



Regular Council Meeting  
Council Chambers  
June 24, 2019  
6:00 p.m.

- 1. Call to Order**  
Moment of Reflection
- 2. Public Hearing**
  - 2.1 Public Hearing Bylaw 2019-12 Redesignation Land Use PS to C1 (Separate Agenda)
- 3. Agenda – Amendments and Adoption**
  - 3.1 June 24, 2019 Regular Council Meeting
- 4. Adoption of Previous Minutes**
  - 4.1 June 10, 2019 Regular Council Meeting Pg. 1
- 5. Delegation**
  - 5.1 Karen Tubb, Sundre Municipal Library Pg. 7
- 6. Bylaws/Policies**
  - 6.1 Bylaw 2019-12 Redesignation Land Use PS to C1 Pg. 8
  - 6.2 Arena User and Ice Allocation Policy Pg. 19
- 7. Old Business**
  - 7.1 Downtown Parking Lot Revised Design Pg. 24
- 8. New Business**
  - 8.1 Levels of Service Pg. 27
  - 8.2 Fire Services Sub-Agreement Pg. 65
  - 8.3 Awarding of Grants to Organizations Pg. 81
  - 8.4 Proclamation – National Drowning Prevention Week Pg. 83
  - 8.5 Awarding Main Avenue West Phase 2 Tender Pg. 85
  - 8.6 Awarding of Sundre Lagoon Critical Infrastructure Upgrade Pg. 86
  - 8.7 Amendments to Council Code of Conduct Pg. 91
- 9. Administration**
  - 9.1 Departmental Reports for May 2019 Pg. 106
- 10. Municipal Area Partnership (MAP)**
- 11. Council Committee Reports**
  - 11.1 Deputy Mayor Richard Warnock Pg. 131
- 12. Council Invitations / Correspondence**
  - 12.1 Minister of Municipal Affairs Pg. 133



Regular Council Meeting  
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6:00 p.m.

**13. Closed Meeting**

- 13.1 Advice from Officials FOIPP Section 24(1) (c)
- 13.2 Advice from Officials FOIPP Section 24(1)
- 13.3 Advice from Officials FOIPP Section 24(1) (d)
- 13.4 FOIPP Section 25(1)
- 13.5 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  
June 10, 2019

The regular meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Monday, June 10, 2019 commencing at 6:00 p.m.

**IN ATTENDANCE**

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

**STAFF**

Chief Administrative Officer, L. Nelson  
Director of Planning and Economic Development, M. Marko  
Director of Corporate Services, C. Albert  
Manager of Operations, J. Hall  
Manager of Community Services, S. Nelson  
Economic Development Officer, J. Allan  
Community Peace Officer, K. Heerema  
Legislative Assistant, L. Smith

**PUBLIC**

There were 18 members of the public including delegations and press.

**CALL TO ORDER**

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

**AGENDA – AMENDMENTS AND ADOPTION**

Add to 5.2 Supplementary Addition - Correspondence from Councillor Preston

Add 13.2 Advice from Officials – FOIPP Section 24(1)

6.1 Bylaw 2019-13 Schedule “A” spreadsheet will have wording corrected to state rescinded.

**Res. 239-10-06-19** MOVED by Councillor Isaac that the Agenda be approved as amended.

***CARRIED***

**ADOPTION OF THE PREVIOUS MINUTES**

**Res. 240-10-06-19** MOVED by Councillor Funke that the Minutes of the Regular Meeting of Council held on May 27, 2019, be approved as presented.

***CARRIED***

**DELEGATION**

**Sundre Bike and Ski Club**

**Res. 241-10-06-19** MOVED by Councillor Isaac that the Town of Sundre Council thank Mr. Troy Fee for attending the Council meeting and accept the update on the Sundre Bike and Ski Club, as information.

***CARRIED***

**Sundre Aquatic Society**

- Res. 242-10-06-19** MOVED by Councillor Wolfe that the Town of Sundre Council thank the Sundre Aquatic Society for attending the Council meeting and accept the question and answer period, as information.

**CARRIED**

*Council took a five minute recess.*

**BYLAWS****Bylaw 2019-13 – Outdated and Extraneous Bylaws**

- Res. 243-10-06-19** MOVED by Councillor Warnock that the Town of Sundre Council grant first reading to Bylaw 2019-13, being a bylaw for the purpose of rescinding outdated and extraneous bylaws.

**CARRIED**

- Res. 244-10-06-19** MOVED by Councillor Wolfe that the Town of Sundre Council grant second reading to Bylaw 2019-13, being a bylaw for the purpose of rescinding outdated and extraneous bylaws.

**CARRIED**

- Res. 245-10-06-19** MOVED by Councillor Dalke that the Town of Sundre Council grant unanimous consent to proceed to a third reading to Bylaw 2019-13, being a bylaw for the purpose of rescinding outdated and extraneous bylaws.

**CARRIED UNANIMOUSLY**

- Res. 246-10-06-19** MOVED by Councillor Wolfe that the Town of Sundre Council grant third and final reading to Bylaw 2019-13, being a bylaw for the purpose of rescinding outdated and extraneous bylaws.

**CARRIED****Policy D-021-00-POL Standard Operations Communications for CPO**

- Res. 247-10-06-19** MOVED by Councillor Dalke that the Town of Sundre Council approve Policy D-021-00-POL Standard Operations Communications for Community Peace Officer as presented.

