriction is not anticipated to impact future development in the Town. Transport Canada recommends limiting other land uses in the proximity of airports including⁴: uses that generate dust, smoke, steam, electronic interference or that unduly attract birds. It is proposed that the SWI ASP allows light industrial uses that do not create any nuisance that would impact the safe and continued operation of the airport.

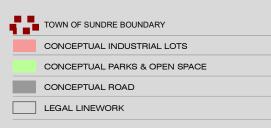
⁴ TP1247 Land Use in the Vicinity of Airports, Transport Canada





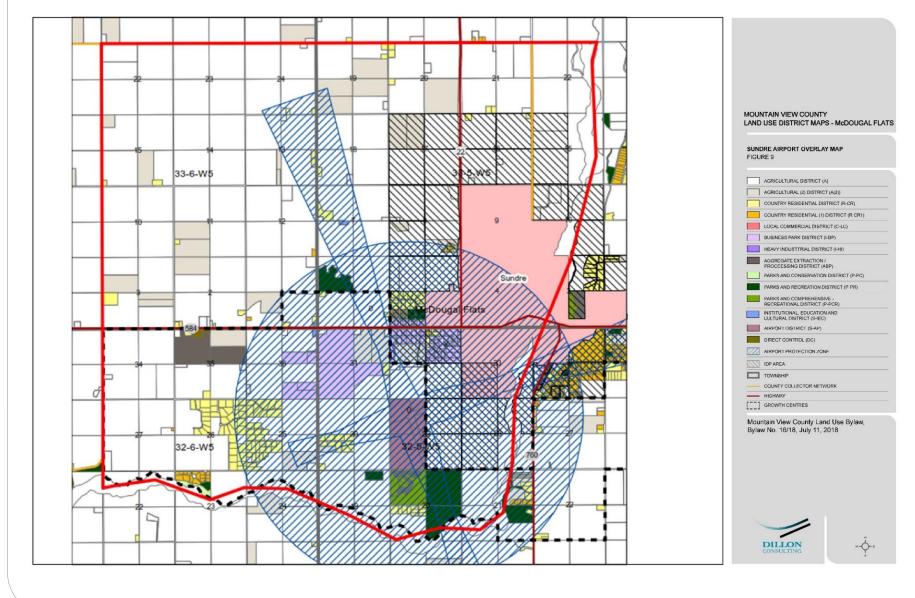
WEST SUNDRE INDUSTRIAL PARK

TRANSPORTATION NETWORK FIGURE 8



0 25 50 100 m	SCALE 1:3,500 W				
MAP DRAWING INFORMATION: DATA PROVIDED BY DILLON CONSULTING AND MOUNTAIN VIEW COUNTY. Service Layer Credits: Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community					
MAP CREATED BY: BQS, RBB MAP CHECKED BY: SC MAP PROJECTION: NAD 1983 3TM 114					
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1 Manual and Construction	PROJECT: 16-4788				
DILLON	STATUS: DRAFT				
CONSULTING	DATE: APR 2019				

Figure 9: Sundre Airport Overlay Map





2.5	Flood Plain
	Flood plain and flooding potential is a significant concern for the Town. Past flood events have demonstrated that the Town is not immune to future flooding. As indicated in Section 1.8 of this ASP, the Plan Area is located outside of the current Flood Hazard areas as identified by Alberta Environment and Parks. The ASP has used the most current flood mapping provided by the Province of Alberta (Figure 4).
	In the case of the SWI ASP, industrial development, the retention of the green strip through the property provides a natural barrier.
	Should the Province of Alberta adopt new flood mapping that expands the current flood hazards, the ASP will be amended or modified to ensure flood mitigation for the build out of the SWI ASP. This could be implemented by the development and adoption of an overlay to be applied to those lands inside the flood hazards area, which would add regulations about the construction and development of the land for flood protection.



3.0 Land Use Concept

3.1 Plan Objectives

The Plan Area is proposed for industrial development with the retention of a green strip running diagonally through the site to follow the treed area, in order to provide connectivity for the Town to the river and a future park area south of the Town. The proposed land use concept compliments and conforms to the Town's objectives of economic development with an eye to environmental protection. This conforms to the IDP (2010), MDP (2013), Town of Sundre Growth Strategy 2010 and the Sundre Municipal Sustainability Plan (2009).

The SWI ASP will provide opportunities for locally-based employment and business development for the Town. This plan supports the goals and objectives of other Town planning documents, including the Town's IDP and MDP. The plan provides a framework for the development and provision of serviced light/general industrial lots that will respond to market demand.

Objectives of this ASP are as follows:

- **Develop a sustainable, resilient industrial park** The ASP will provide for a variety of general industrial uses while protecting a connection to the river and open spaces.
- **Contribute to the economic health of the Town** The ASP uses will provide local employment and support a non-residential tax base to increase the financial viability of the Town.
- **Minimize negative impacts** The uses in the Plan Area will be limited to those that do not create air emissions and minimize noise and other negative impacts on the Town, environment and adjacent land uses.
- **Create design standards** The ASP will include a set of design standards that will ensure the development in the Plan Area will be complementary to surrounding land uses. This includes standards and guidelines for fencing, landscaping, height, building materials, screening, use of storm water ponds and inclusion of "green" elements.
- Compliment adjacent land uses The Plan Area is surrounded by industrial uses on the north, northwest and west sides. The uses in the Plan Area will be compatible with those uses. In addition, the ASP poses significant greenways and access opportunities to the river from the residential lands to the east.

3.2 Proposed Land Use

Future development in the Plan Area will generally follow the land uses as illustrated in **Figure 10** and **Table 2**.



Figure 10: Land Use Concept





Land use in the SWI ASP area will consist primarily of light/general industrial uses. **Table 2** outlines the land use break down proposed for the Plan Area:

Table 2: Land Use

South West Industrial ASP: Proposed Land Use

	Area (Hectare)	% of Plan Area
Industrial	46.1	69%
Parks – Open Space – Municipal Reserve	8.85	13.3%
Roadways	9.6	14.4%
Pipeline ROW – Municipal Reserve	2.2	3.3%
Total Area	66.75	100%

Note: Land areas are approximate and subject to change through implementation of this ASP.

All of the ASP will be developed to Town of Sundre urban standards with paved roads, sidewalks and water and sewer pipes in the ground at subdivision stage of development. However, until the trunk sewer and water lines are extended to this area, on-site servicing for an interim water and sanitary sewer solution through the provision of trucked-in water and trucked-out sanitary sewer may be considered for Phase 1 only. At the time that the trunk mains are extended to the ASP Area, the Phase 1 development will be required to tie into and connect to the trunk piped services and decommission the on-site services. This will be accomplished through a deferred services agreement registered against title to the property. Until such time as the Phase 1 development is connected to the piped water and sanitary services, high-water users will not be considered appropriate.

The General Industrial (I4) District is the most appropriate land use district for the Plan Area. It allows industrial development that provides for a "range of general industrial uses that may carry out a portion of their operations outdoors". The concern is that there are high-water uses listed as permitted uses in the General Industrial (I4) District. A site-specific land use bylaw exemption will be required for Phase 1 only, to move high-water users to the discretionary use list of the General Industrial (I4) District for Phase 1 only. This exemption would be applicable to Phase 1 only, until trunk water and sewer lines are extended to the area for connection to Phase 1 at which time service connection to municipal trunk services will be mandatory. **Table 3** highlights the permitted uses recommended to be moved to discretionary uses as an exemption to the bylaw for Phase 1 only.

Table 3: General Industrial (I4) District Land Uses

Permitted Uses	Discretionary Uses		
Accessory Buildings	Alternative Energy Systems		
Auctioneering Establishments	Cannabis Production Facility		
Auto Body and Paint Shop	Crematorium		
Automotive and Equipment Repair Shops	Custodial Dwelling Unit		



Permitted Uses	Discretionary Uses
Bulk Fuel Dealerships	Detention and Correction Services
Bus Services	Feed mills and grain elevators
Cartage and Freight Terminal	General Industrial Uses, Major Impact ⁶
Commercial Schools	Recycling Depots
Contractor Services, General	Seed cleaning plant
Equipment Rentals	Utility Services, Major
General Industrial Uses, Minor Impact ⁵	
Greenhouses and Plant Nurseries	
Heavy Vehicle and Equipment Sales/Rentals	
Micro-brewery (Craft beer brewery)	
Micro-distillery	
Municipal Shop and storage yard	
Natural Habitat Areas	
Outdoor Storage	
Private Recreational Vehicle Storage	
Protective Emergency Services	
Public Parks	
Rapid Drive Through Vehicle Services	
Recreation	
Recycling Depots	
Sea Cans	
Signs (except billboards)	
Public Utility Buildings	
Utility services, Minor	
Veterinary Services, Major	
Warehouse Sales	

Figure 10 provides the proposed land use concept. The future lots will generally range in size from 1,000 m² (0.25 acres) to 20,000 m² (5 acres) to allow for a wide variety of businesses. Actual lot sizes and

⁵ As defined in the September 2018 Land Use Bylaw 2018-10 as development having negligible impact on the environment or adjacent land uses including: manufacturing or assembling of semi-finished or finished goods, products or equipment; the cleaning, servicing, repairing or testing of materials, goods and equipment normally associated with industrial or commercial businesses; the storage or transshipping of materials, goods and equipment; the distribution and sale of materials, goods and equipment to institutions or industrial and commercial businesses; and the training of personnel in General Industrial operations.

⁶ As defined in the September 2018 Land Use Bylaw 2018-10 as development that may likely have impacts on the environment or adjacent uses and is used principally for: the processing of raw material, manufactured or assembly of semi-finished goods, products or equipment, the cleaning, servicing, repairing or testing of materials, goods and equipment, and the storage or transshipping of materials, goods and equipment. locations will be determined at time of subdivision. The proposed lot sizes are general only and depending on the specific needs of the industrial users, lot sizes may increase or decrease.

The proposed land use concept, as outlined in **Figure 10** includes a dedication of open space. While the Town has often taken cash in lieu of reserve for industrial lands, it is proposed that this greenspace be dedicated as Municipal Reserve land. This greenspace does not qualify as Environmental Reserve nor is it located in the floodway or floodplain. By dedicating the greenspace as Municipal Reserve, it will ensure a green buffer on the east side of the Plan Area to provide a visual, noise and dust screen from existing and future residential development to the east. In addition, this green space provides improved pedestrian access to the area and allows for pedestrian and cycling pathways for both residents and employees of the industrial park. It also allows for the Town residents to utilize non-vehicular modes of transportation to get to work. This will add a "green" element and will enhance active transportation, improve connectivity to the west side of Town and ultimately provide access to the Red Deer River and any future Regional Park, which supports the objectives of the Town's Parks, Open Space and Trails Plan.

It is noted that the TransCanada pipeline right-of-way will be zoned for parks and open space and the land of the right-of-way will be dedicated as an over dedication of Municipal Reserve at the time of subdivision. This over dedication of Municipal Reserve will serve to protect the pipeline right-of-way and provide additional buffer for the residential community to the east and green space for pedestrian trails and pathways.



4.0 Policies

4.1 Land Use

These policies create a functional and flexible industrial area that is sensitive to surrounding land uses and supports the Town's economic development objectives. An increased availability of industrial land will create employment opportunities and a balanced tax base as well as encourage residents to both live and work in Sundre. The critical element here is that the local tax payers will not pay for any of the infrastructure required for this industrial park. Off-site levies and special area assessments will be collected from all benefitting parties to pay for these costs, and developers, through the subdivision process, will be required to build this infrastructure. Should Phase 2 and subsequent phases proceed prior to installation of off-site infrastructure required to service the site, the Town will reimburse the developer for that specific project through off-site levies collected and require the developer to install the infrastructure.

4.1.1 Policies

- 4.1.1. All development occurring in the SWI ASP area will conform to the land uses identified in this plan and will generally conform to the design illustrated in **Figure 10**.
- 4.1.2. Prior to any development occurring, the lands shall be subdivided and re-designated to the appropriate land use district contained in the Town of Sundre's Land Use Bylaw and all development shall comply with the rules of that district.
- 4.1.3. Lot sizes will vary from approximately ±1000m² (±0.25 acres) to ±20,000m² (±5 acres) to provide opportunities for both small and large operations.
- 4.1.4. All phases of development will be constructed to the Town of Sundre urban standards and in accordance with the transportation, infrastructure and servicing policies of Sections 4.3 and 4.4 of this plan.
- 4.1.5. Only Phase 1 of the industrial park may utilize interim on-site water and sanitary services until such time as off-site water and sewer trunk mains are operational and available for connection.
- 4.1.6. All other aspects of Phase 1 must be constructed to full urban standards including the construction of paved roads, sidewalks and on site deep services.
- 4.1.7. High water use businesses will be required to have piped water and sewer systems connected to the Town's municipal infrastructure. Only low water use uses that can be serviced with private systems onsite will be allowed in Phase 1 until the offsite servicing connections to municipal trunk services are available. Phase 1 will require an amendment to the Land Use Bylaw for a site-specific land use exemption to move high-water use uses of the district from the permitted use list to the discretionary use list until offsite servicing connections to municipal piped water and sanitary systems are available.
- 4.1.8. Parcel size and final lot configuration will be confirmed at the subdivision stage, to accommodate a variety of industry market requirements.



- 4.1.9. Any uses with the potential to adversely impact neighbouring areas by way of noise, odours, dust, outdoor lighting, or other emissions should be located in the interior of the Plan Area where feasible, and all impacts mitigated to the satisfaction of the Town.
- 4.1.10. Cartage and freight terminals, feed mills, grain elevators and heavy manufacturing are not considered appropriate uses for this area.
- 4.1.11. The TransCanada Pipeline right of way will be designated Municipal Reserve to protect the pipeline infrastructure and to provide walking trails. No development will be permitted on the pipeline or within the right of way. Any application for pedestrian crossing will be submitted to TransCanada Pipeline for approval.

4.2 Environmental Protection

While identified by the Town for industrial development, the Plan Area is in close proximity to the Red Deer River and the off-site negative impacts are to be minimized. This ASP will provide opportunities for public access to the river valley. As described in the BIA summary (**Section 2.1**), the Plan Area contains a treed area that will be dedicated as Municipal Reserve and will provide connectivity and linkages for residents as well as maintain species habitat. It is noted that this is not a pristine natural area. The area has been grazed by cattle for decades and native grasses and other native features are not in existence. An approximate total of 16.6% of the gross land area is proposed for Municipal Reserve dedication, primarily for linear parks, pathways and connectivity to residential areas and the river valley. The policies below address the protection of the natural area.

4.2.1 Policies

- 4.2.1. Biophysical impacts are to be monitored during earth works and construction.
- 4.2.2. Should any historical or archaeological artifact be discovered during construction, the Province of Alberta will be notified immediately and construction halted. This applies to any road or lot development.
- 4.2.3. While no flood way or flood plain has been identified in the Plan Area, the development south of the green way, and particularly those in Phases 5, 6 and 7, will review current flood mapping at the time of subdivision and may be required to meet flood protection construction requirements at that time.
- 4.2.4. Should the Province of Alberta update the flood plain mapping for the Red Deer River, the mapping in the ASP will be updated.
- 4.2.5. A construction management plan will be required for all construction works (including roads, utilities and site development) to address dust control, hours of operation, reference the Town's noise bylaw and any other impacts that may excessively affect the enjoyment of property.
- 4.2.6. Property owners will be required to complete a Phase 1 Environmental Impact Assessment prior to subdivision.
- 4.2.7. Property owners will be required to obtain Historic/Archaeological clearance from the Province of Alberta prior to subdivision.



4.3	Transportation Network					
	The proposed road network has been developed to allow for safe and efficient traffic circulation through the Plan Area. Appropriate connectivity to the Plan Area will be provided off 10 th Street, by two access points. The primary road system has been identified in this ASP, as illustrated in Figure 8 . Additional internal roads may be identified at time of subdivision. Rural road standards are not acceptable. Roads will be constructed to urban standards and will be paved with curbs and sidewalk construction as per the Town standards.					
4.3.1	Policies					
	4.3.1. The primary access road for the industrial park will have two access points off of 10th Street, formerly Range Road 54.					
	4.3.2. All internal roads shall be built to the Town of Sundre industrial paved road standards, or the default standards outlined in the City of Calgary Roads Construction Standard Specifications and Design Guidelines for Subdivision Servicing.					
	4.3.3. The Plan Area will be serviced by a looped internal local industrial collector road as shown on Figure 8 .					
	4.3.4. There will be a road connection north to 7th Street to provide emergency access until such time as 7 th Street is constructed and extended to connect to this area.					
	4.3.5. At a minimum, all internal roads shall include a pedestrian path or sidewalk of at least 1.5 m width on one side to accommodate pedestrian access, constructed to Town Standards.					
	4.3.6. Connectivity to 7 th Street will occur at time of subdivision development of the 80-acre industrial park to the north and constructed when deemed necessary by the Town.					
	4.3.7. The Town will require the construction of 10 th Street to urban standards at time of subdivision Any future benefitting developers will be required to pay their share of costs for the construction of 10 th Street and those costs will be reimbursed to the originating developer through an endeavor to assist.					
	4.3.8. Any off-site road upgrades or the need for a Traffic Impact Assessment will be determined by the Town at time of subdivision.					
4.4	Infrastructure and Servicing					
	There are currently no piped services to the area. It is the responsibility of the developer to pay the ful cost of servicing the site. Trunk sanitary and water services terminate north of the ASP area at the southerly terminus of 7 th Street. The SWI ASP must be serviced from 7 th Street through the lands to the north, which were previously approved for industrial subdivision: however, these lands are privately.					

north, which were previously approved for industrial subdivision; however, these lands are privately owned, the subdivision is not yet constructed and the owners in the SWI ASP do not have access through these lands. The strategy for the SWI ASP is to require all phases of subdivision to be developed to full urban standards with paved roads, curbs, sidewalks and piped services in the ground. To allow Phase 1 of the ASP to proceed before trunk services are extended from the north, Phase 1 will be allowed to subdivide and develop to full urban standards with paved roads, curbs, sidewalks and piped



services in the ground to meet the Town's development standards, with interim on-site servicing (pumpout tanks and cistern) until such time as connection to trunk mains are extended and available from the north. All subsequent phases of subdivision development may only proceed with the trunk services in place for connection. Phase 1 will require a Deferred Servicing Agreement to ensure future tie-in to piped services when available. Public utility lots for infrastructure such as pumps and lift stations and stormwater management facilities, will be constructed by the developer and dedicated to the Town, as required through the subdivision process.

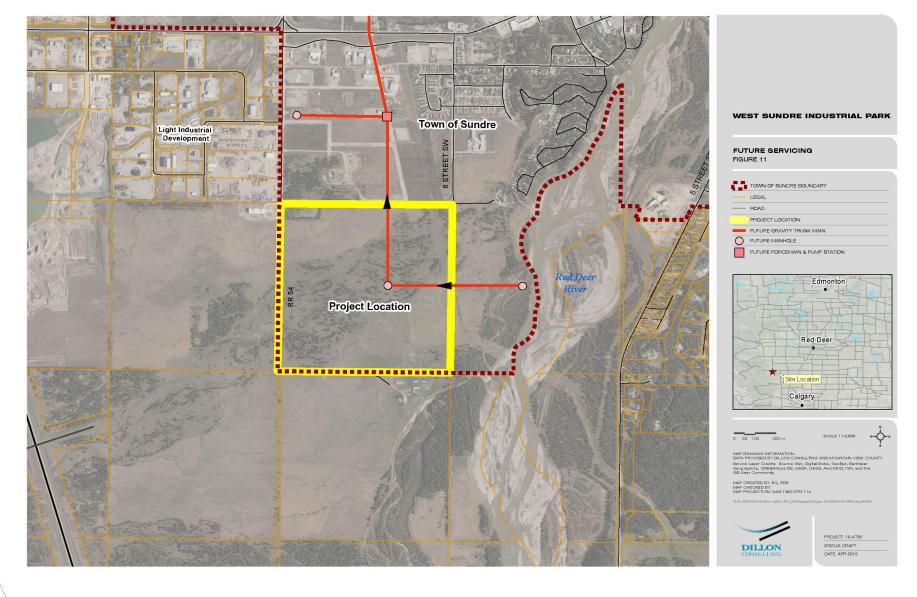
- 4.4.1. All subdivision and development will be required to be designed and constructed with urban services including paved roads, curbs, sidewalks and inground pipes and utilities to the Town of Sundre urban development standards at the total cost of the developer.
- 4.4.2. Phase 1 of development will be required to install full urban services and infrastructure; however, may provide interim on-site potable water (trucked-in to a cistern) and sanitary services (trucked-out from a holding tank) until such time as the trunk lines for water and sewer are constructed to the property line and available for connection.
- 4.4.3. In the case where a single subdivision development has triggered the installation of the infrastructure which benefits future development, the Town will develop an Endeavour to Recover Agreement to collect funds from future benefitting development, to pay back to the initiating developer.
- 4.4.4. All Phase 1 development will be bound by a deferred servicing agreement to ensure that they tie into the piped water and sanitary trunk main services when they are available to the area.
- 4.4.5. Future servicing of the site will generally follow the servicing strategy identified on **Figure 11** and the Town's Master Servicing Plan. This will be confirmed at subdivision stage at time of detailed construction drawings.
- 4.4.6. Prior to any subdivision and development proceeding, The Town will develop two forms of offsite levies for the Plan Area:
 - a. Special Area Assessments to be collected from all developers of the Plan Area for the future installation of the off-site piped potable water and sanitary sewer infrastructure, transportation infrastructure and stormwater management infrastructure that benefits the SW33-32-5 W5M, and
 - b. General Assessments to be collected from all developers of the area for off-site infrastructure upgrades throughout the Town of Sundre that ultimately benefits the ASP area.
- 4.4.7. The levy bylaws will conform to Sections 648, 650 and 655 of the *Municipal Government Act*.
- 4.4.8. All subdivision and development will be subject to a Development Agreement to ensure development to Town standards, payment of required off-site levies and special assessments, and provision of securities. In addition, Phase 1 development will be subject to a deferred servicing agreement to ensure that development/lots connect to piped water and sanitary sewer services when trunk services are available for connection.



- 4.4.9. Developers will have the option to pay general off-site levies at the time of Development Permit or at the time of Building Permit. Special Area Assessments will be required to be paid at the time of executing the Development Agreement.
- 4.4.10. Should Phase 2 or subsequent phases of development proceed prior to installation of off-site infrastructure required to service the site, the Town will pay to the developer all off-site levies collected for that specific project and require the developer to construct the required infrastructure.
- 4.4.11. The developers will work with the Town and shallow utility providers to design and implement utilities such as natural gas, electricity, telephone, internet and any other utility services required for the development. All shallow utilities will be installed at the cost of the developer.
- 4.4.12. Should a lift station be required, the developer will be required to dedicate a Public Utility Lot (PUL) to the Town.
- 4.4.13. The costs of all on-site servicing for new developments, including water, power, sanitary sewer, storm water facilities, lift stations, roadways and other infrastructure shall be borne by the developer. This will be regulated through the Development Agreement administered by the Town and will be applied as a condition of subdivision in accordance with Section 655 of the *Municipal Government Act*.
- 4.4.14. A Stormwater Management Study will be completed for the entire quarter section prior to the first subdivision application. The cost of the stormwater management plan will be born completely by the developer.
- 4.4.15. Stormwater for Phase I may flow through open ditches. Future phases of development may require drainage to be collected and transferred by a conventional overland drainage system and / or pipes into a stormwater pond with ultimate discharge into the natural water course as approved by the Province of Alberta.
- 4.4.16. Any areas for storm ponds identified in the stormwater management plan will be dedicated as PULs at time of subdivision, and the infrastructure transferred to the Town of Sundre after the appropriate guarantee period.
- 4.4.17. All development will utilize low-impact development criterion for stormwater management including (but not limited to): maximum permeable surfaces and roof top rain water harvest for on-site irrigation and fire protection, provided the water quality meets provincial guidelines. Bio swales are encouraged.
- 4.4.18. The Town will prepare a Development Agreement to be signed between the Town and each developer that will outline the Town standards and details of construction. This Agreement must be signed prior to subdivision endorsement and all conditions must be satisfied prior to the registration of title for individual lots.



Figure 11: Future Servicing







5.0 **Design Guidelines**

To ensure that the development that occurs in the SWI ASP mitigates impact and is an attractive industrial area for the Town, a series of design guidelines have been prepared that can be considered at time of subdivision consideration and Development Permit issuance by the Town.

5.1 Lighting

Lighting will generally follow "dark sky principles"⁷. Many Alberta municipalities have adopted dark sky principles. This identifies light pollution as an impact on quality of life, particularly in the case of residential development in close proximity to industrial and commercial sites. The SWI ASP is located adjacent to the edge of the Town and, by minimizing light pollution, the residents of the Town will be able to enjoy the view of the night sky.

5.1.1 Policies

- 5.1.1. Lighting for industrial uses should provide focussed, shielded lighting that illuminates the areas intended to be lit and does not waste or spill light into adjacent areas or directly into the sky. This may require lower mast and more directional lighting (such as goose neck lighting fixtures over facia signs) than traditionally provided, with specific attention to the safety of pedestrians.
- 5.1.2. At time of subdivision consideration and Development Permit issuance, the specifications for proposed parking and pathway lighting must be included.



- 5.1.3. Lighting that creates deep shadows is discouraged.
- 5.1.4. Lighting to be directed to a specific building or entranceway shall not excessively shed light on adjacent areas.

⁷ Following generally the policies and principles of the International Dark Sky Association. By invoking a dark sky policy, municipalities can reduce the consumption of energy, provide a more sensitive area for wildlife, reduce the health risks of artificial light on residents and improve safety by directing the light in the right place (on the path, front door or road).



Town of Sundre Southwest Industrial - With Amendments May 14, 2019 May 2019 – 16-4788

5.2	Stormwater
	Stormwater must be contained on-site, given time to settle and ultimately be released at pre-development levels into the natural environment. This may be accommodated via a town piped storm sewer system. The stormwater management plan will identify the pond sizes and location; however, the type of development can reduce the amount of runoff and increase permeability and on-site water retention.
5.2.1	Policies
	 5.2.1. All development will follow low-impact stormwater management principles. 5.2.2. Wherever possible, permeable materials will be used on-site. 5.2.3. Rooftop rain harvest and parking lot catchment of rain water is encouraged for on-site irrigation of landscape materials.
5.3	Building and Site Design
5.3.1	adds to the overall ambience of the community. Sundre sits in one of the most beautiful areas of the province. Building and site design guidelines will ensure that this is an asset to the Town. This is particularly important since a major green belt will run through the industrial park. Policies
	5.3.1. The South West Industrial Park will provide an entrance sign at each of the 10 th Street access points.
	5.3.2. A landscape plan must be prepared for each phase of development. Individual Development Permit Applications may be required to provide supplemental landscape plans for all internal areas.
	5.3.3. Site plans must address: landscaping, lighting, hard surface areas, building locations, heights and building materials.
	5.3.4. Proposed large blank walls must have material, colour or elevation delineation along with roof line variety to break up the monotony of the wall.
	5.3.5. Public art on the exterior of buildings is acceptable if it follows the practice of good taste.



- 5.3.6. Crime Prevention through Environmental Design⁸ principles should be demonstrated for every development.
- 5.3.7. All landscape materials must be drought-tolerant.
- 5.3.8. Signage may not be neon or back-lit but may be lit overhead by gooseneck light fixtures or other similar methods.
- 5.3.9. Large continuous paved areas should be divided by the use of landscape buffers, planting and green spaces.
- 5.3.10. All lots shall provide enclosures for trash, non-organic recycling and recycling materials with enclosures to be walled and screened from public view.
- 5.3.11. Building construction is encouraged to incorporate design features that create attractive architectural character. The use of wood and stone materials is encouraged, particularly for the main front elevation and any office spaces.

⁸ Crime Prevention Through Environmental Design, refer to the City of Calgary, http://www.calgary.ca/cps/Pages/Community-programs-and-resources/Crime-prevention/Crime-Prevention-Through-Environmental-Design.aspx



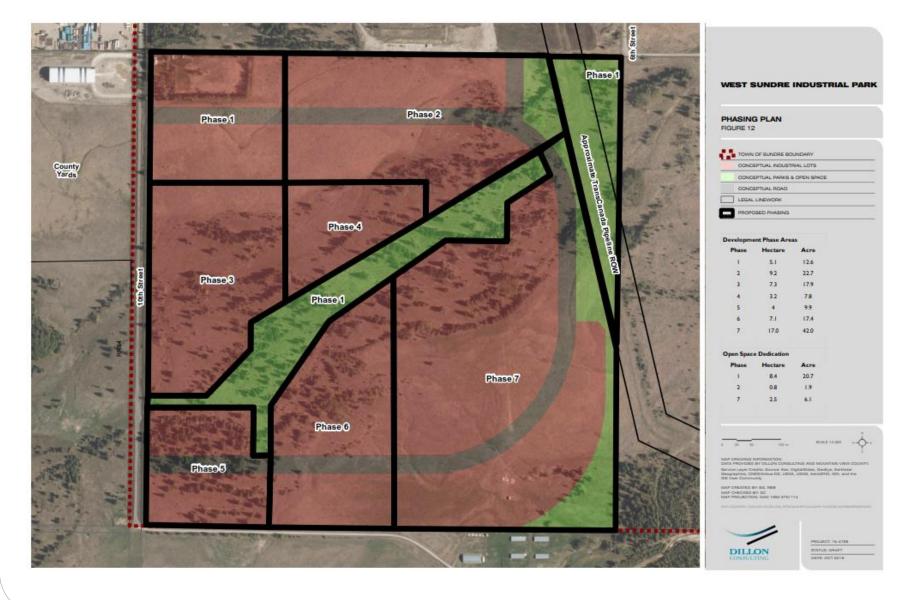
6.0 Implementation and Phasing

The SWI ASP has been designed to progress from north to east to south to facilitate the construction of the looped internal road and the provision of utility rights of way for deep services. The phasing scheme order may change if the developer demonstrates to the satisfaction of the Town that the access and servicing can be provided to each phase of development.

6.1	Policies	
	6.1.1.	Development phasing in the Plan Area will generally follow the sequence illustrated in Figure 12 .
	6.1.2.	Sequencing of phasing will follow Phase 1 through Phase 7 (Figure 12) with opportunity for an alternative phasing strategy with the installation of deep services and the agreement of the Town.
	6.1.3.	Changing phasing order does not constitute a requirement for an amendment to this ASP provided that the servicing strategy can still be met.
	6.1.4.	The primary greenspace Municipal Reserve dedication will occur with the Phase 1 of subdivision.
	6.1.5.	Amendments to the SWI ASP may be required occasionally to adapt to changing circumstances. Any amendments to this ASP will be made in accordance with the process outlined in the <i>Municipal Government Act</i> . Proposed amendments shall be consistent with the intent of the SWI ASP.
	6.1.6.	Subdivision and Development will adhere to the design guidelines outlined in Section 5 of this document.
	6.1.7.	No development will occur until the land is appropriately subdivided and redesignated under the Land Use Bylaw.
	6.1.8.	Should the Province of Alberta update their Flood Hazard mapping and should the new mapping have implications for the SWI ASP area, the Town will consider preparing an Overlay District to apply to the area affected by the Flood Hazard, to ensure that all development mitigates any flood impacts.
	6.1.9.	Phase 1 shall be restricted to a maximum size of 5.1 hectares (12.6 acres), excluding the dedication of reserve land, if service connections to trunk lines are not provided at the outset.



Figure 12: Site Development Phasing





7.0 **Community Engagement**

During the preparation of the Area Structure Plan, the applicant and Dillon Consulting met with adjacent land owners, communicated with the owners of the small parcel of land in the northwest corner of the quarter section and held an Open House.

The Open House was held at the Sundre Curling Club on February 13, 2019 from 5pm to 7pm. The Open House was advertised in the Sundre Roundup for two consecutive weeks. Display boards were prepared explaining the proposed development and Dillon staff were in attendance.

Seven people attended the event including staff from the Town, staff from Mountain View County and a Councillor from Mountain View County. The four residents that attended were all in support of the development and saw it as a benefit to the Town for economic development, employment and taxes.





REQUEST FOR DECISION

COUNCIL DATE	May 27, 2019
SUBJECT	Policy D-020-00-POL
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.4

BACKGROUND/PROPOSAL:

Alternative Dispute Resolution Policy D-020-00-POL is a requirement of the Community Peace Officer Program.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

This policy is being brought to Council for their review and approval prior to the Peace Officer Audit which is taking place on Tuesday, May 28, 2019.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council approve Policy D-020-00-POL as presented.

MOTION:

That the Town of Sundre Council approve Alternative Dispute Resolution Policy D-020-00-POL as presented.

Date Reviewed: May 29, 2017 CAU: CAU: CAU:	Date Reviewed:	May	24,	2019	CAO:	Amila	Neba	ŝ.
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TOWN OF SUNDRE POLICY #D-020-00-POL POLICY NAME: ALTERNATIVE DISPUTE RESOLUTION for COMMUNITY PEACE OFFICER

ΤΟν	NN OF SUNDRE POLICY INDEX
Policy Number	D-020-00 POL
Policy Title	Alternative Dispute Resolution for Community Peace Officer
Approval Date	May 27, 2019
Date to be Reviewed	2019
Responsible Department	Legislative
Related Bylaws/Acts/Regulations	MGA/The Alberta Peace Officer Act

Policy Statement:

The Town of Town of Sundre Community Peace Officer (CPO) is committed to serving and protecting the citizens of the Town of Sundre. Community Peace Officers are appointed by Alberta's Solicitor General and Ministry of Public Security under the *Alberta Peace Officer Act*, to enforce specific municipal and provincial legislation with a focus on community involvement and public education.

Sometimes the most appropriate method to address public complaints involving a peace officer is through Alternative Dispute Resolution (ADR). ADR processes such as Mediation, Facilitated Discussions, and Supervisory Reviews are designed to allow their voice to be heard.

Alternative Dispute Resoltuion (ADR) is a less formal, less expensive, and less time-consuming process. ADR can also give people more opportunity to determine when and how their dispute will be resolved.

Policy Purpose:

The goal of the Town of Sundre is to ensure that all complaints with respect to the conduct of a Peace Officer member(s) or the policies and services provided by the service are handled in a timely, professional and responsible manner.

Any citizen wishing to make a public complaint plays a significant role in the investigation process. To the extent possible, detailed particulars of the circumstances giving rise to the public complaint should be clearly articulated in writing (*Section 14 of the Alberta Peace Officer Act*) requires that all public complaints with respect to a peace officer be in writing to the peace officer's authorized employer.

Where a matter cannot be resolved immediately but is suitable for some form of alternative dispute resolution process and the citizen is willing to proceed on this basis, the individual may make a request to the Chief Administrative Officer (CAO) who will initiate and oversee the process in an effort to bring about a resolve.

No resolution will be finalized without the final approval of the CAO in order to ensure that the resolve is appropriate, having regarded all of the circumstances. Where the CAO deems it appropriate and/or necessary, they will seek the input of the Director of Law Enforcement prior to approving the proposed resolution.

Complaints may be resolved at any time during the course of the investigation providing that the proposed resolution is acceptable to the complainant and to CAO.

Guidelines:

Alternative Dispute Resolution is a confidential, structured process that allows for the exploration of perspectives, an exchange of dialogue and a better understanding between the parties with a view to workable solutions. With the assistance of a professional mediator or supervisor, parties are guided through the ADR process.

Individuals will have the opportunity to discuss the matter and clarify the issues in a safe and comfortable environment. ADR processes have been proven to resolve complaints and increase participant satisfaction with the complaint process. ADR leads to a better understanding between the parties and this in turn can restore trust and contributes to a renewed working partnership with community peace officer and the community.

Benefits of ADR:

Speed – ADR options can be scheduled within days of the complaint submission. Resolution is possible within hours, as opposed to the extended period of time it takes to complete an investigation.

Privacy – Information about your personal affairs is kept private.

Confidential – ADR is a confidential process as agreed to by the participants.

Informal Atmosphere – The setting is relaxed and neutral, yet respectful. Parties meet in a mutually agreed upon location.

Relationships – The use of ADR enhances community policing by improving the relationships between members of the community and peace officer(s) one complaint at a time.

Empowerment – Traditional investigations are not geared toward goals such as reconciliation and restoring relations. ADR gives the parties involved a sense of empowerment in that they control the process and together arrive at a resolution that works for all parties.

Alternative Dispute Resolution Options:

Mediation – A form of dispute resolution in which a professionally trained mediator assists the complainant and the officer to resolve the dispute in a mutually satisfying manner. The mediation takes place in a neutral environment and is confidential to encourage open and honest communication.

Facilitated Discussion – A form of dispute resolution in which the mediator meets with each party separately. The concerns of one party are conveyed to the other party through the mediator. A facilitated discussion resolution may or may not include a written agreement.

Supervisory Review – A form of dispute resolution in which an officer's supervisor reviews the complaint with the complainant and the officer separately and determines whether corrective action is taken. The outcome of the review is conveyed to the complainant, the officer and to the Professional Standards Branch.

The Process:

Before an ADR option can be arranged, the Chief Administrative Officers reviews the complaint and determines whether the public interest would be best served by ADR. If the complaint is found suitable, the process begins.

A complaint can be resolved through ADR only if both the complainant and the officer agree to participate.

The mediator or supervisor arranges a date and venue convenient for the parties. The parties are given an opportunity to discuss the matter from their own perspective and to share how the incident has impacted them.

Then the parties, with the support of the mediator or supervisor, explore how best to resolve the issues discussed.

An ADR resolution must be agreed to in writing and may include the specific terms of the proposed resolution, where applicable.

If the complaint remains unresolved at the end of the ADR process, the complaint is returned to the Chief Administrative Officer and an investigation is initiated.

End of Policy

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DATE



REQUEST FOR DECISION

COUNCIL DATE	May 27, 2019
SUBJECT	2019 1 st Quarter Cash Report
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL

Attached is a schedule outlining the balances in all the bank accounts held by the Town of Sundre as at March 31, 2019.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As at March 31, 2019, the Town held approximately \$1.9M in operating funds, \$833K in investments and slightly more than \$6.3M in Restricted Surplus Accounts for total holdings of approximately \$9.0M.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

COSTS/SOURCE OF FUNDING

N/A

ADMINISTRATION RECOMMENDATIONS

That Council accept the attached 2019 1st Quarter Cash Report, as information.

MOTION

That the Town of Sundre Council accept the 2019 1st Quarter Cash Report, as information.

Date Reviewed:	mad	24	2019	CAO:	mal	Mcbin
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TOWN OF SUNDRE CASH STATEMENT Month Ending MARCH 2019

	TOTAL
Net Balance at End of Previous Month	2,412,709.28
ADD: Receipts for the Month	858,585.19
Sub-Total	3,271,294.47
LESS: Disbursements for the Month	1,351,008.01
Net Balance at End of Month	1,920,286.46
Bank Balance at End of Month	1,874,754.21
ADD: Outstanding Deposits	50,134.53
ADD: Outstanding Transfers to Bank	0.00
Sub-Total	1,924,888.74
LESS: Outstanding Cheques	4,602.28
LESS: Outstanding Transfers from Bank	0.00
Balance at End of Month	1,920,286.46

INVESTMENTS	
31 Day Municipal Notice Demand Account	101,260.69
90 Day Municipal Notice Demand Account	729,012.35
T-Bill 0.5% - OPEN (CB-25)-RESTRICTED for NOBLEFERN	2,772.02
TOTAL INVESTMENTS	833,045.06

RESTRICTED SURPLUS ACCOUNTS	
Account Name	Amount
GAS RESTRICTED SURPLUS	706,579.43
OFF-SITE LEVY RESTRICTED SURPLUS	307,131.58
GENERAL RESTRICTED SURPLUS	403,435.58
ARENA RESTRICTED SURPLUS	181,409.45
PARKS RESTRICTED SURPLUS	55,170.38
WATER/WASTEWATER RESTRICTED SURPLUS	698,356.46
RECREATION & CULTURE RESTRICTED SURPLUS	15,506.09
BYLAW RESTRICTED SURPLUS	21,927.95
OUTDOOR RECREATION RESTRICTED SURPLUS	29,866.91
ROADS RESTRICTED SURPLUS	514,653.98
FIRE DONATIONS RESTRICTED SURPLUS	23,149.70
COMMUNITY SERVICES RESTRICTED SURPLUS	10,372.19
GREENWOOD CAMPGROUND RESTRICTED SURPLUS	71,773.89
SUNDRE COMMUNITY CENTER RESTRICTED SURPLUS	64,441.21
TRAILS RESTRICTED SURPLUS	72,708.40
MOUNTAIN VIEW SENIORS' HOUSING RESTRICTED SURPLUS	21,332.32
ECONOMIC DEVELOPMENT RESTRICTED SURPLUS	98,429.62
SOLID WASTE RESTRICTED SURPLUS	239,426.47
JOINT PARK EQUIPMENT RESTRICTED SURPLUS	7,474.57
SUNDRE GOLF SOCIETY FUNDS	54,148.26
PLANNING & DEVELOPMENT	348,211.76
FIRE OPERATING RESTRICTED SURPLUS	55,921.49
FIRE (TOWN) RESTRICTED SURPLUS	525,219.51
FIRE (MVC) RESTRICTED SURPLUS	285,444.12
INFRASTRUCTURE RESTRICTED SURPLUS	252,411.08
FLEET RESTRICTED SURPLUS	343,296.50
MUNICIPAL RESTRICTED SURPLUS CASH-IN-LIEU RESTRICTED SURPLUS	62,547.95
TOTAL TOWN RESTRICTED SURPLUS	5,470,346.85
RIVER BANK STABILIZATION RESTRICTED SURPLUS	26,076.65
MSI CAPITAL RESTRICTED SURPLUS	674,273.23
FEDERAL GAS TAX FUND (FGTF) RESTRICTED SURPLUS	122,159.83
FRIAA FIRESMART RESTRICTED SURPLUS	35.74
MSI OPERATING RESTRICTED SURPLUS	30,000.65
TOTAL GRANT RESTRICTED SURPLUS	852,546.10
TOTAL RESTRICTED SURPLUS	6,322,892.95

TOTAL INVESTMENTS & RESTRICTED SURPLUS 7,155,938.01



REQUEST FOR DECISION

COUNCIL DATE	May 27, 2019
SUBJECT	2019 1 st Quarter Restricted Surplus Accounts Report
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL

Attached is a schedule outlining the balances of accounts categorized as Restricted Surpluses by the Town of Sundre as at March 31, 2019.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In total, the Town has approximately \$7.5M in Restricted Surplus Accounts, with approximately \$5.7M available for municipal and utility life cycling programs.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

COSTS/SOURCE OF FUNDING

N/A

ADMINISTRATION RECOMMENDATIONS

That Council accept the attached 2019 1st Quarter Restrict Surplus Continuity Schedule, as information.