**CARRIED****Policy D-022-00-POL Flagging Dangerous Persons and Properties for CPO**

- Res. 248-10-06-19** MOVED by Councillor Warnock that the Town of Sundre Council approve Policy D-022-00-POL Flagging Dangerous Persons and Properties for Peace Officer as presented.

**CARRIED****OLD BUSINESS****Downtown Parking Lot**

- Res. 249-10-06-19** MOVED by Councillor Warnock that the Town of Sundre Council approve funds in the amount of \$28,500 to be used for upgrades to the parking facility located at Lot 9, Block 3, Plan 2723 GW and Lot 8, Block 3, Plan 5664 GI as well as Town owned land at Lot 7, Block 3, Plan 5664 GI, and that the remaining funds in the amount of \$24,000 be transferred into a reserve account for future parking opportunities.

**CARRIED**


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 Initials

- Res. 250-10-06-19** MOVED by Councillor Warnock that the Town of Sundre Council direct Administration to bring back a final drawing of the parking lot design for Council's approval.

**CARRIED**

**Municipal Accountability Program Follow-up**

- Res. 251-10-06-19** MOVED by Councillor Wolfe that the Town of Sundre Council accept the letter to Linda Nelson from Deputy Minister of Municipal Affairs Meryl Whittaker on the completion of all non-compliant items identified in the 2018 Municipal Accountability Program (MAP), as information.

**CARRIED**

**NEW BUSINESS**

- Res. 252-10-06-19** MOVED by Councillor Isaac that the Town of Sundre Council accept the Report on Tax Recovery Sale, as information.

**CARRIED**

**Tax Recovery Sale – Roll 273.000**

- Res. 253-10-06-19** MOVED by Councillor Warnock that the Town of Sundre Council set a reserve bid of \$250,000 for Lot 16 (S), Block 2, Plan 6122HE, Sundre, AB, and furthermore;
- The property identified by Roll No. 273.000 will be offered for sale by public auction, at the Town Office on Wednesday, October 9th, 2019 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore;
- A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited and the Town will consider the next bid.

**CARRIED**

**Tax Recovery Sale – Roll 603.000**

- Res. 254-10-06-19** MOVED by Councillor Dalke that the Town of Sundre Council set a reserve bid of \$540,000 for Lot 1, Block D, Plan 7447ER, Sundre, AB, and furthermore;
- The property identified by Roll No. 603.000 will be offered for sale by public auction, at the Town Office on Wednesday, October 9th, 2019 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore;
- A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited and the Town will consider the next bid.

**CARRIED**

**Tax Recovery Sale – Roll 2300.000**

**Res. 255-10-06-19** MOVED by Councillor Wolfe that the Town of Sundre Council set a reserve bid of \$1,000,000 for SW ¼ Sec. 10-33-5-W5M, Sundre, AB, and furthermore;

The property identified by Roll No. 2300.000 will be offered for sale by public auction, at the Town Office on Wednesday, October 9th, 2019 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore;

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited and the Town will consider the next bid.

**CARRIED****Tax Recovery Sale – Roll 4601.000**

**Res. 256-10-06-19** MOVED by Councillor Dalke that the Town of Sundre Council set a reserve bid of \$550,000 for Lot 1, Block 1, Plan 1310480, Sundre, AB, and furthermore;

The property identified by Roll No. 4601.000 will be offered for sale by public auction, at the Town Office on Wednesday, October 9th, 2019 at 9:00 am, with the terms and conditions of sale being cash or certified cheque, and furthermore;

A 10% deposit is payable upon the acceptance of the winning bid at the public auction with the balance of the accepted bid, plus any proportioned amount of current year taxes to be paid by new owner, due within thirty days from the date of the auction or the deposit will be forfeited and the Town will consider the next bid.

**CARRIED****Bylaw Project Review – Archived Bylaws**

**Res. 257-10-06-19** MOVED by Councillor Warnock that the Town of Sundre Council accept the report and the attached Schedule "A" on Archiving Bylaws as information.

**CARRIED****2019 Event Preparedness Requests**

**Res. 258-10-06-19** MOVED by Councillor Warnock that the Town of Sundre Council approves the requests to relax Noise Bylaw 818, and Bylaw 763, Section 33 – Use of Firearms, Weapons and Fireworks, and Section 6 – Discharging of a Weapon for the following events:

1. Sundre Rodeo and Race Association Pro Rodeo weekend event, June 21<sup>st</sup> through June 23<sup>th</sup> 2019;
2. Historical Society Canada Day Fireworks Display and Annual Car Show July 1, 2019; and
3. The Home Church Block Party on July 20, 2019 and August 10, 2019.

**CARRIED**

**Fire Donations Restrict Surplus Transfer**

**Res. 259-10-06-19** MOVED by Councillor Isaac that the Town of Sundre Council approves the allocation of \$22,172.70 of operational funds to the Fire Donations Restricted Surplus Account.

**CARRIED****ADMINISTRATION** - none**MUNICIPAL AREA PARTNERSHIP** - none**COUNCIL REPORTS****Councillor C. Funke Committee Report for May 2019**

**Res. 260-10-06-19** MOVED by Councillor Isaac that the Town of Sundre Council accept the Council Committee Report for May 2019 from Councillor Funke, as information.

**CARRIED****COUNCIL INVITATIONS/CORRESPONDENCE** - none**CLOSED MEETING – Notice to Public**

Mayor Leslie excused all public members at 8:25 p.m., and advised that they are welcome to wait in the lobby to rejoin the council meeting after the closed meeting session concludes.