MOTION

That the Town of Sundre Council accept the 2019 1st Quarter Restrict Surplus Continuity Schedule, as information.

Date Reviewed: _	May	24,2019	CAO:	mile neb-
				70

TOWN OF SUNDRE 2019 Restricted Surplus Continuity Schedule As at March 31, 2019

RSA Designation	Resticted Surplus Account Name	Opening <u>Balance</u>	<u>Interest</u>	<u>Increase</u>	<u>Decrease</u>	Intra-Fund <u>Transfer</u>	Ending <u>Balance</u>
A.1	General Corporate Stabilization	556,209.98	1,933.60	-	-	-	558,143.58
A.2	Corporate Services Stabilization	-	-	-	-	-	-
A.3	Protective Services Stabilization	-	-	-	-	-	-
A.4	Municipal Operations Stabilization	-	-	-	-	-	-
A.5	Utilities Stabilization	-	-	-	-	-	-
A.6	Development Stabilization	-	-	-	-	-	-
A.7	Community Services Stabilization	-	-	-	-	-	-
B.1	Municipal "New" Projects	-	-	-	-	-	-
B.2	Utility "New" Projects	-	-	-	-	-	-
C.1	Municipal Infrastructure Lifecycling	2,695,059.51	10,005.81	-	-	-	2,705,065.32
C.2	Utility Infrastructure Lifecycling	3,039,626.20	7,881.16	-	-	-	3,047,507.36
D.1	Municipal Cash-in-Lieu	62,248.17	299.78	-	-	-	62,547.95
D.2	Shared Fire - Capital	711,741.99	3,885.38	-	-	-	715,627.37
D.3	Shared Fire - Operating	78,692.21	378.98	-	-	-	79,071.19
D.4	Sundre Golf Society	53,888.73	259.53	-	-	-	54,148.26
D.5	Transportation Off-Site Levy	-	-	-	-	-	-
D.6	Water Off-Site Levy	305,659.55	1,472.03	-	-	-	307,131.58
D.7	Wastewater Off-Site Levy	-	-	-	-	-	-
D.8	Storm Drainage Off-Site Levy	-	-	-	-	-	-
	Totals	7,503,126.34	26,116.27	-	-	-	7,529,242.61

* May differ slightly from Notes to Financial Statements due to rounding



REQUEST FOR DECISION

019 1 st Quarter Capital Project Listing Report
orporate Services
.3

BACKGROUND/PROPOSAL

Attached is a schedule outlining the capital projects approved by the Town of Sundre Council and the amounts spent for the year ended at March 31, 2019.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please review the comments section on the schedule for the status of the project or explanation of individual variances.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

COSTS/SOURCE OF FUNDING

N/A

ADMINISTRATION RECOMMENDATIONS

That Council accept the attached 2019 1st Quarter Capital Project Listing, as information.

MOTION

That the Town of Sundre Council accept the 2019 1st Quarter Capital Project Listing, as information.

Date Reviewed:	May	24	2019	CAO: dmc/4	neba
-		1	_		

Town	of Sundr	e Capital Project Listing				
	rch 31, 201					
Approval Date	Motion #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Comments
2011		Red Deer River Bank Stabilization	Provincial Municipal Affairs Grant	2,400,000.00	2,287,053.15	
		Fish Habitat Compensation Requirement	Provincial Municipal Affairs Grant			In-stream work completed. Applied for an extension to Sep 2021 and extension was granted. Additional testing & landscaping required in upcoming years.
				2,400,000.00	2,409,414.64	
Nov 21/16	366/16	Way-Finding Signage	Municipal New Projects RSA	35,000.00	5,964.16	Waiting for approval from Alberta Transportation to install signs along highways. To be completed in 2019.
Nov 21/16	366/16	Upgrade Centre Street	Municipal Lifecycling RSA Municipal Lifecycling RSA Off-Site Levies RSA	95,000.00 150,000.00 240,000.00	0.00	To be completed in 2019. Landscaping and small dificiencies still to be completed
			MSI Capital	715,000.00		
			Debenture	1,000,000.00		
			lotal	2,200,000.00	1,462,829.64	
Feb 12/18	65/18	Gazebo	Municipal New Projects RSA	13,000.00	3,000.00	To be completed in 2019. Project lead turned over to local resident. Add'l \$3,000 funding added per 2019 - 2028 Capital Plan
Feb 12/18	65/18	Enhanced Trail Connections	Federal Gas Tax Fund	70,000.00		on-going project, trail signage in 2019 with add'l \$20,000 funding per 2019 - 2028 Capital Plan
Feb 12/18	65/18	Facility Roofing Upgrades	Municipal Lifecycling RSA	230,000.00	119,205.00	Shop & S.C.C roofs complete, Fire station & Town Office in 2019 with additional budgeted funds of \$80,000
Feb 12/18	65/18	Main Avenue West	Debentures Municipal Lifecycling RSA	1,688,700.00 420,014.00	87,520.58	To be completed in 2019. Regional path, landscaping and small touches still to be done.
			MSI Capital	650,000.00		
			lotal	2,758,714.00	2,220,520.58	
Sept 24/18	385/18	Fire Dept AFRRCS Radios	Fire Capital RSAs	182,122.47	207,536.26	To be completed in 2019. Truck mounting still to be completed. Original quote did not include additional configuration and attachments requested by Fire Department
19-Mar-2019	124-18-03-19	Fire Dept - replace unit 590 Rescue Trailer	Fire Capital RSAs	33,433.00		
19-Mar-2019	124-18-03-19	Fire Dept - replace unit 581 ATV Utility Cart	Fire Capital RSAs	20,000.00		
19-Mar-2019	124-18-03-19	Solar Powered Portable Message Sign	Municipal New Projects RSA	30,280.00		
19-Mar-2019	124-18-03-19	Old Town Shop Remediation	Municipal Lifecycling RSA	105,000.00		
19-Mar-2019	124-18-03-19	replace unit 139	Municipal Lifecycling RSA	40,000.00		
19-Mar-2019	124-18-03-19	articulating blade for loader	Municipal New Projects RSA	20,000.00		
19-Mar-2019	124-18-03-19	Blue, Green & Black cart replacements	Utilities Lifecycling RSA	35,000.00		
19-Mar-2019	124-18-03-19	fencing at Community Services	Municipal New Projects RSA	9,535.00		
19-Mar-2019	124-18-03-19	replace ice resurfacer	Municipal Lifecycling RSA	75,000.00		
19-Mar-2019	124-18-03-19	replace ice resurfacer	Municipal Lifecycling RSA	75,000.00		73

19-Mar-2019	124-18-03-19	Arena compressor overhaul	Municipal Lifecycling RSA	15,000.00		
19-Mar-2019	124-18-03-19	Sewer Lagoon - critical equipment upgrade	Utilities Lifecycling RSA	920,000.00	33,627.22	
19-Mar-2019	124-18-03-19	Main Avenue (phase 2)	Municipal Lifecycling RSA	400,065.00		
			MSI Capital	280,000.00	2,852.28	
			MSI Capital	151,456.00		added boardwalk and OGS per motion 175-15-04-19
			Debentures	1,307,200.00		
				2,138,721.00	2,852.28	



REQUEST FOR DECISION

COUNCIL DATE	May 27, 2019
SUBJECT	2019 1 st Quarter Statement of Revenue & Expenses
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	8.4

BACKGROUND/PROPOSAL

Attached is a schedule outlining the revenues and expenses for each department for the 1st Quarter ended at March 31, 2019.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The presented information was combined on a pro-forma basis and includes comparison data for the same time frame in 2018, as well as the first quarter budget amounts. Budgets may appear unusually high in the first quarter, as amounts with unknown distributions or larger costs that can occur at any time are typically presented as a January projection. In addition, salary figures may appear unusual due to vacant positions, budgeted amounts for additional staff reflected entirely in January, and reversal of entries required by accounting principles related to the prior year.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

COSTS/SOURCE OF FUNDING

N/A

ADMINISTRATION RECOMMENDATIONS

That Council accept the attached 2019 1st Quarter Pro-forma Statement of Revenue and Expenses, as information.

MOTION

That the Town of Sundre Council accept the 2019 1st Quarter Pro-Forma Statement of Revenue and Expenses, as information.

	1	
Date Reviewed: May 24, 2019	CAO: Amale	nes-
	1982.1	75

SUMMARY

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 YTD	2018 YTD	YTD Budget	Variance (Budget V. Actual) (Over) / Under Budget
Taxes and Other Revenue	<u> 41</u>	<u> 4</u> 2	<u>u</u>	<u> 47</u>	<u>110</u>	<u></u>	Dudget	(over) / onder budget
Municipal Taxes	-	-	-	-	-	-	-	-
FortisAlberta Franchise Fee	44,327	-	-	-	44,327	-	40,000	4,327
MSI - Operating	-	-	-	-	-	-	-	-
Total Taxes and Other Revenue	44,327	-	-	-	44,327	-	40,000	
Less Requisitions and Transfers								
ASFF & MVSH Requisitions	(308,068)	-	-	-	(308,068)	(316,868)	-	(308,068)
2009 Annexation Costs - MVC	-	-	-	-	-	-	-	-
FortisAlberta Infrastructure Reserve Transfer	-	-	-	-	-	-	-	-
Total Taxes and Other Revenue for Operations	(263,741)	-	-	-	(263,741)	(316,868)	40,000	
Net Operational Excess/(Shortfall)								
11 - Legislative	(50,783)	-	-	-	(50,783)	(77,797)	(149,239)	98,456
12 - Corporate Services	(41,095)	-	-	-	(41,095)	34,043	(176,350)	135,255
17 - Census	-	-	-	-	-	-	-	-
18 - Elections	-	-	-	-	-	-	-	-
21 - Bylaw	(15,264)	-	-	-	(15,264)	(18,255)	(40,300)	25,036
23 - Fire	24,034	-	-	-	24,034	14,477	(13,415)	37,449
24 - Emergency Management	(4,727)	-	-	-	(4,727)	(5,064)	(11,355)	6,628
26 - Animal Control	954	-	-	-	954	1,376	(358)	1,312
32 - Roads	(94,941)	-	-	-	(94,941)	(77,453)	(239,114)	144,173
35 - Shop	(65,636)	-	-	-	(65,636)	(80,221)	(120,326)	54,690
41 - Water	88,482	-	-	-	88,482	117,741	4,356	84,126
42 - WasteWater	69,205	-	-	-	69,205	74,569	52,693	16,512
43 - Solid Waste	29,278	-	-	-	29,278	48,537	26,346	2,932
51 - FCSS	-	-	-	-	-	-	-	-
61 - Planning & Development	(55,171)	-	-	-	(55,171)	326,393	(102,839)	47,668
63 - Economic Development	8,249	-	-	-	8,249	(17,182)	(74,543)	82,792
75 - Library	(12,222)	-	-	-	(12,222)	(27,663)	(32,000)	19,778
77 - Sundre Community Centre	(13,404)	-	-	-	(13,404)	(8,237)	(51,979)	38,575
80 - Arena	(38,169)	-	-	-	(38,169)	(39,594)	(54,204)	16,035
82 - Greenwood Campground	(9,927)	-	-	-	(9,927)	(9,810)	(12,049)	2,122
84 - Parks	(36,043)	-	-	-	(36,043)	(35,883)	(103,615)	67,572
85 - Recreation & Culture	79,154	-	-	-	79,154	55,996	(68,981)	148,135
86 - Community Services	(28,146)	-	-	-	(28,146)	(25,477)	(130,773)	102,627
87 - Trails	(10,173)	-	-	-	(10,173)	(10,062)	(28,230)	18,057
89 - Outdoor Recreation	(16,169)	-	-	-	(16,169)	(16,441)	(34,006)	17,837
91 - Gas	227,533	-	-	-	227,533	187,514	15,987	211,546
Total Net Operational Excess/(Shortfall)	35,019	-	-	-	35,019	411,507	(1,344,294)	
Year End Surplus/(Deficit)	(228,722)	-	-	-	(228,722)	94,639	(1,304,294)	

00 - General Services / Taxation

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues								
Municipal Taxes	-	-	-	-	-	-	-	-
FortisAlberta Franchise Fee	44,327	-	-	-	44,327	-	40,000	4,327
MSI - Operating	-	-	-	-	-	-	-	-
Expenses Requisitions 2009 Annexation Costs - MVC FortisAlberta Infrastructure Reserve Transfer	(308,068) - -	- - -	- - -	- - -	(308,068) - -	(316,868) - -	- - -	(308,068) - -
Surplus (Deficit)	(263,741)	-	-	-	(263,741)	(316,868)	40,000	

11 - Legislative Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	434	-	-	-	434	-	-	434
Expenses								
Salaries & Wages	(37,999)	-	-	-	(37,999)	(56,721)	(121,339)	83,340
Contracted Services	(208)	-	-	-	(208)	(10,201)	(14,125)	13,917
Materials & Supplies	(13,010)	-	-	-	(13,010)	(10,875)	(13,775)	765
Utilities		-	-	-	-	-	-	-
Transfers to Local Organizations		-	-	-	-	-	-	-
Surplus (Deficit)	(50,783)	-	-	-	(50,783)	(77,797)	(149,239)	

12 - Corporate Services

					2019	2018	YTD	Variance (Budget V. Actual)
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>YTD</u>	<u>YTD</u>	<u>Budget</u>	Over / (Under) Budget
Revenues	56,849	-	-	-	56,849	129,325	50,125	6,724
Expenses								
Salaries & Wages	(18,765)	-	-	-	(18,765)	(33,256)	(42,419)	23,654
Contracted Services	(26,174)	-	-	-	(26,174)	(26,110)	(75,175)	49,001
Materials & Supplies	(47,627)	-	-	-	(47,627)	(30,762)	(103,550)	55,923
Utilities	(5,378)	-	-	-	(5 <i>,</i> 378)	(5,154)	(5,331)	(47)
Transfers to Local Organizations	-	-	-	-	-	-		-
Surplus (Deficit)	(41,095)	-	-	-	(41,095)	34,043	(176,350)	

18 - Elections

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	-	-	-	

21 - Bylaw

					2019	2018	YTD	Variance (Budget V. Actual)
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	YTD	YTD	Budget	Over / (Under) Budget
Revenues	8,851	-	-	-	8,851	3,637	3,375	5,476
Expenses								
Salaries & Wages	(15,439)	-	-	-	(15,439)	(12,160)	(27,408)	11,969
Contracted Services	(244)	-	-	-	(244)	(1,124)	(550)	306
Materials & Supplies	(8,432)	-	-	-	(8,432)	(8,608)	(15,717)	7,285
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(15,264)	-	-	-	(15,264)	(18,255)	(40,300)	

23 - Fire Services

				I	2019	2018	YTD	Variance (Budget V. Actual)
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>YTD</u>	<u>YTD</u>	<u>Budget</u>	Over / (Under) Budget
Revenues	85,324	-	-	-	85,324	74,312	84,017	1,307
Expenses								
Salaries & Wages	(6,965)	-	-	-	(6,965)	(5 <i>,</i> 339)	(27,392)	20,427
Contracted Services	(17,784)	-	-	-	(17,784)	(16,013)	(24,051)	6,267
Materials & Supplies	(32,789)	-	-	-	(32,789)	(35,166)	(42,398)	9,609
Utilities	(3,752)	-	-	-	(3,752)	(3,317)	(3,591)	(161)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	24,034	-	-	-	24,034	14,477	(13,415)	

24 - Emergency Management

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries & Wages	(3,977)	-	-	-	(3,977)	(4,349)	(7,030)	3,053
Contracted Services		-	-	-	-	-	-	-
Materials & Supplies	(750)	-	-	-	(750)	(715)	(4,325)	3,575
Utilities		-	-	-	-	-	-	-
Transfers to Local Organizations		-	-	-	-	-	-	-
	(((=	(
Surplus (Deficit)	(4,727)	-	-	-	(4,727)	(5,064)	(11,355)	

26 - Animal Control

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	5,345	-	-	-	5,345	5,467	6,550	(1,205)
Expenses								
Salaries & Wages		-	-	-	-	-	-	-
Contracted Services	(4,300)	-	-	-	(4,300)	(4,000)	(6,338)	2,038
Materials & Supplies	(91)	-	-	-	(91)	(91)	(570)	479
Utilities		-	-	-	-	-	-	-
Transfers to Local Organizations		-	-	-	-	-	-	-
Surplus (Deficit)	954	-	-	-	954	1,376	(358)	

32 - Roads

52 - Rodus					2010	2010	VTD	Verience (Budget V Astrol)
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	21,012	-	-	-	21,012	24,411	22,125	(1,113)
Expenses								
Salaries & Wages	(60,306)	-	-	-	(60,306)	(52 <i>,</i> 380)	(128,866)	68,560
Contracted Services	(18,517)	-	-	-	(18,517)	(14,828)	(20,625)	2,108
Materials & Supplies	(10,694)	-	-	-	(10,694)	(10,418)	(74,248)	63,554
Utilities	(26,436)	-	-	-	(26,436)	(24,238)	(37,500)	11,064
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(94,941)	-	-	-	(94,941)	(77,453)	(239,114)	

35 - Shop

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	-	-	-	-	-	305	-	-
Expenses								
Salaries & Wages	(4,845)	-	-	-	(4,845)	(4,549)	(5,704)	859
Contracted Services	(4,428)	-	-	-	(4,428)	(20,776)	(16,080)	11,652
Materials & Supplies	(54,230)	-	-	-	(54,230)	(53,005)	(96,667)	42,437
Utilities	(2,133)	-	-	-	(2,133)	(2,196)	(1,875)	(258)
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	(65,636)	-	-	-	(65,636)	(80,221)	(120,326)	

41 - Water

41 - Water	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	210,813	-	-	-	210,813	223,172	224,750	(13,937)
Expenses								
Salaries & Wages	(43,629)	-	-	-	(43,629)	(50,418)	(43,819)	190
Contracted Services	(8,541)	-	-	-	(8,541)	(2,446)	(45,600)	37,059
Materials & Supplies	(54,312)	-	-	-	(54,312)	(34,298)	(110,600)	56,288
Utilities	(15,849)	-	-	-	(15,849)	(18,269)	(20,375)	4,526
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	88,482	-	-	-	88,482	117,741	4,356	

42 - WasteWater

					2019	2018	YTD	Variance (Budget V. Actual)
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>YTD</u>	<u>YTD</u>	<u>Budget</u>	Over / (Under) Budget
Revenues	148,363	-	-	-	148,363	167,810	182,700	(34,337)
Expenses								
Salaries & Wages	(41,482)	-	-	-	(41,482)	(48,343)	(41,419)	(63)
Contracted Services	(11,669)	-	-	-	(11,669)	(7,851)	(54,125)	42,456
Materials & Supplies	(11,745)	-	-	-	(11,745)	(25,320)	(17,650)	5,905
Utilities	(14,262)	-	-	-	(14,262)	(11,727)	(16,813)	2,551
Transfers to Local Organizations	-	-	-	-	-	-	-	-
Surplus (Deficit)	69,205	-	-	-	69,205	74,569	52,693	

43 - Solid Waste

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	80,879	-	-	-	80,879	80,929	80,950	(71)
Expenses								
Salaries & Wages	(9,577)	-	-	-	(9,577)	(10,311)	(12,754)	3,177
Contracted Services	(18,267)	-	-	-	(18,267)	(12,969)	(29,600)	11,333
Materials & Supplies	(110)	-	-	-	(110)	(222)	(250)	140
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(23,647)	-	-	-	(23,647)	(8,890)	(12,000)	(11,647)
Surplus (Deficit)	29,278	-	-	-	29,278	48,537	26,346	

51 - FCSS

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	25,305	-	-	-	25,305	25,872	2,750	22,555
Expenses								
Salaries & Wages		-	-	-	-	-	-	-
Contracted Services		-	-	-	-	-	-	-
Materials & Supplies	(2,436)	-	-	-	(2,436)	(3,003)	(2,750)	314
Utilities		-	-	-	-	-	-	-
Transfers to Local Organizations	(22,869)	-	-	-	(22,869)	(22,869)	-	(22,869)
Surplus (Deficit)	-	-	-	-	-	-	-	

61 - Planning & Development

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
	<u> 4</u>		<u>us</u>	<u> </u>	<u></u>	<u>110</u>	Duger	over / (onder) budget
Revenues	11,307	-	-	-	11,307	367,438	21,450	(10,143)
Expenses								
Salaries & Wages	(57,003)	-	-	-	(57,003)	(38,622)	(82,984)	25,981
Contracted Services	(3,581)	-	-	-	(3,581)	(752)	(33,050)	29,469
Materials & Supplies	(5 <i>,</i> 894)	-	-	-	(5 <i>,</i> 894)	(1,671)	(8,255)	2,361
Utilities		-	-	-	-	-	-	-
Transfers to Local Organizations		-	-	-	-	-	-	-
Surplus (Deficit)	(55,171)	-	-	-	(55,171)	326,393	(102,839)	

63 - Economic Development

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	57,562	-	-	-	57,562	34,493	39,750	17,812
Expenses								
Salaries & Wages	(29,898)	-	-	-	(29,898)	(31,343)	(44,068)	14,170
Contracted Services		-	-	-	-	(189)	(750)	750
Materials & Supplies	(19,415)	-	-	-	(19,415)	(17,643)	(55,725)	36,310
Utilities		-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	(2,500)	(13,750)	13,750
Surplus (Deficit)	8,249	-	-	-	8,249	(17,182)	(74,543)	

75 - Library

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	27,397	-	-	-	27,397	40,611	-	27,397
Expenses								
Salaries & Wages	(28,362)	-	-	-	(28,362)	(30,944)	-	(28,362)
Contracted Services		-	-	-	-	-	-	-
Materials & Supplies		-	-	-	-	-	-	-
Utilities		-	-	-	-	-	-	-
Transfers to Local Organizations	(11,257)	-	-	-	(11,257)	(37,330)	(32,000)	20,743
Surplus (Deficit)	(12,222)	-	-	-	(12,222)	(27,663)	(32,000)	

77 - Sundre Community Centre

					2019	2018	YTD	Variance (Budget V. Actual)
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>YTD</u>	<u>YTD</u>	<u>Budget</u>	Over / (Under) Budget
Revenues	22,679	-	-	-	22,679	28,872	21,800	879
Expenses								
Salaries & Wages	(11,307)	-	-	-	(11,307)	(11,187)	(14,293)	2,986
Contracted Services	(442)	-	-	-	(442)	(1,870)	(7,250)	6,808
Materials & Supplies	(13,522)	-	-	-	(13,522)	(13,662)	(41,338)	27,816
Utilities	(10,812)	-	-	-	(10,812)	(10,390)	(10,898)	86
Transfers to Local Organizations		-	-	-	-	-	-	-
Surplus (Deficit)	(13,404)	-	-	-	(13,404)	(8,237)	(51,979)	

80 - Arena

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	46,930	-	-	-	46,930	59,531	71,875	(24,945)
Expenses								
Salaries & Wages	(42,998)	-	-	-	(42,998)	(44,430)	(53,571)	10,573
Contracted Services	(4,655)	-	-	-	(4,655)	(3,434)	(10,385)	5,730
Materials & Supplies	(19,352)	-	-	-	(19,352)	(36,021)	(40,077)	20,725
Utilities	(18,094)	-	-	-	(18,094)	(15,240)	(22,046)	3,952
Transfers to Local Organizations		-	-	-	-	-	-	-
Surplus (Deficit)	(38,169)	-	-	-	(38,169)	(39,594)	(54,204)	

82 - Greenwood Campground

				I	2019	2018	YTD	Variance (Budget V. Actual)
	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>YTD</u>	<u>YTD</u>	<u>Budget</u>	Over / (Under) Budget
Revenues	390	-	-	-	390	243	-	390
Expenses								
Salaries & Wages	(5 <i>,</i> 497)	-	-	-	(5,497)	(5 <i>,</i> 687)	(6,928)	1,431
Contracted Services	(1,000)	-	-	-	(1,000)	-	-	(1,000)
Materials & Supplies	(2,823)	-	-	-	(2,823)	(3 <i>,</i> 405)	(3,300)	477
Utilities	(997)	-	-	-	(997)	(961)	(1,821)	824
Transfers to Local Organizations		-	-	-	-	-	-	-
Surplus (Deficit)	(9,927)	-	-	-	(9,927)	(9,810)	(12,049)	

84 - Parks

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	-	-	-	-	-	384	7,050	(7,050)
Expenses								
Salaries & Wages	(32,493)	-	-	-	(32,493)	(31,169)	(41,277)	8,784
Contracted Services		-	-	-	-	(83)	(10,200)	10,200
Materials & Supplies	(3,550)	-	-	-	(3 <i>,</i> 550)	(5,015)	(59,188)	55,638
Utilities		-	-	-	-	-	-	-
Transfers to Local Organizations		-	-	-	-	-	-	-
Surplus (Deficit)	(36,043)	-	-	-	(36,043)	(35,883)	(103,615)	

85 - Recreation & Culture

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	143,135	-	-	-	143,135	102,246	-	143,135
Expenses								
Salaries & Wages		-	-	-	-	-	-	-
Contracted Services		-	-	-	-	-	-	-
Materials & Supplies		-	-	-	-	-	-	-
Utilities		-	-	-	-	-	-	-
Transfers to Local Organizations	(63,981)	-	-	-	(63,981)	(46,250)	(68,981)	5,000
Surplus (Deficit)	79,154	-	-	-	79,154	55,996	(68,981)	

86 - Community Services

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	200	-	-	-	200	235	6,700	(6,500)
Expenses								
Salaries & Wages	(16,007)	-	-	-	(16,007)	(17,760)	(21,248)	5,241
Contracted Services	(1,000)	-	-	-	(1,000)	(786)	(7,000)	6,000
Materials & Supplies	(11,339)	-	-	-	(11,339)	(6,866)	(39,725)	28,386
Utilities		-	-	-	-	-	-	-
Transfers to Local Organizations		-	-	-	-	(300)	(69,500)	69,500
Surplus (Deficit)	(28,146)	-	-	-	(28,146)	(25,477)	(130,773)	

87 - Trails

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	-	-	-	-	-	247	-	-
Expenses								
Salaries & Wages	(6,577)	-	-	-	(6,577)	(6,709)	(8,350)	1,773
Contracted Services		-	-	-	-	-	(5,000)	5,000
Materials & Supplies	(3 <i>,</i> 596)	-	-	-	(3,596)	(3,600)	(14,880)	11,284
Utilities		-	-	-	-	-	-	-
Transfers to Local Organizations		-	-	-	-	-	-	-
Surplus (Deficit)	(10,173)	-	-	-	(10,173)	(10,062)	(28,230)	

89 - Outdoor Recreation

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues		-	-	-	-	101	1,300	(1,300)
Expenses								
Salaries & Wages	(13,481)	-	-	-	(13,481)	(12,718)	(17,366)	3,885
Contracted Services	(147)	-	-	-	(147)	(100)	(2,500)	2,353
Materials & Supplies	(2,541)	-	-	-	(2,541)	(3,724)	(14,600)	12,059
Utilities		-	-	-	-	-	(840)	840
Transfers to Local Organizations		-	-	-	-	-	-	-
Surplus (Deficit)	(16,169)	-	-	-	(16,169)	(16,441)	(34,006)	

91 - Gas

	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	2019 <u>YTD</u>	2018 <u>YTD</u>	YTD <u>Budget</u>	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	465,390	-	-	-	465,390	437,311	357,237	108,153
Expenses								
Salaries & Wages	(54,225)	-	-	-	(54,225)	(55,672)	(77,444)	23,219
Contracted Services	(10,778)	-	-	-	(10,778)	(10,213)	(16,500)	5,722
Materials & Supplies	(171,183)	-	-	-	(171,183)	(182,730)	(246,056)	74,873
Utilities	(1,671)	-	-	-	(1,671)	(1,182)	(1,250)	(421)
Transfers to Local Organizatio	ons	-	-	-	-	-	-	-
Surplus (Deficit)	227,533	-	-	-	227,533	187,514	15,987	



REQUEST FOR DECISION

COUNCIL DATE	May 27, 2019
SUBJECT	Red Deer River Watershed Alliance
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.5

BACKGROUND/PROPOSAL

Councillor Cheri Funke is a current member appointed by the Town of Sundre Council to the Red Deer River Watershed Alliance (RDRWA) committee.

Councillor Funke is bringing forward to Council a request to support her objective to run for a board position on the Executive Committee of the RDRWA.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As this additional duty would likely increase the amount of time spent in travel and meetings, there could be an impact to Council and Councillor Funke's budget.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

COSTS/SOURCE OF FUNDING

Unknown as this time.

ADMINISTRATION RECOMMENDATIONS

That Council moves at their discretion to support Councillor Funke running for a position on the Executive Committee of RDRWA and the financial implications related to this position.

MOTION

That the Town of Sundre Council agree to support Councillor Funke to run for a position on the Executive Committee of the Red Deer River Watershed Alliance.

AND

That the Town of Sundre Council agree to increase Councillor Funke's budget if required to cover expenses relating to a position on the Executive Committee with the Red Deer River Watershed Alliance.

OR

That the town of Sundre Council accept Councillor Funke's request for support to run for a position on the Executive Committee with the Red Deer River Watershed Alliance, as information.

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Date Reviewed:	May	24	AUL	CAO: 📈	mag	10 10 200		
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REQUEST FOR DECISION

COUNCIL DATE	May 27, 2019
SUBJECT	Downtown Parking Lot Development
ORIGINATING DEPARTMENT	Economic Development
AGENDA ITEM	8.6

BACKGROUND/PROPOSAL:

Economic Development has initiated a proposal in partnership with the the Sundre Hotel and Restaurant to develop a public parking lot. The partnership would be undertaken as a trial to draw the travelling public including recreation vehicles off of Highway 27, into the downtown core to park and shop.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See Report to Council for further details.

ALIGNMENT WITH STRATEGIC PLAN

4.1 Diversify Sundre's tax base by supporting commercial and industrial development;4.2 Continue to promote and encourage year-round tourism opportunities for Sundre & District.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council support staff's initiative into the proposed trial public parking lot partnership with the Sundre Hotel and Restaurant and bring back associated costs for this initiative.

MOTION:

THAT Council support staff's initiative into the proposed trial public parking lot partnership with the Sundre Hotel and Restaurant and provide associated costs and information for this initiative at a later date.

Date Reviewed:	Ma	124	2019	_ CAO: Amila	neba		
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REPORT TO COUNCIL

COUNCIL DATE: May 27, 2019

SUBJECT: Development of Downtown Parking Lot in Partnership with Sundre Hotel and Restaurant

ORIGINATING DEPARTMENT: Economic Development

AGENDA ITEM:

BACKGROUND/SUMMARY:

In 2015, Administration initiated conversations with the owner of the Sundre Hotel and Restaurant regarding a partnership that would include the use of the gravel land currently used as a private parking lot behind their establishment (located at 110 & 112 Centre Street South) as an improved and beautified public parking lot in combination with the adjacent Town owned lands (114 Centre St. South). The Town owns about 35% of the total proposed area (see attached aerial photo). Recently, conversation with the Hotel owner to create a trial partnership for this purpose resumed.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

There is an opportunity to pull the travelling public off of Highway 27, to stop and shop in Downtown Sundre. According to Alberta Transportation, the 2017 Average Annual Daily Traffic (AADT) travelling in all directions at the intersection of Centre Street and Main Avenue/Highway 27 was just under 26,000 vehicles per day, translating into approximately 9.5 million vehicles per year. With the provision of improved public parking facilities downtown, some of this traffic may be captured through the provision of public parking that will benefit the downtown businesses.

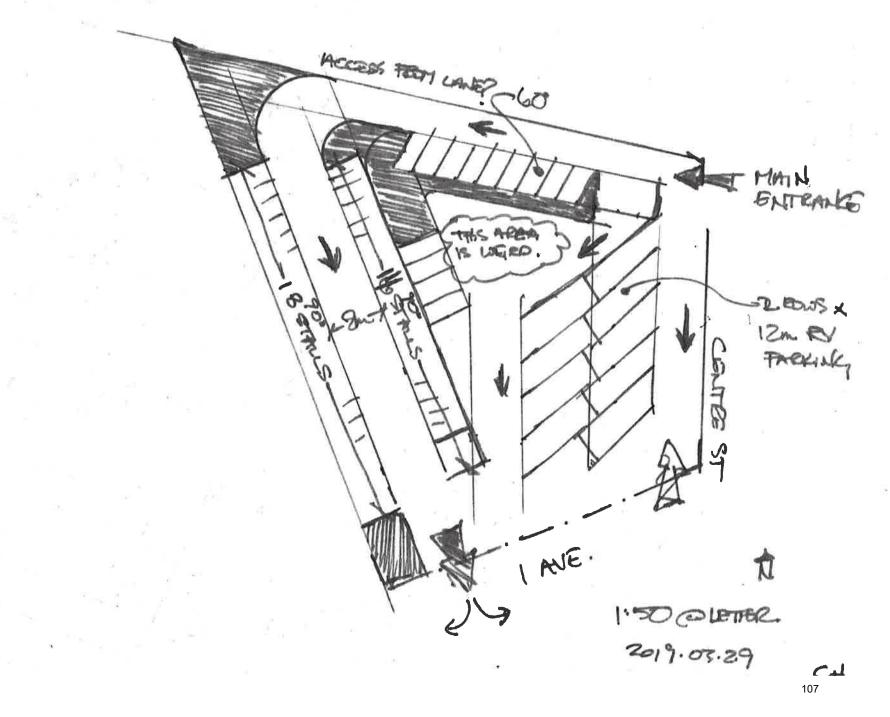
An option for the Town to consider is to enter into Memorandum of Understanding with the Sundre Hotel to improve land for public parking. The Town could explore costs to improve and manage these lands (i.e. develop a practical parking lot design, provide and install curb stops to define parking lot stalls and provide in-house lot grading and landscaping to beautify the parking lot). This would all be secured through a memorandum of understanding with the owner of the Sundre Hotel, who would agree to committing lands toward this project. The Town would manage the lot and undertake the necessary improvements, at a nominal cost.

Administration is seeking Council support to explore design options (see attached design concept) and obtain cost estimates to refine the potential design and improvements to the parking lot including the partnership parameters to be agreed upon by memorandum of understanding. Administration will return with final costs, a proposed site design and proposed terms for a memorandum of understanding at a subsequent Council meeting, prior to signing the MOU.

Jonathan Allan Economic Development Officer



CONCEPTUAL DESIGN





REQUEST FOR DECISION

AGENDA ITEM	9.1
ORIGINATING DEPARTMENT	Legislative Services
SUBJECT	Departmental Reports
COUNCIL DATE	May 27, 2019

BACKGROUND/PROPOSAL:

The following Departmental Reports 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
- Sue Nelson, Community Services Manager
- Emergency Management/Peace Officer
- Jim Hall, Operations Manager
- Jon Allen, Economic Development Officer
- Marty Butts, Fire Chief and Patty LaPointe, Fire Assistant

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 the April 2019, as information.

ATTACHMENTS:

Department Reports (8)

Date Reviewed: May 24, 2019 CAO: And not

SCHEDULE A

Mayor Terry Leslie

\$ 15,000.00

Date	Description	Expense	Cost		Ba	ance
	7 Red Deer River Municipal Users Group AGM	Per Diem	\$	175.00	\$	14,825.00
		Mileage	\$	178.10	\$	14,646.90
2019-01-2	4 Meeting with Regional Council Members	Per Diem	\$	90.00	\$	14,556.90
		Mileage	\$	57.62	\$	14,499.28
2019-01-2	25 CPPA Conference (Red Deer)	Registration	\$	500.00	\$	13,999.28
2019-02-0	04 ICC Meeting & MVSH Meeting	Per Diem	\$	175.00	\$	13,824.28
2019-02-0	04 MVSH Meeting with Deputy Minister (Olds)	Mileage	\$	36.67	\$	13,787.61
2019-02-0	06 Emerging Trends Seminar Brownlee(Calgary)	Mileage	\$	90.00	\$	13,697.61
2019-02-0	07 Emerging Trends Seminar Brownlee(Calgary)	Per Diem	\$	175.00	\$	13,522.61
		Mileage	\$	138.29	\$	13,384.32
2019-03-0	1 M.A.P. Meeting (Mtn View County)	Per Diem	\$	90.00	\$	13,294.32
		Mileage	\$	51.92	\$	13,242.40
2019-03-2	1 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
2019-03-2	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
2019-03-2	e Elected Official Education Course @ AUMA	Per Diem	\$	175.00	\$	11,980.36
2019-03-2	7 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
2019-03-2	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
2019-04-0	04 MVSH Gala	Per Diem	\$	90.00	\$	10,711.12
	MVSH Gala	Mileage	\$	44.08	\$	10,667.04
2019-04-0	06 Council Spring Workshop (Service Levels)	Per Diem	\$	175.00	\$	10,492.04
2019-04-0	9 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
2019-04-1	0 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

Mayor Leslie Continued		Expense	Cost		Bala	ance
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	\$	136.05	\$	9,241.26
2019-04-18	Return to Sundre from SK (9:00 p.m.)	Per Diem	\$	175.00	\$	9,066.26
2019-04-29	CPPA Conference (Red Deer)	Accommodation	\$	331.32	\$	8,734.94
2019-04-29	CPPA Conference (Red Deer)	Per Diem	\$	175.00	\$	8,559.94
	CPPA Conference (Red Deer)	Meal	\$	18.25	\$	8,541.69
2019-04-29	CPPA Conference (Red Deer)	Per Diem	\$	175.00	\$	8,366.69
2019-05-01	CPPA Conference (Red Deer)	Per Diem	\$	175.00	\$	8,191.69
	CPPA Conference (April 29 to & May 1 Return	Mileage		\$116.00	\$	8,075.69
2019-06-11	Lobby Government Effective Seminar (Olds)	Per Diem			\$	8,075.69
	Lobby Government Effective Seminar (Olds)	Mileage			\$	8,075.69
2019-06-11	Summer Leadership Conference Ponoka AB	Accommodation	\$	170.05	\$	7,905.64
	Summer Leadership Conference Ponoka AB	Mileage			\$	7,905.64
	Summer Leadership Conference Ponoka AB	Per Diem			\$	7,905.64
2019-06-12	Summer Leadership Conference Ponoka AB	Registration	\$	100.00	\$	7,805.64
	Summer Leadership Conference Ponoka AB	Mileage			\$	7,805.64
			\$	7,194.36	\$	7,805.64
		•		Spent	R	emaining

\$ 6,000.00

Date	Description	Expense	Cost	t	Bal	ance
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	F	Remaining

Councillor Todd Dalke

\$ 6,000.00

Date	Description	Expense	Cost		Bala	ance
2019-01-24	Meeting with Regional Council Members	Mileage	\$	52.97	\$	5,947.03
2019-01-25	CPPAFoncerence (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	\$	4,800.66
2019-04-17	Regina SK Wastewater Treatment Investigation	Accommodation	\$	136.05	\$	4,664.61
2019-04-17	Travel Time Sundre to Regina	Per Diem	\$	175.00	\$	4,489.61
2019-04-17	Meeting with Living Sky Water Soltuion	Per Diem	\$	67.50	\$	4,422.11
2019-04-18	Tour of Wastewater Treatment Plant	Per Diem	\$	67.50	\$	4,354.61
2019-04-18	Travel Time from Regina SK to Sundre	Per Diem	\$	175.00	\$	4,179.61
	Breakfast @ Tim Hortons Emeral Park SK.	Meal	\$	3.53	\$	4,176.08
	Lunch in Swift Current McDonalds	Meal	\$	10.59	\$	4,165.49
2019-04-29	Travel Time to CPAA Conference in Red Deer	Per Diem	\$	22.50	\$	4,142.99
	CPPA Conference Red Deer	Per Diem	\$	175.00	\$	3,967.99
2019-04-30	CPPA Conference Red Deer	Per Diem	\$	175.00	\$	3,792.99
2019-05-01	CPPA Conference Red Deer	Per Diem	\$	67.50	\$	3,725.49
	Travel Time from Red Deer to Sundre	Per Diem	\$	22.50	\$	3,702.99
			\$	2,318.46	\$	3,681.54
				Spent	R	emaining

\$ 6,000.00

Date	Description	Expense	Cost	ļ	Bala	ance
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
			Ś	443.79	Ś	5,556.21
			Ŧ	Spent	F	Remaining

Councillor Charlene Preston

\$ 6,000.00

Date	Description	Expense	Cost		Bala	ance
2019-03-09	Budget Workshop	Per Diem	\$	112.50	\$	5 <i>,</i> 887.50
			\$	112.50	\$	5,887.50
		-		Spent	R	emaining

Date	Description	Expense	Cost		Bal	ance
2019-01-2	4 Meeting with Regional Council Members	Per Diem	\$	90.00	\$	5,910.00
2019-03-1	4 Budget Meeting	Per Diem	\$	112.50	\$	5,797.50
2019-04-0	4 Spring Workshop (Service Levels)	Per Diem	\$	175.00	\$	5,622.50
2019-04-0	4 Mountain View Seniors' Housing Gala	Mileage	\$	44.08	\$	5,578.42
2019-06-1	1 Lobby Government Effective Seminar (Olds)					
			\$	421.58	\$	5,578.42
	-			Spent		emaining