The following were in attendance for the closed meeting session:

**Staff:** Linda Nelson, CAO

Chris Alberta, Director of Corporate Services (item 13.1)

**Public:** None

*Council took a five minute recess.*

**CLOSED MEETING****Topic of Closed Meeting**

Advice from Officials – FOIPP Section 24(1)

Advice from Officials – FOIPP Section 24(1)

**Res. 261-10-06-19** MOVED by Councillor Warnock that Council go into closed meeting at 8:31 p.m.

**CARRIED**

*Director of Corporate Services Chris Albert left meeting at 8:45 p.m.*

**RETURN TO OPEN MEETING**

**Res. 262-10-06-19** MOVED by Councillor Wolfe that Council return to open meeting at 9:27 p.m.

**CARRIED**

**ADJOURNMENT**

***Res. 263-10-06-19*** MOVED by Councillor Warnock being that the agenda matters have been concluded the meeting adjourned at 9:27 p.m.

**CARRIED**

These Minutes approved this 24<sup>th</sup> , day of June, 2019

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Mayor, Terry Leslie

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CAO, Linda Nelson

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Initials





## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 24, 2019</b>
<b>SUBJECT</b>	<b>Delegation –Karen Tubb</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>5.1</b>

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### **BACKGROUND/PROPOSAL:**

Karen Tubb, Manager of the Sundre Municipal Library would like the opportunity to address the Town of Sundre Council regarding the programs and dreams of the Library as well as Council's goals and plans for the Town.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Ms. Tubb provided a package to each Council member including the Sundre Review Engagement for 2018, completed by Hamilton Rosenthal, as well as a PowerPoint Presentation will be given at the Council meeting.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 3. Community Well-being

Goal 3.1 Continue to work with and value community groups.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the presentation from Karen Tubb, Manager of the Sundre Municipal Library regarding the Sundre Municipal Library review Engagement for 2018 as information.

### **MOTION:**

That the Town of Sundre Council thank Ms. Karen Tubb for attending the Council meeting and accept the Sundre Library Review Engagement for 2018, as information.

Date Reviewed: June 20, 2019 CAO: Linda Nelson



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 24, 2019</b>
<b>SUBJECT</b>	<b>Bylaw 2019-12 Land Use District Map Amendment</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Planning &amp; Development</b>
<b>AGENDA ITEM</b>	<b>6.1</b>

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### **BACKGROUND/PROPOSAL:**

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

This will accommodate the proper land use district for a proposed development (mixed-use multi-residential and commercial building) on these lands, together with the adjacent parcel known as Block V, Plan 7985HB. This redesignation is being proposed concurrently with subdivision application 2019-SD-004, to complete a land sale, subdivision and consolidation of the subject lands with adjacent lands and to create an Environmental Reserve parcel.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

This bylaw is required to facilitate a land sale, subdivision and consolidation of a portion of SE ¼ 4-33-5 - W5M with Block V, Plan 7985HB for development purposes.

### **ALIGNMENT WITH STRATEGIC PLAN**

This matter (process delivery) improves communication and transparency with stakeholders and will facilitate affordable housing options.

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council give Second and Third Reading to Bylaw 2019-12.

### **COSTS/SOURCE OF FUNDING:**

n/a

### **MOTION:**

THAT the Town of Sundre Council give Second Reading to Bylaw 2019-12, being a Bylaw to Amend Schedule "A", the Land Use Bylaw District Map of Land Use Bylaw 2018-10, from Public Service District (PS) to Central Commercial District (C-1).

THAT the Town of Sundre Council give Third and Final Reading to Bylaw 2019-12, being a Bylaw to Amend Schedule "A", the Land Use Bylaw District Map of Land Use Bylaw 2018-10, from Public Service District (PS) to Central Commercial District (C-1).

### **ATTACHMENTS:**

1. Bylaw 2019-12
2. Planning Report

Date Reviewed: <u>June 20, 2019</u> CAO: <u>Arinda Nelson</u>
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## LAND USE BYLAW AMENDMENT REPORT

**COUNCIL DATE:** JUNE 24, 2019

**SUBJECT:** BYLAW 2019-12 TO AMEND SCHEDULE 'A', LAND USE BYLAW DISTRICT MAP

**REPORT WRITER:** DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT

### **PURPOSE OF APPLICATION:**

An application to amend the Land Use District Map was received from Bemoco Land Surveying Ltd. on behalf of Strathmore Lakes Estates, to change the land use designation for a portion of the SE ¼ 4-33-5-W5M (±0.393 ha) from Public Service (PS) District to Central Commercial (C-1) District. The subject land is currently owned by the Town of Sundre. Strathmore Lakes Estates has an approved offer to purchase the subject land and to consolidate the parcel with their commercial lands at 116 3<sup>rd</sup> Street SW (see attached Key Plan). The consolidation of the two parcels will allow the proponent to go forward with a development application to construct a mixed-use multi-residential and commercial building.

### **BACKGROUND:**

First Reading to Bylaw 2019-12 was given on May 13, 2019. The Public Hearing for Bylaw 2019-12 was advertised in accordance with s. 606(2) of the *Municipal Government Act* in the Sundre Roundup on June 11, 2019 and June 18, 2019. This notice was also posted on the Town's website since June 11, 2019.

A concurrent subdivision application was processed by the subdivision authority, to subdivide out the subject parcel for consolidation with 116 3<sup>rd</sup> Street SW. This subdivision application also included the creation of an Environmental Reserve parcel and Environmental Reserve Easement adjacent to Prairie Creek to protect the creek's riparian area (see attached Subdivision Report).