Councillor Robert Wolfe

\$ 6,000.00

Date	Description	Expense	Cost		Bala	ance
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	F	emaining

Motion #	Action Description - March 18, 2019 continued	Action/Status
	MOVED by Councillor Funke that the Town of Sundre Council accept the invitation to participate in the award-winning,	
140-18-03-19	attractions, history and services mobile app created for Alberta, as information.	
	MOVED by Councillor Wolfe that the Town of Sundre Council accept the invitation from Richardo Miranda, Minister of	
	Culture and Tourism to submit a bid to host either the 2022 Alberta Winter Games or the 2022 Alberta Summer Games, as	
141-18-03-19	information.	
142-18-03-19	MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 7:27 p.m.	
	April 1, 2019 RM	
Motion #	Action Description	Action/Status
142-1-04-19	MOVED by Councillor Funke that the Agenda be approved as amended.	
	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on March 18, 2019, be approved as	
143-1-04-19	presented.	
	MOVED by Councillor Warnock that the Town of Sundre give first reading to Bylaw 2019-05 being a bylaw to make provisions	
144-1-04-19	for the conservation and restriction of the use of water.	
	MOVED by Councillor Funke that the Town of Sundre give second reading to Bylaw 2019-05 being a bylaw to make provisions	
145-1-04-19	for the conservation and restriction of the use of water.	
146-1-04-19	MOVED by Councillor Wolfe that the Town of Sundre Council remove section 2.1 to Bylaw 2019-05.	
	MOVED by Councillor Warnock that the Town of Sundre give second reading to amended Bylaw 2019-05 being a bylaw to	
147-1-04-19	make provisions for the conservation and restriction of the use of water.	
	MOVED by Councillor Funke that the Town of Sundre give first reading to Bylaw 2019-06 being a bylaw Exempting the Town	
148-1-04-19	of Sundre Natural Gas System.	
	MOVED by Councillor Warnock that the Town of Sundre give second reading to Bylaw 2019-06 being a bylaw Exempting the	
149-1-04-19	Town of Sundre Natural Gas System.	
	MOVED by Councilor Warnock that the Town of Sundre give unanimous consent to proceed to a third reading to Bylaw 2019-	
150-1-04-19	06 being a bylaw Exempting the Town of Sundre Natural Gas System.	
	MOVED by Councillor Preston that the Town of Sundre give third and final reading to Bylaw 2019-06 being a bylaw Exempting	
151-1-04-19	the Town of Sundre Natural Gas System.	
	MOVED by Councillor Wolfe that the Town of Sundre Council approve the Chief Administrative Officer's Sufficiency Report	LN to send results to Minister
	and the Declaration that the Petition submitted by Melany Sealy on February 19, 2019, did not meet the sufficiency test	of AT & Meeting with Melany Sealy
	according to the Municipal Government Act, Sections 219 to 226.2, and Sections 231 to 240, and is therefore declared	Seury
152-1-04-19	insufficient.	
	MOVED by Councillor Funke that the Town of Sundre Council accept the petition clarification report regarding the round-a-	
153-01-04-19	bout consultation by the Town of Sundre and Alberta Transportation prepared by the CAO as information.	
154 01 04 40		
154-01-04-19	MOVED by Councillor Funke that the Town of Sundre Council approve to cancel the April 29, 2019 Regular Council Meeting.	
155-1-04-19	MOVED by Councillor Warnock that the Town of Sundre Council go into closed meeting at 7:09 p.m.	
156-1-04-19	MOVED by Councillor Isaac that the Town of Sundre Council return to open meeting at 7:50 p.m.	
157-1-04-19	MOVED by Councillor Warnock being that the agenda matters have been concluded the meeting adjourned at 7:50 p.m.	

2019 MOTION LOG

	April 15, 2019 RM	
Motion #	Action Description	Action/Status
158-15-04-19	MOVED by Councillor Dalke that the agenda be accepted as amended.	
	MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on April 1, 2019 be approved as	
159-15-04-19	presented.	
	MOVED by Councillor Funke that the Town of Sundre Council thank the representative of Price Waterhouse Cooper, LLP and	
160-15-04-19	accept their presentation, as information.	
161-15-04-19	MOVED by Councillor Preston that Council go into closed meeting at 6:15 p.m.	
162-15-04-19	MOVED by Councillor Dalke that Council return to open meeting at 6:38 p.m.	
	MOVED by Councillor Wolfe that the Town of Sundre Council move to accept the 2019 Auditor's Report and the 2018	
	Audited Financial Statements and the 2018 Financial Information Return as presented by Price Waterhouse Cooper, LLLP;	CA to send documents to
163-15-04-19		Municipal Affairs.
	MOVED by Councillor Funke that the Town of Sundre Council grant first reading to Bylaw 2019-08 Redesignation of land from	
164-15-04-19	UR to PS.	
	MOVED by Councillor Funke that the Town of Sundre Council set May 13, 2019 for the Public Hearing Date for Bylaw 2019-08	
	Redesigantion of land from UR to PS.	Ba to advertise the public
		hearing and prepare
165-15-04-19		agenda for May 13.
	MOVED by Councillor Dalke that the Town of Sundre Council give first reading of Bylaw 2019-09, being a bylaw authorizing	CA to advertise the
	the Council of the Town of Sundre to incur indebtedness by the issuance of a debenture in the amount of \$1,307,200 for the	borrowing bylaw and bring
166-15-04-19	purpose of Main Avenue Upgrade Phase 2.	back for 2nd & 3rd
100-15-04-19	MOVED by Councillor Dalke that the Town of Sundre Council give third and final reading to Bylaw 2019-05 being a bylaw to	readings at a later date. LS to have put on website
	moved by councillor backe that the rown of sunare council give third and find reading to bylaw 2019-05 being a bylaw to make provisions for the conservation and restriction of the use of water.	and provide copies to
167-15-04-19		Operations
	MOVED by Councillor Funke that the Town of Sundre grant first reading to Bylaw 2019-10 Tax Rate Bylaw, being a bylaw	
	authorizing the rates of taxation to be levied against the assessable property within the Town of Sundre for the 2019	
168-15-04-19	Taxation year.	
	MOVED by Councillor Wolfe that the Town of Sundre aprove to amend Bylaw 2019-10 Tax Rate Bylaw, being a bylaw	
	authorizing the rates of txation to be levied against the assessable property within the Town of Sundre for the 2019 Taxation	
169-15-04-19	year with a tax rate change from 2.25% to 1.25% (DEFEATED).	
	MOVED by Councillor Wolfe that the Town of Sundre approve to amend Bylaw 2019-10 Tax Rate Bylaw, being a bylaw	
	authorizing the rates of txation to be levied against the assessable property within the Town of Sundre for the 2019 Taxation	
170-04-19	year with a tax rate change from 2.25% to 1.75% (DEFEATED)	
	Recorded Vate MOVED by Counciller Dalke that the Town of Sundre Council are and Diday 2010 10 being a hydrory	
	Recorded Vote : MOVED by Councillor Dalke that the Town of Sundre Council amend Bylaw 2019-10 being a bylaw	
171 15 04 10	authorizing the rates of taxation to be levied against the assessable property within the Townbof Sundre for the 2019	
171-15-04-19	taxation year with a tax rate change from 2.25% to 2.0%. Dalke, Preston, Leslie, Wolfe FOR; Isaac, Funke AGAINST. (CARRIED)	

2019 MOTION LOG

Motion #	Action Description - April 15, 2019 Continued	Action/Status
	MOVED by Councillor Funke that the Town of Sundre give unanimous consent to proceed to a third and final reading to	Special Council Meeting
	Bylaw 2019-10 Tax Rate Bylaw, being a bylaw authorizing the rates of txation to be levied against the assessable property	set for April 23, 2019 at
	within the Town of Sundre for the 2019 Taxation year. (DEFEATED)	5:30 p.m. LS to
172-15-04-19		advertise.
	MOVED by Councillor Isaac that the Town of Sundre Council designate the following Council members to having signing	CA to have signing
	authority for the Town of Sundre: Mayor Terry Leslie, Councillor Cheri Funke, Councillor Charlene Preston, Councillor Todd	authorities added to ATB
173-15-04-19	Dalke, Councillor Richard Warnock, Councillor Rob Wolfe, and Councillor Paul Isaac.	account.
	MOVED by Councillor Funke that the Town of Sundre Council accept the invittion to join the Coalition of Canadian	
174-15-04-19	Municipalities for Energy Action (Bill C-69) as information.	
	MOVED by Councillor Funke that the Town of Sundre Council approve the proposed Phase 2 scope changes to install the	
	Prairie Creek Boardwalk and oil grit separator at an additional estimated cost of \$151,456 with funding to be drawn for the	CA to have added to MSI
175-15-04-19	MSI Capital grant.	Grant and budget.
	MOVED by Councillor Wolfe that the Town of Sundre Council proclaim the week of May 19-25, 2019 as "Public Works Week"	
176-15-04-19	on behalf of the citizens of Sundre.	LN Plan something for PW
	MOVED by Councillor Funke that the Town of Sundre Council approve the Mutual Aid Agreement for Fire Services between	LN & Mayor to sign and
	the Towns of Carstairs, Didsbury, Olds, Sundre, the Village of Cremona and Mountain View County dated May 1, 2019 as	provide copies to
177-15-04-19	presented; and that the Mayor and CAO be authorized to sign on behalf of the Town of Sundre.	municipalities.
	MOVED by Councillor Preston that the Town of Sundre Council approve the request from the Sundre Pro Rodeo Association	
	to have barriers placed at key intersections and that the Community Peace Officer assist with traffic control at the West and	JM to have barriers placed.
	East end of Main Avenue before and during the parade.	KH to be on hand to help
<mark>178-15-04-19</mark>		with traffic control.
	MOVED by Councillor Funke that the Town of Sundre Council accept the Departmental Reports for March 2019, as	
179-15-04-19	information.	
	MOVED by Councillor Wolfe that the Town of Sundre Council accept the Sundre RCMP Detachment 1st Quarter 2019	
180-15-04-19	Statistics Report, as information.	
	MOVED by Councillor Preston that the Town of Sundre Council accept the Council Report from Mayor Terry Leslie, as	
181-15-04-19	information.	
	MOVED by Councillor Dalke that the Town of Sundre Council accept the Council Report from Councillor Cheri Funke, as	
182-15-04-19	information.	
	MOVED by Councillor Funke that the Town of Sundre Council accept the Worker's Compensation Board (WCB) Natioanl Day	
		Operations to lower flag on
<u>183-15-04-19</u>	Administration Office in observation of the Day.	April 28th.
	MOVED by Councillor Funke that the Town of Sundre Council accept the Sundre Municipal Library 2018 Annual Report, as	
184-15-04-19	information.	
	MOVED by Councillor Funke that the Town of Sundre Council accept the Mountain View Seniors' Housing Key Messages from	
185-15-04-19	the March 28, 2019 Regular meeting and April 2, 2019 Special Board meeting, as information.	

Motion #	Action Description - April 15, 2019 Continued	Action/Status
	MOVED by Councillor Wolfe that the Town of Sundre Council accept the Peaks to Prairies PCN, Participaction Community	
186-15-04-19	Better Challenge from May 31 to June 16, the as information.	
187-15-04-19	MOVED by Councillor Isaac that Council go into closed meeting at 8:15 p.m.	
188-15-04-19	MOVED by Councillor Preston that Council return to open meeting at 9:15 p.m.	
	MOVED by Councillor Preseton that Council appoint Councillor Funke as alternate to the Intermunicipal Planning	
189-15-04-19	Commission.	
190-15-04-19	MOVED by Councillor Funke being that the agenda matters have been concluded the meeting adjourn at 9:16 p.m.	
	April 23, 2019 Special Council Meeting	
191-23-04-19	MOVED by Councillor Isaac that the Town of Sundre Council that the agenda be accepted as presented.	
192-23-04-19	MOVED By Councillor Isaac that the Town of Sundre Council rescind resolution #171-15-04-19 to amend Bylaw 2019-10.	
	MOVED by Councillor Funke that the Town of Sundre Council give second reading to Bylaw 2019-10 Tax Rate Bylaw, being a	
	bylaw authorizing the rates of taxation to be levied against the assessable property within the Town of Sundre for the 2019	
193-23-04-19	Taxation year.	
	MOVED by Councillor Funke that the Town of Sundre Council give third and final reading to Bylaw 2019-10 Tax Rate Bylaw,	CA to have Tax Notices
	being a bylaw authorizing the rates of taxation to be levied against the assessable property within the Town of Sundre for the	
194-23-04-19	2019 Taxation year.	sent to M.A.
195-23-04-19	MOVED by Councillor Funke being that the agenda matters have been concluded the meeting adjourn at 5:56 p.m	
	May 13, 2019 Regular Council Meeting	
	MOVED by Councillor Isaac that the Town of Sundre Council close Public Hearing 2019-05-13 pertaining to Bylaw 2019-08,	
	being a Bylaw to amend the Land Use Bylaw District Map by changing the land use designation of Ptn. SW 1/4, Sec. 2, Twp.	
196-13-05-19	33, Rge. 5, W5M from Urban Reserve (UR) to Public Service District (PS).	
197-13-05-19	MOVED by Councillor Funke that the Agenda be approved as amended.	
	MOVED by Councillor Preston that the Minutes of the Regular Council Meeting held on April 15, 2019 be approved as	
198-13-05-19	presented.	
	MOVED by Councillor Wolfe that the Minutes of the Special Council Meeting held on April 23, 2019 be approved as	
199-13-05-19	presented.	
	MOVED by Councillor Funke that the Town of Sundre Council thank Ms. Shelley Milne and Tracey McCrimmon for attending	
200-13-05-19	the Council meeting and accept the presentation on the SPOG Neighbours' Day Event as information.	
	MOVED by Councillor Isaac that the Town of Sundre Council thank Mr. Steven Crouch on his concerns about drug use/abuse	LN to meet with Mr.
	in the community and direct Administration to meet with Mr. Crouch to discuss and assist him with his concerns.	Crouch
201-13-05-19		
	MOVED by Councillor Warnock that the Town of Sundre Council grant second reading to Bylaw 2019-08 being a Bylaw to	
	amend the Land Use Bylaw District Map by changing the land use designation of Ptn. SW 1/4, Sec. 2, Twp. 33 Rg. 5, W5M	
202-13-05-19	from Urban Reserve District (UR) to Public Service District (PS).	

2019 MOTION LOG

Motion #	Action Description - May 13, 2019 Continued	Action/Status
	MOVED by Councillor Isaac that the Town of Sundre Council grant third and final reading to Bylaw 2019-08 being a Bylaw to	
	amend the Land Use Bylaw District Map by changing the land use designation of Ptn. SW 1/4, Sec. 2, Twp. 33 Rg. 5, W5M	
203-13-05-19	from Urban Reserve District (UR) to Public Service District (PS).	
	MOVED by Councillor Funke that the Town of Sundre Council grant first reading to Bylaw 2019-12 being a Bylaw to amend	
	the Land Use Bylaw District Map by changing the land use desigantion of a portion of SE 1/4, Sec. 4, Twp. 33, Rge. 5, W5M	
204-13-05-19	from Public Service District (PS) to Central Commercial District (C1).	
	MOVED by Councillor Wolfe that the Town of Sundre Council set June 10, 2019 for the Public Hearing date for Bylaw 2019-12	Ba to prepare agenda
205-13-05-19	Redesigantion of land use PS to C1.	
	MOVED by Councillor Preston that the Town of Sundre Council approve Policy A-012-00 POL Grants to Organizations as	LS to put on website, work
	presented.	with SN to get information
206-13-05-19		<mark>out</mark>
	MOVED by Councillor Preston that the Town of Sundre Council appoint the following members to the Council Grants Review	
207-13-05-19	Committee: R. Warnock, C. Funke and T. Dalke.	
	MOVED by Councillor Warnock that the Town of Sundre Council approve the SPOG Neighbours' Day Partnership Agreement	LN to sign agreement
208-13-05-19	for a term ending in 2024, and the the CAO be authroized to sign the agreement on behalf of the Town.	
	MOVED by Councillor Warnock that the Town of Sundre Council approve a transfer of \$2,000 from the Community Services	
209-13-05-19	Restrict Surplus Account to be applied to the SPOG Neighbours' Day event for 2019.	
	MOVED by Councillor Funke that the Town of Sundre Council accept the Report to Council for April 2019 from Councillor	
210-13-05-19	Richard Warnock as information.	
	MOVED by Coucnillor Warnock that the Town of Sundre Council direct Administration for a Terms of Reference to create a	LN to develop Terms of
	Committee of Council to asist with an audit of the health and well-being of the community in consultation with Alberta	Reference
211-13-05-19	Health Services, Hospital Futures, Rural Health Professions Action Plan and other stakeholders.	
212-13-05-19	MOVED by Councillor Funke that the Town of Sundre Council go into closed meeting at 7:05 p.m.	
213-13-05-19	MOVED by Councillor Preston that the Town of Sundre Council return to open meeting at 8:06 p.m.	
	MOVED by Councillor Warnock that the CAO salary be set to #4 retroactive to January 1, 2019 as a cap of the grid that has	
	been presented to Council. Council will review the presented grid to be defined and to be completed by September 1, 2019.	LN &CS to present grid to
214-13-05-19		Council in Fall 2019
215-13-05-19	MOVED by Councillor Wolfe being that the agebda matters have been concluded the meeting adjourned at 8:08 p.m.	
	May 27, 2019 Regular Council Meeting	
216-27-05-19		
217-27-05-19		
218-27-05-19		
219-27-05-19		
220-27-05-19		
221-27-05-19		
222-27-05-19		
223-27-05-19		



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

April 4, 2019

Via e-mail transportation.minister@gov.ab.ca

Honourable Brian Mason, Transportation Minister Room 320 Legislature Building 10800 - 97 Avenue Edmonton, AB T5K 2B6

Dear Minister Mason:

On February 19, 2019, the Town of Sundre Council was presented with a petition regarding consultation for the on Highway 27 roundabout project, submitted by Melany Sealy. The Chief Administrative Officer was directed to review the petition, and to bring a report back to Council within 45 days with a declaration to the Council on whether the petition is sufficient or insufficient, in accordance with the *Municipal Government Act* s. 225(1) and s. 226(1), by the following motion:

Motion #66-19-02-19

MOVED by Councillor Dalke that the Town of Sundre Council accept the presentation from Melany Sealy as information and direct the Chief Administrative Officer to review the petition and bring back a report within 45 days to Council.

On April 1, 2019, the CAO presented the Sufficiency Report and Declaration to Council at a regular Council meeting. Council passed the following motion:

Motion #153-1-04-19

MOVED by Councillor Wolfe that the Town of Sundre Council approve the Chief Administrative Officer's Sufficiency Report and the Declaration that the Petition submitted by Melany Sealy on February 19, 2019, did not meet the sufficiency test according to the Municipal Government Act, Sections 219 to 226.2, and Sections 231 to 240, and is therefore declared insufficient. I have enclosed a copy of the Petition Sufficiency Report and the Test against the *Municipal Government Act*, as presented to Council, for your information.

The Town of Sundre and Alberta Transportation made the decision to engage the public and stakeholders as part of our efforts to proceed with this project with full transparency and collaboration with the public.

Staff have taken time to review the history of this project, specifically with regard to information publicized by Alberta Transportation and the Town of Sundre. Following are the communication events that have taken place since this project was conceptualized:

- Presentation to Town and County Council November 12, 2015,
- Chamber and Business Presentation December 10, 2015,
- Trucking Industry Presentation January 12, 2016,
- Public Open House/Presentation February 4, 2016,

(Separate presentations were provided to each group to ensure that all stakeholders had ample time and opportunity to make their concerns known)

- Presentation to Council April 4, 2016,
- Presentation and recommendation to Council on Enhancement Concept 2 for mini roundabouts April 18, 2016,
- Public Open House June 4, 2016,
- Information session April 5, 2017,
- Business Information Session April 18, 2017, including public comment sheets and handouts,
- Public Information Session April 19, 2017, including public comment sheets and handouts,
- Presentation to Council April 24, 2017,
- Public Open House May 3, 2017,
- Survey to solicit feedback for the purposes of improving the project March 2018,
- Survey to solicit feedback for the purposes of improving the project September 2018,
- Presentation to Council January 7, 2019,
- All open houses, presentations to Council and information sessions included FAQ sheets, drawings, display boards and handouts.
- Links to surveys provided in weekly Town ad, on social media feeds, and in monthly utility bills.
- Information was available at Town Booth at SPOG Neighbors Day in 2018
- Information posted on AT Website under Central Provincial Highway Projects May 2017
- Information posted on Town Website on community sign, and in the roundup at onset of project, including advertisements for open houses and information sessions, FAQ's, drawings, and other information.
- There were several articles in the Sundre Roundup;

- Handouts were available at:
 - Visitor Information Centre
 - IGA
 - Museum
- Instructions on maneuvering the roundabouts were posted on the AT website and the Town Website on numerous occasions, and handouts were available at the Town Office.

Furthermore, Alberta Transportation prepared a comprehensive Public Consultation Report, which detailed the consultation efforts, provided a summary of the results, and provided numerous drawings and details of the project. In addition to the numerous public consultation sessions, there were numerous e-mails between the public and Alberta Transportation, and Town employees provided information to any member of the public making a request. This information was not taken into consideration when testing the petition against the *Municipal Government Act*.

Please contact me if you have any questions or require further clarification on the results of the petition approved by Sundre Town Council.

Yours truly,

Amida Melam

Linda Nelson, CLGM, CTAJ, EMR Chief Administrative Officer

Cc: Russ Watts, Regional Director – via e-mail <u>russell.watts@gov.ab.ca</u> Stuart Richardson, Infrastructure Manager - via e-mail <u>stuart.richardson@gov.ab.ca</u>

*Attachments: *Petition Sufficiency Declaration *Petition Test



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April 24, 2019

Heidi Overguard Sundre Parade Committee 2019 RR 3, Site 102, Box 8 Sundre AB TOM 1X0

RE: Request for Sundre Pro Rodeo Parade Event June 22, 2019

Dear Ms. Overguard

At the April 15, 2019 Regular Council Meeting, the Town of Sundre Council was presented with the request from the Sundre Parade Committee for barriers to be erected at key intersections as well as having the Community Peace Officer assist with traffic control at the West and East ends of Main Avenue before and after the parade on June 22, 2019.

The following resolution was made regarding your request:

Res. 178-15-94-19 MOVED by Councillor Preston that the Town of Sundre Council approve the request from the Sundre Pro Rodeo Association to have barriers placed at key intersections and that the Community Peace Officer assist with traffic control at the West and East end of Main Avenue before and during the parade.

The motion was carried.

With regards to your request for two members of the Sundre RCMP members lead the parade, we recommend you reach out the Sundre RCMP detachment as the Town does not have authority to make this request on your behalf.

Also, your request for the Town of Sundre to contact TRAVIS to make them aware of the parade and request that all Over Dimensional Permits be cancelled, should be done by your committee by contacting Alberta Transportation Department of Highways.

If there is any further information, or should you need further assistance please do not hesitate to contract the Town Office.

Yours truly,

Linda Nelson, CLGM, CTAJ, EMR Chief Administrative Officer

www.sundre.com



DEPARTMENT	Corporate Services
SUBMITTED BY	Chris Albert, Director of Corporate Services
DATE	May 17, 2019
FOR MONTH OF	April

audit progressed very well, and Price Waterhouse Coopers ented their report and the audited financial statements at the April Regular Council Meeting.
piling information for the final report and ensuring all the mation is consistent between various reports tends to be time uming and requires a high-level of attention.
equired reporting under the MGA was submitted to the Ministry re the May 1 st deadline.
the end of April 2019 there are 4 properties subject to the lations. Information will be brought forward to Council in early to establish a tax sale date and minimum bids for any properties delinquent at that time.
5
ersations are ongoing with property owners in order to settle unts. There were 5 properties at the end of March.
mber of good discussions were held with and by Council in regards e 2019 Tax Rate Bylaw. The Bylaw is the culmination of the entire geting process as all the preceding months of work impact each of next stages and the progression of work makes this final stage a easier. Tax Rate Bylaw was passed at a Special Council Meeting on April 23, 9, and the Tax & Assessment Notices were mailed out on April 26 th an assessment date of May 7 th and the complaint deadline of July 19.
2
is the earliest the notices have been sent to residents in the nory of the Tax Department.
eparation for the Main Avenue Upgrade project to begin truction in the late summer, the process to borrow funds for a on of the costs was initiated in April. At the April 15, 2019 Regular ncil Meeting, the Borrowing Bylaw was given first reading. In tion, the required two weeks of advertising for the bylaw
menced in April.
e

Community Support Activities: ISSUES: RESOLUTIONS/SUCCESSES: Community Support Activities:	In preparation for the Main Avenue Upgrade project to begin construction in the late summer, the process to borrow funds for a portion of the costs was initiated in April. At the April 15, 2019 Regular Council Meeting, the Borrowing Bylaw was given first reading. In addition, the required two weeks of advertising for the bylaw commenced in April. None work in progress In an effort to expand the support provided to the community through the Corporate Services Department, the Director assisted the Visitor Information Centre with completing a grant application for hiring summer students. The STEP Grant is also used by the Town to hire summer students for our departments, so we are familiar with the paperwork and the recent changes the program has undergone
	Nono
ISSUES: RESOLUTIONS/SUCCESSES:	None Work in progress
Level of Service documentation:	As a part on the continuing budget process and improving the process, departments have begun documenting the levels of service they provide. Corporate Services has been documenting its levels, as well as assisting other departments with their information and associated service costs.
ISSUES:	None
RESOLUTIONS/SUCCESSES:	Work in progress
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 skill-set. The number of responses has increased which has resulted in a wider variety that may meet the needed criteria.
ISSUES:	Finding the right candidate.
RESOLUTIONS/SUCCESSES:	Work in progress
Financial Policies update:	 Have been working with Tracey Polowich of Contigo Business Services on reviewing and updating financial policies. The next policy up for review is the Procurement Policy. A draft of the revised policy to conform more with current requirements still needs to be reviewed and the wording adapted as appropriate for approval by Council later in 2019.
ISSUES:	None
RESOLUTIONS/SUCCESSES:	Work in progress
Professional Development	No new opportunities were undertaken in April.
ISSUES:	None
RESOLUTIONS/SUCCESSES:	Professional development is ongoing

Information Technology	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. Anticipated changes in staff will allow an opportunity to re-configure some systems based on new uses and to re-allocate resources.
ISSUES:	 Older software versioning Older operating systems Inconsistencies with individual computer setups and locations of user files creating issues for staff.
RESOLUTIONS/SUCCESSES:	Ongoing diagnostics and testing



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

TOPIC #1	Development and Building Permits (March)	
ISSUES:	Development Permits – 3	
	Building Permits – 6	
	Electrical Permits – 1	
	Gas Permits – 1	
	Plumbing Permits – 1	
RESOLUTIONS/SUCCESSES:	Development permits were issued for a single detached dwelling, a	
	second rodeo grounds grandstand and accessory building.	
	Building permits were issued for single detached dwelling, accessory	
	building, rodeo grounds construction and Town gazebo construction.	
TOPIC #2	Real Property Reports	
ISSUES:	One Real Property Report was processed.	
RESOLUTIONS/SUCCESSES:	The report facilitated the sale of a property.	
TOPIC # 3:	Subdivision	
ISSUES:	 Langmead subdivision application (968 1st Ave NE) – conditional approval issued. 	
	 Bertram subdivision application (116 3rd St SW) – circulated for 	
	review and comment.	
	 Golf Course subdivision (boundary adjustment) – in circulation for review and comment. 	
RESOLUTIONS/SUCCESSES:	 Langmead subdivision – creation of one new residential lot (subject 	
	to approved drainage plan).	
	• Bertram subdivision – will result in land consolidation with adjacent lands for mixed use development (residential and commercial).	
	• Golf Course subdivision – reconfiguration of golf course parcel and	
	adjacent lands for future development.	
TOPIC # 4:	Southwest Industrial Area Structure Plan	
ISSUES:	Preparation work for upcoming IMPC Meeting in May on revised SWIASP.	
RESOLUTIONS/SUCCESSES:	IMPC meeting will satisfy requirement of IDP and provide transparency	
	in process for the review of SWIASP before forwarding ASP to Council	
	later in May for Public Hearing and Bylaw consideration.	

TOPIC # 5:	Intermunicipal Development Plan (IDP)	
ISSUES:	Revised Terms of Reference for IDP prepared by Administration and	
	forwarded to County.	
RESOLUTIONS/SUCCESSES:	Awaiting response from County on revised Terms of Reference.	
TOPIC # 6:	Council Workshop – Service Levels	
ISSUES:	Council Workshop presentation of Planning and Development Service	
	levels.	
RESOLUTIONS/SUCCESSES:	Established a base service level expectation for Planning and	
	Development operations.	
TOPIC # 7:	Administrative	
ISSUES:	Filing Projects – ongoing.	
	Safety Codes Audit – ongoing.	
	Staff Training – ongoing with very good progress with new staff	
	integration.	
RESOLUTIONS/SUCCESSES:	Improved departmental efficiencies and team building.	
	Improves overall departmental performance, transparency and	
	stakeholder engagement.	

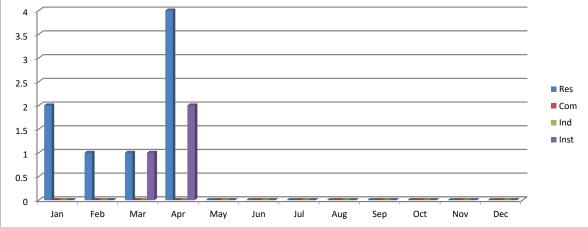
LIST & PROVIDE ATTACHMENTS:

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

Attachment #1 April 2019 Monthly Building Report
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MONTHLY BUILDING REPORT FOR THE MONTH OF APRIL 2019

		Apr-19		2	2019 Year To Date			2018 Year to Date				
	Dwelling	No. of		Building	Dwelling	No. of		Building	Dwelling	No. of		Building
	Units	Permits		Value	Units	Permits		Value	Units	Permits		Value
RESIDENTIAL												
Two-Storey	0	0	\$	-	0	0	\$	-	0	0	\$	-
Bungalows	1	1	\$	33,000	2	2	\$	258,000	1	1	\$	200,000
Bi-Level					0	0	\$	-	0	0		0
	0	0	\$	-	0		\$	-	0	0	\$	-
Duplex/Semi Det.					0	0	•	-	0	0		0
Multi-Family	0	0	\$	-	0	0	\$	-	0	0		0
Mobile Homes	0	0		-	0	0		-	0	0	\$	-
Accessory Buildings		1	\$	5,000	0	0		5,000		1	\$	4,000
Renovation/Addition		2	\$	10,000	0	5	\$	18,300	0	3	\$	79,700
- Sub-Total	1	4	\$	48,000	0	8	\$	281,300	1	5	\$	283,700
			Ţ	,			Ţ					
		No. of		Building		No. of		Building		No. of		Building
COMMERCIAL		Permits		Value		Permits		Value		Permits		Value
Building Starts		0	\$	-		0	\$	-		0	\$	-
Renovation/Addition		0	\$	-		0		-		1	\$	30,000
		0	\$	-		0	\$	-		1	\$	30,000
		No. of		Building		No. of		Building		No. of		Building
INDUSTRIAL		Permits		Value		Permits		Value		Permits		Value
Building Starts						0	\$	-		0		0
Renovation/Addition						0		-		0	\$	-
		0	\$	-		0	\$	-		0	\$	-
			Ŷ			Ū	Ŷ				Ŷ	0
		No. of		Building		No. of		Building		No. of		Building
INSTITUTIONAL		Permits		Value		Permits		Value		Permits		Value
Building Starts		2	\$	145,000		3	\$	175,000		0	\$	- value
Renovation/Addition			\$	145,000		0		145,000		0	-	0
		2	\$	145.000		3		175.000		0	\$	_
		2	Ψ	1 10,000			Ψ				Ψ	
TOTAL	Dwelling Units	No. of Permits		Building Value	Dwelling Units	No. of Permits		Building Value	Dwelling Units	No. of Permits		Building Value
í F	1		\$	193,000	2	11	\$	456,300	1	6	\$	313,700





DEPARTMENT	Community Services
SUBMITTED BY	Sue Nelson
DATE	May 8th, 2019
FOR MONTH OF	April

TOPIC #1	Community Centre Rentals
ISSUES:	
RESOLUTIONS/SUCCESSES:	A bit of a slower month as the winter season is finishing and the spring/summer season starts. Another one of our regular users shutting down for the season, Taekwondo. Parent Link, Pickle Ball and Indoor Walking Group still going strong. A few other bookings this month the Fish & Game awards Night and Banquet, Taekwondo Testing Day.
TOPIC #2	Community Centre gym floor
ISSUES:	None
RESOLUTIONS/SUCCESSES:	The repairs were done on the Gym floor and stage the week of the School Easter break. The stage was sanded down and refinished. The gym floor also received repairs replacing hardwood boards touched up the game lines with paint and varnished the floor.
TOPIC # 3:	Parks
ISSUES:	Waiting for the snow to melt, so staff can get out side and start cleaning up the boulevards, parks, drag ball diamonds, rake up leaves in Greenwood park, etc.
RESOLUTIONS/SUCCESSES:	The weather smarted up near the end of April and we were able to get out side and start spring cleaning, Greenwood park leaves picked up, picked up garbage on all the green spaces. They started working on the gazebo in greenwood park.
TOPIC # 4:	Outdoor Recreation
ISSUES:	Snow was an issue as the Baseball and soccer teams wanted to get out onto the fields.
RESOLUTIONS/SUCCESSES:	Minor ball rented the gym for a few weeks until the diamonds were dry enough to go on. They were able to get on the Diamonds and soccer fields by the 15 th .
TOPIC # 5:	RFP Conference
ISSUES:	None
RESOLUTIONS/SUCCESSES:	Keith Worrall, Dean Thompson and Sue Nelson attended the 41st RFP conference April 7 th – 10 th Keith and Sue received their 20 years service award and Dean received his 15 th year Service award.

TOPIC # 6:	Administrative		
ISSUES:	None		
RESOLUTIONS/SUCCESSES:	• Attended the Spring Work shop with the Councilors April 6 th .		
	Met wit	n Bev Hallett in regards to making Memorial parks. We	
	looked a	t a few different areas around town.	
	• Started working on the service level report for council.		
	• Community Service staff have been working on workplace hazards		
	assessm	ents.	



DEPARTMENT	Emergency Management
SUBMITTED BY	Kevin
DATE	May 21, 2019
FOR MONTH OF	April, 2019

TOPIC #1	SPOG Mutual Aid Meeting
ISSUES:	None
RESOLUTIONS/SUCCESSES:	Attended the SPOG Mutual Aid Meeting.
TOPIC #2	Scribe Course
ISSUES:	None
RESOLUTIONS/SUCCESSES:	Sundre Hosted a Scribe Course. The course was open to all
	municipalities in Central Alberta and SPOG members.
TOPIC # 3:	Emergency Management webinar
ISSUES:	None
RESOLUTIONS/SUCCESSES:	1 hour webinar discussing preparedness and recovery.

	Municipal Enforcement
TOPIC #1	PPCT / TPR (Use of Force) Certification
ISSUES:	None
RESOLUTIONS/SUCCESSES:	Successfully Completed the Threat Pattern Recognition Course. This is a
	required course that must be regularly recertified.
TOPIC #2	Flagging – Train the Trainer
ISSUES:	None
RESOLUTIONS/SUCCESSES:	Successfully completed the Train the Trainer Flaggers course. Flagging
	will be taught to Ops and CS staff.
TOPIC # 3:	Mock Trials
ISSUES:	None
RESOLUTIONS/SUCCESSES:	Attended court room training and Mock Trial training.
TOPIC # 4:	CPO's Investigating Impaired Driving Offences
ISSUES:	None
RESOLUTIONS/SUCCESSES:	Attended Training on CPO's Investigating Impaired Driving Offences.
	This is a criminal offence that CPO's come across during traffic
	enforcement.
TOPIC # 5:	Alberta Association of Community Peace Officers Executive Meeting
ISSUES:	None
RESOLUTIONS/SUCCESSES:	Attended the quarterly Alberta Association of Community Peace
	Officers Executive Meeting.



DEPARTMENT	Operations
SUBMITTED BY	Jim Hall
DATE	May 22/2019
FOR MONTH OF	April 2019

TOPIC #1	Water/Wastewater Service lines frozen
ISSUES:	The 2019 February cods snap caused 10 water services to freeze. Some
	were customers with no history of issues. Excavations found frost at 10-12 feet.
RESOLUTIONS/SUCCESSES:	Many municipalities experienced this issue as well as water main breaks.
	Sundre only experience 1 wastewater main issue. Ops staff worked
	diligently to provide water services by means of connecting to neighbours systems.
TOPIC #2	Roads Sweeper Maintenance
ISSUES:	The street sweeper was identified this year as requiring a full inspection
	and maintenance by a service company in Calgary. The unit has not had
	this level for more that 10 years. The completion of this work caused
	delays in the seasonal sweeping.
RESOLUTIONS/SUCCESSES:	While awaiting the unit ops staff continued to prepare areas with heavy
TOPIC # 3:	deposits of winter sand with other equipment.
	Wastewater Critical upgrade
ISSUES:	No issues
RESOLUTIONS/SUCCESSES:	During the design and preparation of the upgrade CIMA has ensured that a local interested contractor be included for sub contract. This is a
	priority by operations for all potential local contractors and businesses
	to apply for project work.
TOPIC # 4:	Wastewater Alternative option of treatment
ISSUES:	The proposed costs for the lagoon upgrades including the current
	critical upgrade has the potential to cost \$14 million. This will be a
	major draw on reserves, debenture borrowing scheduling in the next 2
	years.
RESOLUTIONS/SUCCESSES:	Administration and 2 council members visited the Living Skies system in
	White City near Regina Sask. This is a new mechanical system being
	tested. It is able to be tailored to the flow and regulatory needs of a
	wastewater system. The cost is much lower than the traditional systems
	and can provide excellent effluent values. The foot print of the plant is
	very compact and expandable. This system will be added to our
	WQBEL's study as an option.

WASTEWATER TREATMENT WQBELS AND UPGRADES MAY 1, 2019

WQBELS UPDATE

The AE&P required study for wastewater effluent is in the final preparation to be submitted to the authority. An initial draft was sent in the fall of 2018 with corrections and additional information requirements from AE&P. The information has been added to this submittal. CIMA+ is requesting the exact effluent levels for the future upgrade in order to provide deign guidelines and system choice to meet those requirements. An LC 50 fish survival toxicity test was ordered and completed in May 2019. The results were 100% survival. This is an excellent indicator of effluent quality considering the timing for the test was worst case scenario for toxicity. The TSS (total suspended solids) and BOD (biological oxygen demand) were both reported to be high and above regulated values but below our annual average.

LIVING SKIES VISIT



This tour of the new White City Saskatchewan wastewater treatment facility provided a view into a more mechanical system with a small plant footprint. The system removes solids and particles by an electro cathode/anode system. micro particulates are forced to combine and float off the water source. The clear water is then sent through an ammonia removal system and finally a bacteria UV screening prior to release into the Wascana creek watershed. One of Sundre's operators has visited the plant in May 2019 and has reported that the existing plant scope and size can be drastically reduced thus savings in cost and will allow for capacity expansion and regulation changes.

The current target for Sundre would be TSS (total suspended solids) and BOD (bacterial oxygen demand) levels and an ammonia conversion or removal. CIMA+ will be requesting AE&P to state what levels are to be met. This will guide our recommended selection of the system.



Jars show steps of treatment to effluent clarity

SYSTEM SELECTION AND CRITERIA

The systems currently being reviewed will ultimately improve treatment and provide future capacity for growth in Sundre.

The balance in treatment will be defined on the afore mentioned regulatory specifications for specific toxicity substances such as un ionized ammonia, phosphates, nitrites and suspended solids.

Town of Sundre operations and CIMA+ engineering are working closely together to research costs and options for treatment. The following are estimated costs of the styles of treatment and some pros/cons for each.

1) SAGR bio rector (submerged aggregate growth reactor)

This is basically a large pond with specific medium placed in the bottom that will host bacteria that will convert ammonia to a least toxic substance prior to entering cell #3. The land is potentially available at the current site to add this cell. The current capital project for critical infrastructure will have the ability to add a second air blower if SAGR is chosen. SAGR does have the ability to increase capacity as the Town grows.

The estimated cost for the SAGR and head works is \$14 million

The pros for the SAGR system is that it is an extension of a lagoon biological system and does not require additional level certification for our operators. It operates with minimal daily monthly maintenance for our current staff. Energy use should not increase compared to current values.

Cons are the cost and the need for use of remaining lagoon lands. If AE&P require additional substances such as pharmaceuticals the SAGR will not perform this removal. Operators note concern that any upstream contamination reaching the SAGR can damage the biological effectiveness of the system.



SAGR cell with completed bio media and filter material



SAGR aeration piping

2) MBBR (moving bed biofilm reactor)

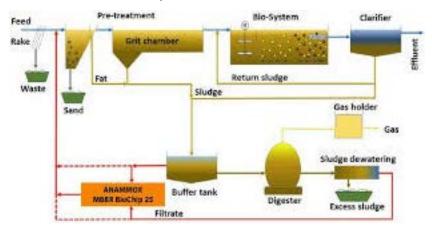
This is a small footprint tank style system that creates a bacteriological substance conversion similar the SAGR results.

Information on this style is forthcoming from engineering.

The estimated cost for this system is \$9-\$10 million.