There were no objections or concerns received during the notification and circulation process for both the subdivision and redesignation applications.

### **PROPOSAL:**

The proponent is preparing plans for a development permit and intends to develop the consolidated parcel with a mixed-use multi-residential and commercial building. The building's first floor will comprise grade level parking. Three (3) floors of multi-residential units will be developed above the grade level parking, containing a mixed variety of housing units. A ground floor commercial area is proposed to accommodate downtown commercial space such as a professional office. The rear of the building will be designed to provide residential amenity space looking into the adjacent Town-owned open space area, which includes the natural area containing Prairie Creek (see attached Architectural Renderings).

### **ANALYSIS OF LAND USE:**

This redesignation is consistent with current policies contained in the Town's Municipal Development Plan. It involves realignment of the land use district boundary (Central Commercial C-1 District) with the consolidated parcels to facilitate development of these lands. The remainder area will be retained by the Town of Sundre as open space in its current designation of Public Service (PS) District.

Through the subdivision process, a 6.0 m strip of land adjacent to Prairie Creek on Town owned lands will be dedicated as Environmental Reserve to protect the Prairie Creek riparian area. An Environmental Reserve Easement will be registered on a small portion of the applicant's lands to also protect this riparian area.

**RECOMMENDED ACTION:**

Administration recommends that Council give Second, and Third Reading to Bylaw 2019-12.



Mike Marko  
Director of Planning and Economic Development

**Attachments:**

1. Key Plan
2. Architectural Renderings
3. Subdivision Report

Date Reviewed: _____ CAO: _____
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**KEY PLAN**



# ARCHITECTURAL RENDERINGS

June 17, 2019



**EXTERIOR MATERIALS LEGEND:**

- |  |  |
|--|--|
| 1. Asphalt Shingles: Dual Black                        | 8. LLP Smart Trim: to match Allura: Desert Tan             |
| 2. 9.25" Smart Trim: to match Allura: Desert Tan       | 9. Fiber Cement Siding: to match Allura: Taupe             |
| 3. Aluminum Vented Soffit: to match Allura: Desert Tan | 10. Cultured Stone: Virginia Ledge: Hisside                |
| 4. 8" x 8" Fir Timber Bracket: to match Allura: Maple  | 11. PVC Window: Black                                      |
| 5. Fiber Cement Panel: to match Allura: Maple          | 12. 8" x 8" Fir Timber Beam/Column: to match Allura: Maple |
| 6. Fiber Cement Panel: to match Allura: Cool Charcoal  | 13. Metal Railing: Black                                   |
| 7. Fiber Cement Siding: Allura: Ashen                  |  |

NORTHEAST ELEVATION

BEARBERRY POINTE  
Sundre, Alberta



June 17, 2019



**EXTERIOR MATERIALS LEGEND:**

- |  |  |
|--|--|
| 1. Asphalt Shingles: Dual Black                        | 8. LLP Smart Trim: to match Allura: Desert Tan             |
| 2. 9.25" Smart Trim: to match Allura: Desert Tan       | 9. Fiber Cement Siding: to match Allura: Taupe             |
| 3. Aluminum Vented Soffit: to match Allura: Desert Tan | 10. Cultured Stone: Virginia Ledge: Hisside                |
| 4. 8" x 8" Fir Timber Bracket: to match Allura: Maple  | 11. PVC Window: Black                                      |
| 5. Fiber Cement Panel: to match Allura: Maple          | 12. 8" x 8" Fir Timber Beam/Column: to match Allura: Maple |
| 6. Fiber Cement Panel: to match Allura: Cool Charcoal  | 13. Metal Railing: Black                                   |
| 7. Fiber Cement Siding: Allura: Ashen                  |  |

WEST ELEVATION

BEARBERRY POINTE  
Sundre, Alberta







**Town of Sundre**  
 PO Box 420  
 717 Main Avenue W.  
 Sundre, Alberta, Canada T0M 1X0  
 Phone: (403) 638-3551 Fax: (403) 638-2100  
 Email: townmail@sundre.com

## SUBDIVISION REPORT

Application No.: 2019-SD-004	Date of Report: June 5, 2019
Applicant: Bemoco Land Surveying Ltd.	
Owner: Town of Sundre	
Address of Property: None	
Legal Description of Property: Portion of SE ¼ 4-33-5-W5M	
Roll Number of Property: 1135.000	
Proposal: Subdivision to create a ±0.393 ha parcel to be consolidated with the adjacent Block V Plan 7985HB and a ±0.064 ha Environmental Reserve parcel	
Land Use District: Public Service (PS) District	

### PURPOSE OF APPLICATION:

The application is to create a ±0.393 ha parcel to be consolidated with the adjacent Block V Plan 7985HB and a ±0.064 ha Environmental Reserve parcel; all from a portion of the SE ¼ 4-33-5-W5M.

The proposed subdivided parcel will be consolidated with adjacent lands for a mixed-use multi-residential and commercial development. In addition, a 6.0 m wide parcel of Environmental Reserve will be created adjacent to Prairie Creek to protect the riparian area.

### COMMENTS FROM ADJACENT LANDOWNERS:

No comments were received from adjacent landowners.