Pros for this would be the reduced cost and footprint size of the upgrade. The ability to provide higher quality of effluent is offered with additional processes. Existing pond storage and aeration to reduce odour would continue saving the remediation costs associated with pond removal. The estimated cost for a system that would serve a 4500-5000 population would be \$8 million.

Cons are the system requires a lot of energy, climate control, and more complex maintenance and process corrections. More site attention by a staff member at Level 3 certification would be required.



MBBR (moving bed biofilm reactor)

3) Mechanical Systems (such as Living Skies)

The Living Skies system can be tailored to our specific requirements. Currently Sundre does not require coliforms removal therefor the expense of a UV system is saved until population increases dramatically and the requirements change. Wastewater is pumped into a plant that removes particles, aeration forces the sludge to float up, skimmed off to a storage system the additional processes remove ammonia prior to release to river system.

Pros for this would be the reduced cost and footprint size of the upgrade. The ability to provide higher quality of effluent is offered with additional processes. Existing pond storage and aeration to reduce odour would continue saving the remediation costs associated with pond removal. The estimated cost for a system that would serve a 4500-5000 population would be approximately \$5 million.

Cons are the system requires a lot of energy, climate control, and more complex maintenance and process corrections. More site attention by a staff member at Level 3 certification would be required. This process is new and does not exist in use in Alberta.

Administration is currently discussing the potential for a pilot project trial with Living Skies that would fit our upgrade requirements and meet AE&P requirements. This would assist other provincial municipalities in assuring effective treatment for their needs.

The current critical project ongoing for replacement of air blower pumps, new electrical upgrades and a septage receiving station are in process with a completion date of October 2019. The blowers are as reported to be in critical condition. These upgrades will fit into any of the 3 treatment options in the view of operations.



Living Skies electro plate waste removal pumps and filter housing

Additional additions to the future lagoon projects will be the relocation of the water loading sales station from the town office.

There is potential for sale of effluent for industrial needs with respect to the volume from regional truck haul sewage.

Operations and Engineering are researching the best cost effective solution for the future of Sundre





DEPARTMENT	Economic Development and Communications
SUBMITTED BY	Jonathan Allan
DATE	May 7, 2019
FOR MONTH OF	April 2019

TOPIC #1	Community Development, Business Development and Vacancy Rates
ISSUES:	 The downtown vacancy rate continues to remain higher than desired in the C1 district at 9% by total square footage area, and 10% by units vacant. Due to the lack of regional population, conversations with retail grocery chains have found difficulty gaining traction.
RESOLUTIONS/SUCCESSES:	 New restaurant opened downtown (Twisted Pantry). Conversations regarding residential home development in Sundre ongoing; plan to present to BILD Central Alberta in May. Continued correspondence with at least one last grocery chain that has shown potential about investment into Sundre. Met with Campus Alberta Central to refine understanding of procedure to develop course offerings; in collaboration with GNP, Sundre economic development can coordinate directly with RDC to promote courses of our choosing.
TOPIC #2	Tourism Development and Advertising
ISSUES:	 Attempting to work with local businesses that do not understand how to market themselves to travelers and modern consumers.
RESOLUTIONS/SUCCESSES:	 Advertising campaign grant application submitted in March was approved in the amount of almost \$48,000. Combined with Town funds and private sponsorship funds, this will provide almost \$90,000 for promotional purposes to help recruit people to the Sundre and district area. Advertising this year will also involve more content production, advertising on TV, radio, print and online. It will be the most extensive destination marketing campaign Sundre has ever undertaken. 15 second TV commercial under development.
TOPIC # 3:	Broadband Fibre Optic Development
ISSUES:	- Report forthcoming
RESOLUTIONS/SUCCESSES:	 Met with CCI Wireless CEO to discuss timeline; toured around Sundre to investigate deployment issues; introduced to several major industry partners.

TOPIC # 4:	Other Projects
ISSUES:	 Providing and promoting parking downtown for the 9.5 million vehicles that intersect with Main Ave and Centre Street will continue to be a challenge until parking downtown is addressed. Once addressed, it will help increase pedestrian traffic to the local stores along Centre St. and nearby on Main Avenue. Final phase of Way-finding signage installation will likely not be installed until the end of Summer due to a) sheer number of signs; b) application timeline; c) manufacturing, assembly and installation lead time. Once installed, they will help promote downtown parking to RVs and the travelling public. Due to the sheer number of signs planned for installation, and the required coordination between departments and agencies, it has been a time consuming project.
RESOLUTIONS/SUCCESSES:	 Met with CAO and department heads to discuss the strategy moving forward to implement new public parking lot pilot project downtown; presentation to Council forthcoming. Continued way-finding signage planning.
TOPIC # 5:	Committees, Meetings, Conferences and Professional Development
ISSUES:	 No DARC meeting. No grants have been reviewed or issued until the Grants Committee formed.
RESOLUTIONS/SUCCESSES:	 Continued to meet with SPOG to assist with planning and promotion of the new Neighbour's Day. Attended and presented at annual Economic Developers of Alberta conference. Paper written to earn certificate in Economic Development was chosen for publication in a peer-reviewed academic journal. Met with Chamber exec (Jean Jones) about VIC operation and data tracking. Attended CAEP meeting in Red Deer. Corresponded with members of the community interested in helping lead Communities in Bloom, despite lack of leadership from ex-member of DARC; meeting forthcoming in May.
TOPIC # 6:	Communications
ISSUES:	- No known communications issues.
RESOLUTIONS/SUCCESSES:	 Final update to App trails function was included; app now allows for people to use the trails map on the app and includes updated legend and geolocation. More than 500 app downloads to date.



DEPARTMENT	Fire Department
SUBMITTED BY	Marty Butts / Patty LaPointe
DATE	May 3, 2019
FOR MONTH OF	April

TOPIC #1	April calls
ISSUES:	22 calls for April
RESOLUTIONS/SUCCESSES:	None
TOPIC #2	Controlled burns
ISSUES:	None
RESOLUTIONS/SUCCESSES:	Due to weather conditions, did not get as much done as had intended.
	Water Treatment plant was top priority and it was completed over a
	couple nights.
TOPIC # 3:	Fire Pro-Software
ISSUES:	Town of Olds has advised FirePro will no longer be available on their
	server effective June 1, 2019. This greatly affects the operations of the
	Fire Department Record keeping. Resolutions are being explored.

April stats – Geographic location

Date May 6	Mountain V	ew Regional Fire Chiefs	
		Geographic Location Apr 1 19 to Apr 30 19	
	Response Type	# of Incidents	
Rı	ural - Mountain View		
10	Fire	1	
12	Rubbish or grass fire (no dollar loss)	2	
16	Mutual Aid Request	2	
17	Fire Investigation	1	
19	Outside Fire - Investigation	1	
31	Motor Vehicle Collision	1	
37	Medical Assist	7	
Total	For Rural - Mountain View:	15	
Ur	ban - Sundre		
23	Rupture - water pipes	1	
31	Motor Vehicle Collision	1	
37	Medical Assist	4	
70	Alarm No Fire - accidental miscellaneous	1	
Total	For Urban - Sundre:	7	
Total	Number of Responses	22	

ATTACHMENT #1

Date Apr 10	0 19 Mountain	View Regional Fire Chiefs	
	Totals From	by Geographic Location n Mar 1 19 to Mar 31 19	
	Response Type	# of Incidents	
Ur	ban - Olds		
16	Mutual Aid Request	1	
Total	For Urban - Olds:	1	
Ru	ural - Mountain View		
19	Outside Fire - Investigation	1	
31	Motor Vehicle Collision	1	
37	Medical Assist	4	
39	Medical - Stood Down	1	
Total	For Rural - Mountain View:	7	
Ur	ban - Sundre		
37	Medical Assist	2	
69	Public Service - miscellaneous	1	
70	Alarm No Fire - accidental miscellaneous	4	
Total	For Urban - Sundre:	7	
Ru	Iral - Clearwater County		
37	Medical Assist	1	
Total	For Rural - Clearwater County:	1	
	Number of Responses	16	



REQUEST FOR DECISION

COUNCIL DATE	May 27, 2019
SUBJECT	Council Committee Reports
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	11.1

BACKGROUND/PROPOSAL:

Mayor Terry Leslie has provided a report to Council from April 1 to May 16, 2019 for Council's review and information.

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 Mayor's Report from April 1 to May 16, 2019, as information.

MOTION:

That the Town of Sundre Council accept the Mayor's Report to Council for April 1 to May 16, 2019 from Mayor Terry Leslie, as information.

ATTACHMENT:

Mayor's Report

Date Reviewed:	May	124	2019	CAO:	neba	
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Mayor's Report to Council – April 1 – May 16, 2019

Wednesday April 3, 2019 – 6:30 – 9:00 AM – First Annual Mayor's Prayer Breakfast – Sundre Golf Club – This event was a partnership between the Sundre Ministerial Association, the Town of Sundre, the Sundre and District Chamber of Commerce, Sundre Petroleum Operators Group, and Sundre Hospital Futures. The intent was to gather community leaders and volunteers, celebrate the spirit that moves each of us to build our community, and hear a message of inspiration from our guest speaker, Jason Nixon. I delivered the speech below to about 80 attendees:

Mayor's Speech for the Mayor's Prayer Breakfast – April 3, 2019 – written by Terry Leslie

Welcome everyone to this first, hopefully annual, Sundre Mayor's Prayer Breakfast. My message to you this morning speaks to four themes – service, spirit, leadership and gratitude.

The idea for this event began with a meeting of the Sundre Ministerial Association about a year ago that I was honoured to attend. The Sundre Ministerial Association is made up of spiritual leaders in our community. As a representative of Town Council, I believe Council has a role in fostering community spirit – so it seemed like we should meet to see if working together could enhance the spirit of our community.

When I asked what Council needed to know about the work done by the Ministerial Association so we could make better informed decisions for our community, I learned a great deal about what goes on behind the scenes by these spiritual leaders, and the congregations they lead and serve. I was amazed when, as a group, they said "What can we do for you?" – words politicians just don't hear very often.

We talked about leadership, and the difficulties faced by leaders. We talked about our first responders and the supports that could be offered to them and their families, in their work to keep us safe. We talked about the struggles being faced by people in our community in their personal lives, in business, and as volunteers in all our groups and organizations, faced with changing times and challenges.

The result was an understanding that there is a spirit that moves us all to do our part to serve others – and so, with gratitude, we come together today to celebrate that spirit, and that service to others.

The Sundre and District Chamber of Commerce joined our plans to partner; thank you Connie Anderson for the support and encouragement of the Chamber of Commerce. Our business community provides so much of the philanthropy, through donations, to all our groups and organizations. We are blessed as a community to have an innovative and resilient oil and gas industry, a thriving forestry industry, an agricultural sector that is multigenerational, tourism opportunities that flourish, and an emerging cannabis production and retail industry. I thank each and every one of our businesses, on behalf of our community, for the ongoing support to all groups and organizations you help to sustain. Attending the Chamber of Commerce Annual General Meeting, I heard Tracey reach out to the Chamber of Commerce asking if they would like to partner with the Sundre Petroleum Operators Group to work more closely together to grow both organizations. SPOG has more than 26 years in our community, having earned a stellar, world wide reputation as the gold standard for community engagement with the oil and gas industry. SPOG has evolved constantly to the changing needs of that community/industry relationship. I thank you for the partnership of celebration today, and the community capacity building you bring to the table in our community.

To my Council members in attendance this morning, to the staff and administration of the Town of Sundre, I am thankful for your community leadership, your support, your partnership here today, and the dedication you bring to your jobs serving our community every day.

The optimism for the future of Sundre is exemplified by groups like the Sundre Hospital Futures Committee, with an audacious goal of building a new hospital in 5 years. This is service and community spirit at its best. Thank you to Gerald for your exemplary leadership – for decades – in learning about, and serving the community health needs of Sundre and District – and for the support and partnership of Sundre Hospital Futures in our breakfast this morning.

Thank you to our guest speaker Jason Nixon; your schedule is crazy business, but you always have time for our community. Thank you Jason for your commitment to be here with us today, despite your obligations on a much bigger provincial stage. We know home is where your heart is.

Who else is here with us today? Guests from out of town. Thank you to all who have journeyed from outside Sundre to be here with us today. We extend our heartfelt welcome and best wishes for the leadership spirit you bring to your communities every day.

Today, we also honour our first responders. As a grateful community, we thank our police officers, firefighters, EMS, Community Peace Officers, professional medical community, hospital staff, our industry emergency response personnel, and our Town of Sundre operations staff – all these people are on call 24/7, prepared to run toward the threats to all of us that cause us to run away to safety. From the bottom of our hearts, we thank you for your service, your dedication, and the spirit that moves you to put yourselves in harms way for our safety.

To the volunteers who respond to the Search and Rescue calls and to the Citizens on Patrol members who are taking action to address crime in our community, I say thank you for your service and for stepping up, taking that action to serve others.

To the Agricultural Society, the Aquaplex, and the Curling Club representatives here with us today – you, and those who came before you, are the pioneers who, for decades, took bold visionary ideas, and turned them into reality, with the best of community spirit, community capacity building, and uniting our community focus on building a better life for generations to come. Your proven history of commitment is who we are as a community, and why your

community volunteer spirit of believing in taking control, leads organizations like the Sundre Hospital Futures Committee to believe in their goals. Your exemplary volunteer Sundre community spirit is second to none.

Did you know that 2019 marks the 50th anniversary of May Queen at Sundre High School? 2018 was the 100th anniversary of the School Fair. Our schools provide incredible opportunities for our kids – with remarkable support from parent and business partnerships, the Agricultural Society, and the community. Nowhere else do a few high school students from grades 9-12 raise \$50,000 in 4 days working in the community, to support Student Union initiatives, student leadership, and "giving back" to the community. Kindergarten is where this community spirit begins to be nurtured. Thank you to all who have dedicated their lives to the service of children in our schools, and for your innovative leadership, and commitment, every day with our kids.

2019 marks the 40th anniversary of the Sundre Professional Rodeo. This is the biggest event of the year for our community with a budget approaching \$500,000, run by volunteers, in partnership with everyone in the community. The Sundre Professional Rodeo has a world class reputation among North American Professional Rodeo contestants, drawing visitors to our community from around the world. The dedication of all the volunteers needed to host this event is a testament to the generations who built our community – and you continue to be the New Pioneers of this generation, proud of our history, dedicated to protecting and promoting that history, and spirit, in generations to come.

And so we gather to celebrate service, leadership, spirit and gratitude with conversation and breakfast. I apologize to the many groups and organizations I have not recognized and thanked - as I could go on and on about the amazing contributions of so many that make us all so grateful to live here. Thank you all for coming this morning. I hope the next hour will be one of the best in your day today.

I would like you to welcome Pastor Todd MacDonald, Chair of the Ministerial Association, and Pastor of the Sundre Nazarene Church, to offer words on behalf of the Ministerial Association, and grace for the meal waiting for us.

Thursday April 4, 2019 – Mountain View Seniors Housing Foundation GALA – 5:30 – 8:00 PM at the Pomeroy Inn and Suites in Olds – The Foundation is the fundraising arm of Mountain View Seniors Housing. The GALA is an opportunity for all people of Mountain View County to come together to donate to the Foundation through live and silent auctions, so that much needed furniture and equipment can be provided to all facilities in the County, as these items are not covered by other government funding.

Saturday April 6, 2019 – Spring Workshop for Council, Administration and Staff – 9:00 – 4:30 in Council Chambers – This workshop was Council's first attempt to consider "levels of service" discussions for all departments when considering budget allocations. Councillor Warnock was instrumental in working with CAO, Linda Nelson, to frame the agenda for the day. Council reviewed the process of creating a current level of service inventory, Council members

platforms from the last election campaign, our Strategic Plan, budget process and CAO business plan. Following that, Council heard from staff about the service levels provided in each of the following departments: enforcement, planning and development, community services, operations, and corporate services. Council also discussed current grants to community groups and Council remuneration. Council was asked to consider whether services are important to the majority of citizens, what we are legally required to provide, what we have said our goals are in our Strategic Plan, the net cost of services and the net benefit to society at large and whether we meet expected performance by our residents. A report will be prepared on the discussions and presented to the public for input in June.

Tuesday April 9, 2019 – Central Alberta Mayor's Prayer Breakfast – 6:30 – 9:00 AM – Westerner Park Red Deer – This event is hosted by Mayor Tara Veer of Red Deer and Mayor Jim Wood of Red Deer County. There were 22 Mayors in attendance from Central Alberta in the crowd of 400 – 500. Sujo John was the guest speaker. He spoke of his experience being in the north tower on 911. All Mayors in attendance were asked to come on stage and explain one "need" in their community. I asked for help for our amazing volunteers who are stretched to the limit.

Wednesday April 10, 2019 – 9:00 – 10:30 – Sundre Ministerial Association – I attended to do a "debrief" on the Sundre Mayor's Prayer Breakfast. There was appreciation and gratitude for the inspirational message delivered by Jason Nixon and discussion about a plan to do the event again next year. **12:00 – 1:30 Sundre and District Curling Club Executive lunch meeting** – CAO Linda Nelson and I met with the Curling Club Executive to hear concerns, and questions, regarding the future of the Curling Club facility and the challenges faced by the Executive. There was discussion to clarify the process for groups wishing to apply for recreation funding. The Executive also had some ideas and suggestions to be considered in the delivery of community grant monies. **5:30 – 8:30 Central Alberta Mayors and Reeves Meeting – Gary W. Harris Building Red Deer College** – This meeting began with a tour of the new Gary W. Harris Building that was used extensively for the recent Winter Games. New programs for all central Alberta residents were outlined, the new designation of "Red Deer University" status was explained, and a multitude of questions were answered by Board members, administration and staff. All the Mayors and Reeves were then invited to participate in a Strategic Planning exercise for the future of "Red Deer University". The Board was looking for input from all the regional Mayors and Reeves on 3 questions:

- 1. What do you believe is the most significant issue facing your community in the next 10 years? Answers included, no provincial broadband strategy, no access in rural Alberta to high speed internet and limited "on line" learning opportunities when Red Deer University wants to "reach out with training to rural Alberta, the oil and gas industry needs rural training opportunities provided, cannabis production facilities need skilled trained workers, tourism opportunities are coming in the next decade, and there will be 12,500 job losses in the oil and gas industry in the next 10 years due to technology innovation.
- 2. If it was April 2029, what would you like to be able to say you have accomplished in the last 10 years? Answers included Red Deer University has excelled in training Central Alberta students in modernized technology, they have accomplished partnerships with business and industry to provide needed job skills training, there is public regional transportation to and from the campus for those who need "campus" experience training and course work, there is training and support for the cannabis production industry.

3. What is the most important difference Red Deer University can make in your community? The answer was "connecting students to regional educational training opportunities where they live."

Monday April 15, 2019 – Mountain View Regional Waste Management Commission – 9:00 – 11:30 – Mountain View County Office – The Annual General Meeting was held followed by the regular meeting of the Commission. I can make the 51 page agenda for the Annual General Meeting and the 45 page agenda for the regular meeting available for anyone who is interested. The summary notes written by Mountain View County Councillor Angela Aalbers are outlined below. Please see me if you have any questions.

Commission Board meeting April 15th 2019 – Summary notes

AGM

The Chair gave her report. This report will be circulated. The CAO gave his year-end report. Can be viewed as part of the AGM agenda package.

Audited financial statements were reviewed.

- Largest change is the result of the Parkland Geo update on closure / post closure liability which decreased from \$2.185Million to \$1,350Million (estimated total liability), which means the current liability that should be funded reduced from \$1.136Million in 2017 to \$0.583Million in 2018. The old model for calculation was based on 2007 numbers. Although there is no one factor that contributes to the large decrease (the 2007 numbers are not very well documented);
 - 2007 assumed an inflation number of 3% and a discount for investment of 4% over the life of the landfill. 2018 numbers assumed a 2% inflation and a 2% discount for investment (that is more in line with the commission investments in GICs).
 - Most likely assumptions on the cost of labor and equipment have changed significantly, which would have been much higher in 2007 due to the state of the economy.
 - In 2007 no cover was onsite, currently the commission has all the required cover on stockpiled site
 - It should be highlighted that looking at the large shift in costs between 2007 and the current 2018 total liability numbers shows the large risk that the commission has with respect to the closure / post closure liability costs and the underpinning assumptions around the liability. This estimate with be monitored and reviewed every year to ensure it is consistent and updated with current assumptions. There are 3 moving parts that need to be addressed every year; inflation, annual consumption of the air space, and the total cost of the liability
- Revenues were 5% higher and expenses were 12% lower than budgeted.
- Overall the commission has \$1.85Million in Cash, with restricted reserves of \$1.317Million and the remainder being in an unrestricted chequing account for operating (this does not include the year end reserve movements that will be brought forward by administration to the next meeting). In 2019 administration will get a better handle on the monthly cash call requirements for operating and therefore be able to optimize the cash the commission holds. Just to note, a \$125K cell development debenture payment is due on June 15th and December 15th as well as a further \$121K associated with equipment debenture payments throughout the year.