### COMMENTS FROM REFERRAL AGENCIES AND OTHER DEPARTMENTS:

Chinook's Edge School Division 73	No comments received.
Red Deer Catholic Regional Schools, Central Office	No comments received.
Canada Post Corporation	No comments received.
Alberta Environment	No comments received.
Alberta Health Services	No comments received.
Alberta Parks	No comments received.
Alberta Transportation	No objection. Variance granted to s.14 and s.15 of Subdivision and Development Regulation.
Alberta Culture and Community Spirit	No comments received.
Altalink Management Ltd.	No comments received.
Telus Communications Inc.	Email received. No objections.
Fortis Alberta	Letter received. Developer to arrange for electrical services through Fortis.
Town of Sundre Community Services	No comments received.
Town of Sundre Development	No comments received.
Town of Sundre Fire Department	No comments received.
Town of Sundre Operations	No comments received.
Town of Sundre Engineering Consultants (CIMA+)	No comments received.

**POLICY REVIEW:**

The proposed parcel, to be consolidated with adjacent land, is identified as Downtown Commercial in the Municipal Development Plan. The parcel to be retained as Environmental Reserve is identified as Parks and Open Space in the Municipal Development Plan.

A concurrent land use redesignation application will address a land use change from Public Service (PS) District to Central Commercial (C1) District for the parcel to be consolidated with adjacent commercial lands (see Bylaw 2019-12). The Environmental Reserve parcel will remain as Public Service (PS) District.

The proposed development (mixed use multi-residential and commercial) will be considered as part of a separate development permit, once the subdivided parcel is consolidated with the adjacent lands.

**RESERVE ANALYSIS:**

No municipal reserve is required. A 6.0 m strip of land adjacent to Prairie Creek will be retained as Environmental Reserve to protect the riparian area adjacent to the creek. As a condition of subdivision, an Environmental Reserve Easement will also be registered on the title of the consolidated parcel to protect the 6.0 m riparian area adjacent to Prairie Creek. The 6.0 m width of Environmental Reserve is the minimum width pursuant to section 664(1)(c) of the *Municipal Government Act*.

**TECHNICAL REVIEW:*****Topography***

The subject parcel is flat with a natural creek bisecting the lands.

***Soil Characteristics***

No soil implications exist for this subdivision.

***Stormwater Collection and Disposal***

No stormwater issues exist for this subdivision.

***Potential for Flooding, Subsidence or Erosion***

The subject area is located outside the 2012 Flood Hazard Area as indicated in Province's flood hazard mapping. The lands are bisected by Prairie Creek. The riparian area (6.0 m width) adjacent to the creek will be protected as a combination of Environmental Reserve and Environmental Reserve Easement.

***Accessibility to a Road***

Access for both the subdivided parcel and consolidated lands is to 3 Street SW and an adjacent laneway.

***Use of Land in the Vicinity of Subject Land***

The site is located adjacent to the Town's downtown. Surrounding land uses include commercial development and open space.

***Water Supply, Sewage Disposal and Solid Waste Disposal***

Water and sanitary sewer services are available in 3 Street.



## CONCLUSION:

The proposed subdivision, in the opinion of the Town of Sundre Subdivision Authority, satisfies the requirements of Section 654 of the Municipal Government Act, as follows:

1. The land that is proposed to be subdivided is suitable for the purpose for which the subdivision is intended;
2. The proposed subdivision conforms to the provisions of any statutory plan and the land use bylaw;
3. The proposed subdivision conforms with the use prescribed for that land in the land use bylaw; and
4. The proposed subdivision would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land.

The proposed subdivision, in the opinion of the Town of Sundre Subdivision Authority, satisfies the relevant considerations listed in Section 7 of the Subdivision and Development Regulation.

## RECOMMENDATION:

THAT the subdivision authority **APPROVE** subdivision application 2019-SD-004 on **June 5, 2019**, to create a  $\pm 0.393$  ha parcel to be consolidated with the adjacent Block V Plan 7985HB and a  $\pm 0.064$  ha Environmental Reserve parcel; all from a portion of the SE  $\frac{1}{4}$  4-33-5-W5M, subject to the following conditions:

1. Subdivision by means suitable to the Registrar of the Land Titles Office [Section 81 and 89 of the *Land Titles Act*];
2. Concurrent registration of an Environmental Reserve Easement over the new consolidated parcel to satisfy the 6.0 m setback from the bed and shore of the creek.

A copy of the approved tentative plan is attached for your information.

This subdivision decision is valid for a period of one year from the date of this decision. If the registrable plan is not submitted to our office within this time along with the required endorsement fee, reapplication will have to be made unless the Council of the Town of Sundre extends the one-year period.

## APPEAL PROCESS:

An appeal is made to the Town of Sundre Subdivision and Development Appeal Board as prescribed by Section 678 of the *Municipal Government Act*, by filing a notice of appeal, in writing, within 14 days after written receipt of the written decision of the subdivision authority or deemed refusal by the subdivision authority. The notice of appeal must be accompanied by the Appeal fee of \$1000.00. Appeals are to be addressed to: PO Box 420, 717 Main Avenue W. Sundre AB T0M 1X0, Attention: Clerk of the Subdivision and Development Appeal Board.