• Overall, last year (2017) there was an annual deficit of \$336K and this year (2018) there is an annual surplus of \$764K. *This is a good news story for the commission and the members!*

Regular meeting

- The contract with Airdrie waste for third party hauling will be executed this week.
- The letter for requesting payment for the Ag Plastics to be sent to the County has not been done yet
- The commission is currently above budget of 684 tonnes and a total revenue of \$55K over budget. There is evidence that this is entirely from commercial within the County. Waste Co has taken a lot of the CanPak business from rural residents and they haul all their waste to the landfill, whereas CanPak was hauling rural waste outside of the Didsbury landfill.
- Projection for the landfill is \$216K revenue over the budget estimate.
- Expenses are expected to be as per budget or slightly below budget.
- Key message; During 2019 the Commission is focused on getting stability of operations, ensuring financial controls on costs and contracts, and building long term plans for capital considerations and risk management. All of this will result in a robust 2020 budget.
- The parkland Geo report did not find any contamination issues based on the ground water monitoring wells. The commission may decide to increase the number of ground water monitoring wells. Administration will bring this forward for considerations in future.
- CAO report
 - Audit has been demanding and is now complete.
 - CAO working with Parkland Geo to come up with a' lifecycle landfill' projection for future cell development and landfill expansion which will be incorporated into the longterm financial planning.
 - The CAO attended the waste commission collaboration meeting. There was a
 presentation from Carlson Machin Control on a GPS-based operations management
 technology which is used to maximize waste compaction while minimizing equipment
 utilization. Cited benefits of 10-15% compaction. This is something that the
 Commission will be reviewing in 2019 as a potential recommended capital item for 2020
 (costs are likely \$40-50k with a 1 year pay back).

Wednesday April 17, 2019 – 11:00 – 12:00 - Lunch meeting with Brooks Mayor Barry Morishita (President of the Alberta Urban Municipalities Association) – I met with Mayor Morishita to discuss the AUMA's position, and progress on the Town of Sundre's resolution to the Fall 2018 membership regarding fair market value taxation for cannabis production facilities located within serviced commercial/industrial lands in urban municipalities. The AUMA will be meeting with new government officials to follow up on this file. We also discussed waste water treatment options, costs, as well as the discussions currently taking place between the City of Brooks and Newell County. **6:00 – 9:00 PM – Meeting with representatives from Living Sky Water Solutions regarding waste water treatment options**. A group of Town of Sundre Council members, administration and staff journeyed to Regina Saskatchewan to look at a waste water treatment option that may be a consideration for the Town of Sundre. The City of Brooks and the Town of Carstairs had representatives at this presentation as well.

Thursday April 18, 2019 – 9:00 – 12:00 – Tour of a waste water treatment plant in White City Saskatchewan. Representatives from Brooks, Carstairs, as well as Sundre had the opportunity to tour the plant, ask questions and gather information about the process – then journey back to Sundre. Council, administration and staff continue to look at options available for our waste water treatment needs in the future. Risk, cost to ratepayers in the short and long term, possible new technology, and many other factors will all be considered as we wrestle with the necessity of meeting regulatory requirements currently and in our future.

Tuesday April 23, 2019 – Special Council Meeting – 5:30 – 6:00 – to consider tax rate bylaw.

Thursday April 25, 2019 – 10:00 – 10:45 – Skype Teleconference Meeting with Alberta Hospital Services Central Zone and Sundre Hospital Futures – the meeting was to review care and staffing issues at the Sundre Hospital, outline the organization of the Hospital Futures Committee, and explain about upcoming events at the Sundre Hospital. A June 18th meeting date was set to continue community discussions with Alberta Health Services.

Monday April 29 through Wednesday May 1, 2019 - The Community Planning Association of Alberta Conference was held in Red Deer. The theme for the conference was "Exploring the Intersection of Planning and Politics". Director of Planning, Mike Marko, CAO Linda Nelson, Councillor Funke and I attended the conference along with the largest contingent of attendees (230 registered) the conference has seen. The keynote speaker, Chris Fields, spoke about "5 ways to Create the Exceptional" and asked each community to identify "your community building mission". Other sessions at the conference included the examination of the City of Red Deer's Environmental Master Plan, the Influence of Wetlands in Municipal Planning, Developing Affordable Rural Housing As a Standard – Rural Economic Development and Community Building, Intersecting and Bridging the Gap Between Community Building and Politics, Financial Implications of Growth, The Death and Life of Public Engagement, Introduction to Integrated Project Delivery, Estimating Rural Homelessness for Rural Economic Development and Community Building, A Case Study of Canal Flats, The Affordable Housing Conundrum, Linking Sustainable Community Planning and Economic Development, Planning For Healthy Rural and Small Town Communities, and Land Use Planning In Proximity to Pipelines. There was also a session offered by Todd Hirsch, Economist from ATB, titled "Alberta's Economy 2019: One Thing That Matters a Little and 5 Things That Matter A Lot". I have notes for anyone interested in details of the presentations 🐵

Friday May 3, 2019 – 6:00 – 8:00 PM – Grand Opening of the new Waterslide at the Sundre and District Aquaplex – A presentation of a \$100,000 cheque from Joe Bowhay on behalf of Federated CoOp was part of the event celebration. Mr. Bowhay spoke of the wish to support community capacity building with their grant donation, and he commended the Board, and volunteers of the Aquaplex for their exceptional volunteer passion, commitment, spirit and dedication to this community facility, and all the patrons that enjoy it. Board member, Leona Bennett, thanked all those in attendance, as well as all the businesses in the area for their constant support for the facility.

Wednesday May 15, 2019 – 7:00 – 8:00 – Sundre and District Aquaplex Annual General Meeting – A "year in review" was presented with explanation of all the upgrades done, grants received, volunteers thanked, and a new Board was elected with many returning Board members. There has been an increase in users of the facility over the past year from 3100 patron visits per month to 3875 patron visits by month (on average). The financials for the past 5 years were presented with the proposed 2019 budget outlined.

Thursday May 16, 2019 – 11:00 – 12:00 – Meeting with the Red Deer River Watershed Alliance Executive Director, Planning Manager, and Outreach and Communications Manager in Red Deer. I am the Co Chair of the Red Deer River Municipal Users Group (RDRMUG). We are developing a resource for municipalities titled "Integrating Land Use Planning and Source Water Protection". The document is in draft form and I wanted to talk with Watershed Alliance administration about improving the collaboration between our two organizations. The RDRMUG draft document aligns with the Strategic Plan of the Watershed Alliance and both organizations have the same goals of increasing water awareness, water literacy, communication about water issues to the public, and the desire to work with Alberta Environment in the improvement and protection of source water for future generations.

1:00 – 2:00 – Red Deer River Municipal Users Group meeting in Red Deer at the Municipal Yards – this was the regular meeting of RDRMUG followed by a tour of the Red Deer Regional Waste Water Treatment Plant from 2:00 - 4:00 PM. The draft document being developed for municipalities titled "Integrating Land Use Planning and Source Water Protection" was reviewed by the author, Bill Shaw, with questions answered. The intent is to circulate the draft to some of the member municipality planning staff for review and suggestions. The final draft will come before the RDRMUG membership for adoption in the fall. There was an invitation to Council members, CAOs and Operations staff to attend the tour of the regional waste water treatment plant as many municipalities are looking at options for upgrades to their plants. Operations Manager Jim Hall and Councillor Funke were in attendance for the tour, as the Town of Sundre continues to examine upgrade options for future waste water treatment. This regional waste water treatment plant has the capacity to serve many more Central Alberta Municipalities if they choose to join a Regional Waste Water Commission. The tour was intended to give some first hand information to any municipality wishing to look at a regional option for waste water treatment. The Red Deer River Municipal Users Group (RDRMUG) is an organization that advocates for municipal issues and concerns for as many as 80 central Alberta municipalities representing over 300,000 people who use Red Deer River water.

Respectfully submitted by Terry Leslie, Mayor



REQUEST FOR DECISION

COUNCIL DATE	May 27, 2019	
SUBJECT	Council Committee Reports	
ORIGINATING DEPARTMENT	Legislative Services	
AGENDA ITEM	11.2	

BACKGROUND/PROPOSAL

Councillor Cheri Funke has provided a report to Council for April 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 April 2019 from Councillor Cheri Funke.

MOTION

That the Town of Sundre Council accept the Council Committee Report for April 2019 from Councillor Funke, as information.

Date Reviewed:	Ma-1	24	2019	CAO: Sonch Mcha	
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Council Report

April 2019

Councilor Cheri Funke

April 3 – Mayor's Prayer Breakfast

April 6 – Spring Budget Workshop

April 9 – Sundre Highschool Indigenous Art Installation

The artwork installed was created by indigenous students from Ecole Deer Meadow School in Olds.

April 11 – Met with Erhard Poggmiller, Councilor from the Town of Didsbury

RE: Preparations for the trip to tour the White City/Emerald Park Waste Water Treatment Plant.

April 16 – River Valley Parent Council Meeting

The Environment Club presented their project to build an outside classroom; some of the features will include

- A 40-foot concrete pad
- 12 boulders
- 8-foot trees
- 9 planters (one for each grade)
- 8 benches

They were talking about having a chain-link fence around the perimeter but they want this space to be open for the whole community to use so this aspect is still being talked about.

The purpose of the outdoor classroom is;

- To educate each grade about how we can keep our Earth clean
- Help care for vegetables in their planters, any food harvested will be donated to the senior's facility.

The have been in contact with local contractors and suppliers for the estimates on this project. They have done all the Alberta One Calls, and will be contacting the planning and development department for any permits they will need.

The current funding for the project has been River Valley School, Parent Council and through fundraising. I have assisted them by giving them some grant ideas from the province and from corporations, they will be applying to the Town of Sundre once the grant committee is established.

April 17 & 18 – White City/Emerald Park Waste Water Treatment Plant tour – Regina Saskatchewan

Living Sky Water Solutions is a Saskatchewan-based company that uses innovative technology to provide advanced wastewater solutions.

Saskatchewan is growing faster and many communities are finding their treatment lagoons have reached capacity. Digging a new lagoon is becoming cost prohibitive to municipalities who are seeking cost effective solutions.

Most communities in Saskatchewan currently utilize a traditional lagoon to treat their wastewater. While traditional lagoons are inexpensive to operate, they take up a significant amount of space. They also take more than 200 days to treat wastewater (Our lagoon takes approximately 80 days). A lagoon also has a designed lifespan and, when it reaches the end of that lifespan, you have to dig a new one. Also, there can be issues with the consistency of the final water product.

The Living Sky Wastewater Treatment System technology is efficient and designed specifically to outlast the lifespan of a lagoon. This technology has a significantly smaller footprint (approximately 1000 sq. feet). It treats raw sewage in less then 60 minutes. The system is scalable to accommodate villages of less then 1,000 people or those of a larger urban center, and can be designed for expansion. It integrates seamlessly into existing infrastructure like a traditional lagoon, in turn increasing the capacity of that lagoon. The system does not require chemicals, membranes or filters, and as a result, it is less costly to operate over time when compared to other mechanical systems.

Raw sewage is pumped into series of chambers and as it passes through these chambers, a low voltage current is used to separate and remove the contaminants from the water. The water then passes through settling chambers; a media filter and, finally, through a disinfection process. The finished product water can be released back into the environment or safely reused in other applications, such as irrigation.

I believe after this tour that the Living Sky system could be a very viable option of the Town and I look forward to more information brought forth from the Operations Department.

April 29-May 1 – CPAA Conference – Red Deer, Alberta

The influence of wetlands on municipal planning

- AE&P defines wetlands as the land that is saturated with water long enough to promote wetland or aquatic processes as indicated by poorly drained soils, hydroponic vegetation, and various kinds of biological activity which are adapted to a we environment.
- Wetlands are protected by the Government of Alberta. The policy applies to all land that contains, or historically contained, a natural wetland. Policy is based upon a hierarchy of avoidance and minimization of impacts. Policy is based upon wetland function;
 - Hydrologic function
 - Water quality function
 - Ecological (habitat) function
 - Human use
 - Wetland disturbance definition
 - Any activity that:
 - Alters or becomes capable of altering water, including drainage
 - Changes the location of water or direction of flow
 - Causes siltation or erosion of the bed and shore
 - Causes an effect to the aquatic environment
- Impacts to the planning process
 - o Site Analysis
 - o Design Analysis
 - Retention of wetlands or waterbodies as ER
 - Purchase of wetlands or waterbodies as CR
 - Integration of wetlands or waterbodies into MR
 - Policy Alignment
 - Municipal approvals process

- Role of municipality in Provincial approvals
- Impacts to Long-term Maintenance and Operations
 - Hydrology of retained wetlands must be maintained post-development
 - Maintenance costs of infrastructure required to maintain wetland hydrology
 - o Vegetation maintenance and management
 - Human use pathways, off leash parks etc.
- Opportunities
 - Pre-planning to save time and money
 - o Incorporation of natural wetlands for stormwater management facilities
 - Working together with landowners to retain/restore existing wetlands
 - o Long-term viability of wetlands in urban and rural settings

Leading from the middle: intersecting and bridging the gap between community building and politics

- The IDP is for relationship building, it identifies both parties right to grow, it should not be used as a document to 'squash' your neighbor. Or to control. It should outline all the collaborative possibilities, including cost and revenue sharing. Whether or not we like more regulations and more work, you have to trust that we can all work together.
- Red tape in planning and development, is a problem. The amount of studies that are required can stop a developer from coming and develop in your community.

The financial implications of growth – special focus on intensification

- New development affects every area of service that a municipality provides; planning, services etc.
- The implications of growth are not only shouldered by the municipality, but there are shared
 responsibilities, such as linear infrastructure. There are financial contributions from developers along the
 way, but ultimately cost the municipality. The municipality has the obligation to supporting the provision of
 new infrastructure, the life cycle and the operating cost. Council needs to understand what it means to
 approve the over-arching implications of approving plans.
- Growth costs money. Sustainable growth, is a challenge.
- Economics of Density
 - o Demand for municipal services is unlimited
 - o Non-residential development subsidizes services to residential.
 - Growth will always increase costs
 - Municipalities have a limited financial toolbox
- All developments cost money but there is revenue that will offset some of the costs.
- The key to municipal sustainability is to manage the costs.
- Economies of scale refers to how your cost structure changes as the volume of services that you provide grows.
- <u>Amalgamation saves money on paper, but in reality, it costs more, because this analysis assumes service</u> <u>levels will stay the same but as you grow the demand for services will increase.</u>
- Economies of scope look at multiple services areas but the basic principles are the same as economies of scale.
- Economics of Intensification, mature area infill (increasing density). The amount of multi-family units
 increases the amount of families living in the community. They increase the amount of property taxes and
 they increase the amount of support to local businesses, but the hurtle is NIMBY (not in my backyard)
 mindset, this hurtle is essential to overcome to support the community.
- The power of approval is the most important tool in Councils toolbox. The importance of a capital plan is planning for the future needs of growth. The financial forecast may be wrong but the purpose is to

anticipate what the cost and revenue implications will be to your municipality in the future, and it gives you the ability to plan for it.

Land use planning in proximity to pipelines: planning and land development best practices and considerations

TransCanada Pipelines

- Their natural gas pipeline network operates 91,500 km of pipelines. And they transport approximately 25% of continental demand
- Stakeholder Commitments
 - o Safe, environmentally responsible, and reliable service.
 - Proactive approach to regulatory compliance and integrity management
 - TC implements measures to keep the public, property, and environment safe.
- Primary interests with respect to planning and development are;
 - o Safety f facilities, the public, property, and the environment
 - o Compatible land use and development
 - o Collaboration with stakeholders to ensure safe development
- The process is intended to ensure statutory plans, regulations, land use, subdivision and development applications, and infrastructure projects consider and integrate NEB and AER requirements, CSA Standards, and TC's right-of-way and land use guidelines to support collaboration in the planning and development process.
- There is a duty to inform, any person that intends to construct a facility across, on, along or under a pipeline, engage in an activity that would cause a ground disturbance within a prescribed area, or operate a vehicle or mobile equipment across a pipeline must, before the construction, activity, or operation is to start, inform all persons working on their behalf, including employees, contractors or sub-contractor of their obligations under the NEB Damage Prevention Regulations.
- Damage prevention communication;
 - Preventing damage to pipelines is a shared responsibility.
 - Because pipelines are buried, they can be at risk for accidental damage from nearby ground disturbance or construction activities, including crossings. This type of damage can be prevented.
 - Pipeline companies are required to make sure people know how to safely conduct these activities. Anyone planning such activities on or near pipelines must call or click before they dig. Crossings of pipelines require an agreement.
- Canadian Standards Association Z663-18 Land use planning in the vicinity of pipeline systems.
 - Intended to address challenges of planning near pipelines, outlining requirements and best practices.
 - Outlines roles and responsibilities of all stakeholders, developers, landowners, pipeline operators, and governments
 - Contains recommended policies for statutory and non-statutory plans.
- Pipeline designs consider structures within 200m of a pipeline.
- Written consent must be obtained from TC for any construction, ground disturbance, or crossings on/in proximity to TC pipelines and facilities.
- Any use of explosives within 300m/1,000ft of pipeline right-of-way must obtain TC's written consent.
- Pipeline maintenance; appropriate setbacks from the pipeline rights-of-way are required to provide sufficient access for future maintenance and operations. Where crossings are proposed, protective measures or pipeline upgrades may be required.
- Their current approach is to raise awareness of TC's infrastructure in relation to planning and development best practices through proactive communication, outreach, and relationship building with project stakeholders (primarily municipalities). To receive and process planning related application referrals from

project stakeholders in a thorough and efficient manner, supporting evaluation of both short- and long-term implications to TC' infrastructure. Also, to provide and enhance project systems, processes, and tools to evaluate and track referral and planning information.

- Policy best practices;
 - Incorporate considerations for pipeline systems
 - Establish a communications process
 - General considerations of pipeline systems
- Development best practices;
 - TC's buried infrastructure is commonly situated within a right-of-way is discouraged
 - Permanent structures should be generally be 7m outside of the right-a-way and 12m from the edge of a pipeline.
 - Any ground disturbance within 30m of the pipeline, construction of a facility across, on, along, under a pipeline, or crossing the pipeline may not occur without TC's written consent
 - Any proposed crossings will require crossing agreements that must be applied for through TC's third party crossing tool. Crossings must occur as close to 90 degrees and not less than 45 degrees.
 - Ideal development planning around pipelines would include;
 - Pipeline right-a-way being highly visible
 - Fences line the right-a-way
 - Barriers, including rocks, to impede vehicle access
 - Open green space
 - Sufficient development setbacks
 - Development on or near a pipeline
 - Subdivision
 - ROW may be used as passive greenspace or as part of a linear park system
 - Permanent structures are not permissible on the ROW
 - o Roads
 - Roads may be permitted
 - Crossing angle and vehicle weight limitations
 - Minimum depth of cover requirements
 - Crossing agreement will specify protective measures or conditions required
 - o Landscaping
 - Pedestrian pathways and planting of trees/shrubs may be permitted
 - Cannot impede access for TC operational and maintenance activities
 - Written consent will specify the permitted landscaping requirements



REQUEST FOR DECISION

COUNCIL DATE	May 27, 2019
SUBJECT	Correspondence
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	12.1

BACKGROUND/PROPOSAL:

Correspondence received and/or sent by Legislative Services during the period from May 9 to 24, 2019.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the letter to Mayor and Council from Minister of Seniors and Housing Josephine Pon and declare Seniors' Week 2019.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 3 – Community Well Being Goal 3.1 Continue to work with and value community groups.

MOTION:

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.

ATTACHMENTS:

Declaration and Letter from the Minister of Seniors and Housing

Date Reviewed:	Ma	1.24	2019	CAO:	Inda Neb-	
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Office of the Minister

AR47602

May 22, 2019

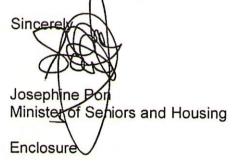
Dear Municipality:

For more than 30 years, the Government of Alberta has recognized Seniors' Week to honour and celebrate seniors for their many contributions to our province. As Minister of Seniors and Housing, I encourage communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors during Seniors' Week, which takes place from June 2 to 8, 2019.

Enclosed is a Community Declaration, which was designed to support communities in recognizing Seniors' Week and to generate greater awareness of the importance of seniors in our communities. Please notify the province of your declaration by emailing seniorsinformation@gov.ab.ca by May 29, 2019 so this information can be highlighted on my ministry's website, which also includes a promotional poster that can be printed.

In addition, Seniors and Housing is pleased to host an online events calendar. Across Alberta, organizations and communities host hundreds of events. I encourage you to visit the online calendar to register events and to see what is happening in your community. Please visit www.alberta.ca/seniors-week.aspx for more information on Seniors' Week, to print the poster, or to access the events calendar.

I hope that you will join me in celebrating Seniors' Week 2019!



404 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-9550 Fax 780-415-9411

Declaration Seniors' Week 2019

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I do hereby declare June 2 - 8, 2019, to be Seniors' Week.

Dated this ______ Day of ______, 2019,

in_____



Honourable Josephine Pon Minister of Seniors and Housing