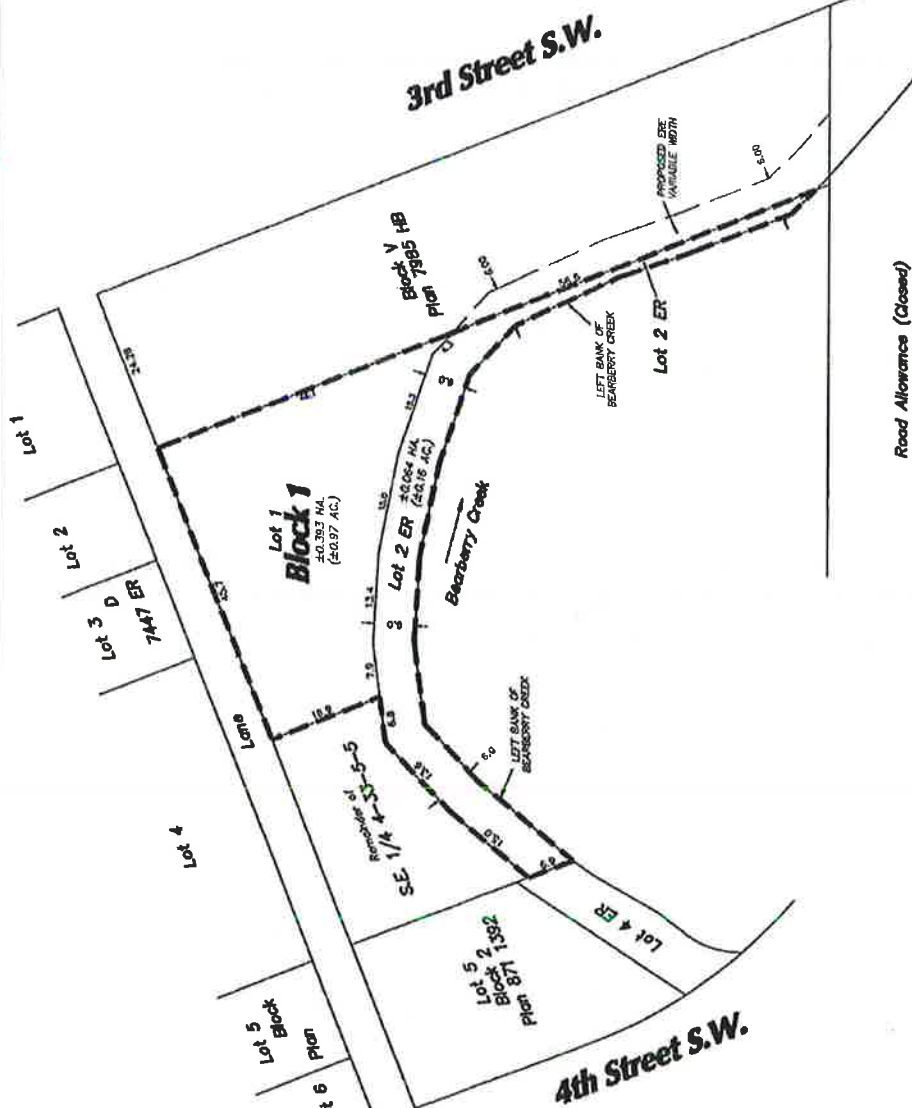
All written appeals and applicable fee must be received by 4:00 p.m., June 26, 2019.

  
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Mike Marko  
Director of Planning and Economic Development  
/file

The Town of Sundre collects personal information, including name and contact information, for the purpose of providing programs, services and contacting customers in this regard. The Town of Sundre is authorized to collect this personal information under Section 33 of the *Freedom of Information and Protection of Privacy Act* and by Section 3 of the *Municipal Government Act*. Please contact the Development Department at The Town of Sundre, 717 Main Avenue West P.O. Box 420 Sundre, AB T0M1X0, or phone 403-638-3551 if you have questions about this collection of information.

**S.E. 1/4 Sec. 4-33-5-5**

—Distances shown are in metres.  
—ER.....Environmental Reserve  
—ERE.....Environmental Reserve  
—Area dealt with is bounded thus  
and contains:  $\pm 0.191$  HA. ( $\pm 0.47$  AC)



Drawn By: DB	Chk'd: KV
Date: April 11, 2019	
Scale: 1:600	
File No: S-003-19	TENT



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**BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO AMEND THE LAND USE BYLAW 2018-10.**

**UNDER AUTHORITY** of and pursuant to the provisions of the *Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26*, and amendments thereto, the Municipal Council of the Town of Sundre in the Province of Alberta, **HEREBY ENACTS AS FOLLOWS:**

Schedule 'A', the Land Use District Map in Land Use Bylaw 2018-10 is amended by changing the land use designation for a portion of lands described as SE ¼ 4-33-5-W5 from Public Service District (PS) to Central Commercial District (C-1), as shown as Area 'A' on the attached Schedule 'A'.

This Bylaw shall come into full force and effect upon the date of the third and final reading.

READ A FIRST TIME THIS 13th DAY OF MAY 2019

PUBLIC HEARING HELD THIS 24<sup>th</sup> DAY OF JUNE 2019

READ A SECOND TIME THIS 24th DAY OF JUNE 2019

READ A THIRD AND FINAL TIME THIS 24<sup>th</sup> DAY OF JUNE 2019

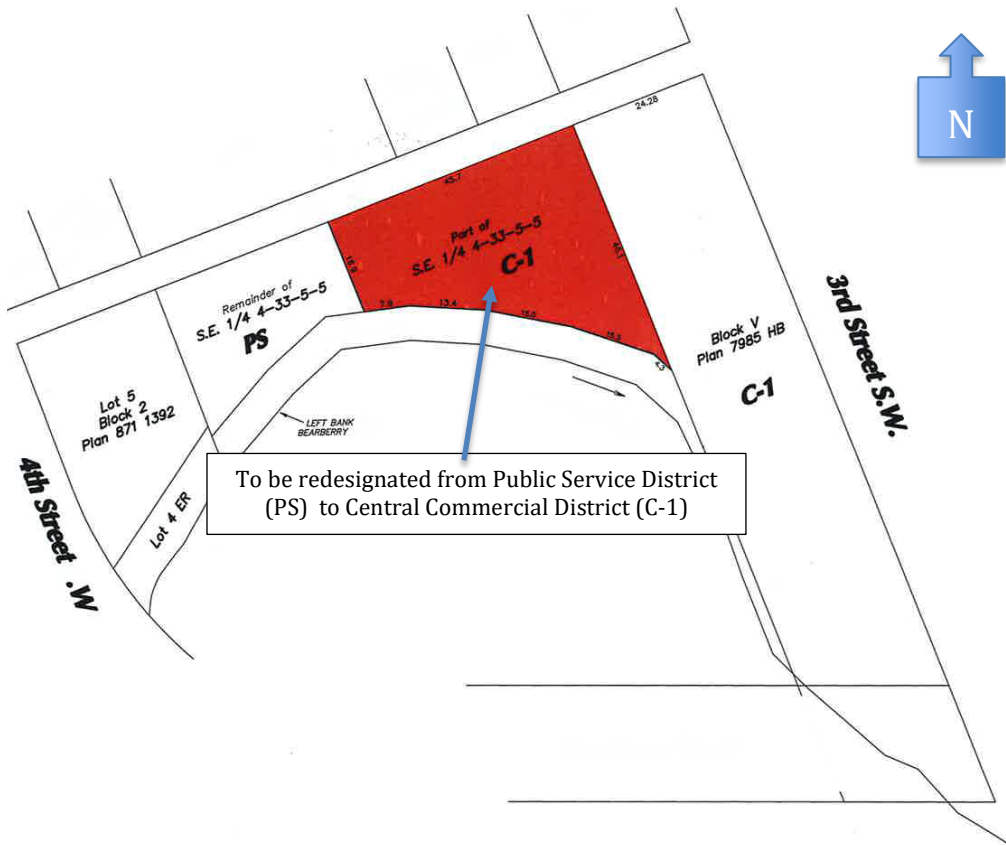
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Mayor, Terry Leslie

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Chief Administrative Officer, Linda Nelson

**SCHEDULE "A"**  
**BYLAW NO. 2019-12**



Bylaw 2019-12  
Bylaw to redesignate portion of SE ¼ 4-33-5-W5M



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 24, 2019</b>
<b>SUBJECT</b>	<b>Arena Facility &amp; Ice Allocation Policy</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Community Services</b>
<b>AGENDA ITEM</b>	<b>6.2</b>

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### **BACKGROUND/PROPOSAL:**

Policy E-004-00 POL Arena Facility and Ice Allocation is being presented to Council for their review and approval.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

This policy is to ensure the operations of the arena and the ice resources are done in a fair and equitable manner amongst the Town, user groups and the community organizations.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 2. Service Delivery

Goal 2.1 Continue to promote recreational opportunities; and

Strategic Plan Priority 3. Community Well-being

Goal 3.3 Continue to work with and value community groups.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council approve Policy E-004-00 POL as presented.

### **MOTION:**

That the Town of Sundre Council approve Policy E-004-00 Arena Facility & Ice Allocation as presented.

### **ATTACHMENTS**

- Policy E-004-00-POL

Date Reviewed: June 20, 2019

CAO: Linda Nelson



**TOWN OF SUNDRE POLICY #E-004-00 POL**  
**POLICY NAME: ARENA FACILITY & ICE ALLOCATION**

TOWN OF SUNDRE POLICY INDEX	
Policy Number	E-004-00 POL
Policy Title	Arena Facility & Ice Allocation Policy
Approval Date	June 24, 2019
Date to be Reviewed	2019
Responsible Department	Community Services
Related Bylaws/Acts/Regulations	Rate Bylaw, Arena User Agreement, Concession Lease Agreement, Sundre Minor Hockey Association By-Laws and Regulations (7.03 Fan Control)

**1. Policy Statement**

The Town of Sundre recognizes the public benefit of programs and services provided to the residents in Sundre and surrounding area. The Town is committed to support organizations through the provision of an arena facility in the community. The Town will ensure bookings are allocated fairly and equitably amongst user groups and community organizations as per the provisions established within this policy.

**2. Purpose For Policy**

- 2.1 To operate the arena and its ice resources in a cost effective and fiscally sustainable manner.
- 2.2 To ensure bookings are allocated fairly to all community organizations and to maximize use of the facilities.
- 2.3 The policy is intended to aid staff and users to properly book ice time and to minimize booking conflicts.
- 2.4 Preference will be given to local-organizations/groups.

**3. Definitions**

- 3.1 **"Agreement"** shall mean the Arena Users Facility Agreement.
- 3.2 **"Clubroom"** shall mean the area located above the lobby at the arena facility and is typically used to view ice functions.
- 3.3 **"Concession Lease Agreement Holder"** shall mean the person(s)/organization who has a lease agreement with the Town for running the concession located at the arena.
- 3.4 **"Facility"** shall refer to any and all Town owned recreation facility.
- 3.5 **"Ice Surface"** shall mean the large concrete slab that is typically covered in ice during the winter months but can be used in off season months for non-ice sports and activities.
- 3.6 **"Manager"** shall mean the Community Services Manager.

- 3.7 “**Non-Local**” shall mean Users who reside outside of the Town of Sundre and surrounding service area.
- 3.8 “**Rental**” shall mean a single or multiple booking.
- 3.9 “**Storage**” shall mean any area located within a facility that is reserved for exclusive use of equipment, clothing or miscellaneous sport paraphilia of a regular group or individual for a specific time or season.
- 3.10 “**Users**” shall mean anyone who wishes to book and utilize the facility.

#### **4. Responsibilities:**

##### **4.1 Community Services Manager**

Is responsible to ensure user groups adhere to the Ice Allocation procedures and maximize ice rental revenue while minimizing facility expenses.

##### **4.2 Community Services Assistant**

Is responsible for maximizing ice rental opportunities while ensuring zero double bookings by using the Town booking system. The Community Services Assistant issues ice contracts and prepares ice rental invoices as per agreement.

##### **4.3 Employees**

Are responsible to maintain the ice facility and ensure all facility guests follow the arena rules and regulations.

##### **4.4 User Responsibilities**

4.4.1 To complete and sign a user agreement prior to facility use;

4.4.2 To submit a schedule of event activities, including ‘in charge’ person during rental/use of the facility;

4.4.3 To make full payment for the facility rental prior to use;

4.4.4 Cancellation of rental of less than 72 hours prior to the event shall result in the total loss of the rental fee, unless the booking is reallocated to another user. Youth and Adult sports groups who cancel blocked booked ice rentals will make every effort to re-sell the ice rental to their database through word of mouth and/or social media.

4.4.4.1 Any cancellations caused by storms, floods, power failures, acts of God or business interruptions caused by mechanical failure of the Town of Sundre equipment, will be considered unavoidable and the individual/group/organization will not be charged for cancellations of this nature, nor will the Town be held responsible for any losses, whatsoever, arising from cancellations.

4.4.4.2 Cancellations are accepted by email: facilitybookings@sundre.com or phone 403-638-2042.

4.4.5 To adhere to the facility rules, regulations and policies of the Town of Sundre;

4.4.6 The permit holder must be in attendance at the facility for the entire rental period and accept responsibility for their guests; and

4.4.7 To treat the staff and visitors of the facility with respect.

## **5. Guidelines**

- 5.1 The Town of Sundre will ensure that the facility is booked in an efficient and effective manner.
- 5.2 All rentals must take place within the regular/normal operational hours of the facility.
- 5.3 Any rental requests that would take place or extend outside of regular/normal operational hours must receive prior approval from the Community Services Manager.
- 5.4 The Town of Sundre reserves the right to refuse rental to any individual or organization at its sole discretion.
- 5.5 User groups shall designate an individual to serve as the spokesperson and signing authority for the group.
- 5.6 In the event of a booking, contract or scheduling conflict, users must resolve the issues.
- 5.7 In the event of a booking, contract or scheduling conflict that cannot be resolved by users, the Community Services Manager shall make the decision as to which booking takes precedence.
- 5.8 All Users will be required to sign a User Agreement prior to each season.
- 5.9 Storage room users will be required to sign a Storage Agreement prior to each season.
- 5.10 All facility rentals must comply with all insurance, security, public health and safety regulations.
- 5.11 The arena is a 'non-smoking' facility, including outside of the facility 5 (five) meters of doorways, windows, and air intakes.
- 5.12 Alcohol is not permitted in the facility including: lobby, clubroom, dressing rooms, ice surface, players/timekeepers box, and spectator stands.
- 5.13 Any group/organization that wishes to serve/consume alcoholic beverages will enter into a facility rental agreement and provide, AGLC Liquor License, Security, servers required to have ProServe Certification, and PAL (Party Alcohol Liability) insurance with Town of Sundre named as additional insurer.
- 5.14 Damage deposits may be applied at the discretion of the Manager as deemed necessary.

## **6. Rates, Fees and Payments**

- 6.1 All rental rates will be as per the current Town of Sundre Rate and Fee Bylaw. Payments are accepted in cash, cheque, MasterCard or VISA.
- 6.2 There will be no charge for the use of the sound system.
- 6.3 There will be no charge for use of the dressing rooms and showers.
- 6.4 All irregular/casual and special events shall pay all required rates and fee in full at least 5 working days prior to date of scheduled rental.



- 6.5 Regular user groups will be invoiced as per Arena User Agreement for the respective operational season(s).
- 6.6 Any outstanding account will be charged a penalty on a monthly basis as per the Rate and Fee Bylaw.
- 6.7 Any renter with a history of outstanding accounts shall be required to provide payment in full prior to date of scheduled rental.
- 6.8 Any renter with a history of delinquent accounts will be refused future rentals to all town owned/operated facilities.
- 6.9 The normal order of priority for ice times will be as follows:
- Special Events/Tournaments
  - Town of Sundre Public Programs
  - Scheduled League Games (require pre-season booking)
  - Local Youth Sport/Community Organization
  - Local Adult Sport/Community Organization
  - Non Local Youth Sport/Community Organization
  - Non Local Adult Sport/Community Organization
  - Commercial Bookings

## **7. Concession**

- 7.1 The Concession is owned by the Town of Sundre and shall be leased out to an organization for its operation. The lease holder will not sublet the concession.
- 7.2 Outside food sales are not permitted while the concession is open.
- 7.3 If access is required to the concession by a non-lease holder, an agreement is required between the lease agreement holder and the group/organization wanting use/access to the concession. Town of Sundre employees shall not permit access to the concession to anyone other than the agreement holder.

## **8. Approval**

This Policy shall come into force and effect upon adoption by Council at a Regular or Special Meeting.

## **9. End of Policy**

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Mayor, Terry Leslie

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CAO, Linda Nelson

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Date



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 24, 2019</b>
<b>SUBJECT</b>	<b>Downtown Parking Revised Design</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Economic Development</b>
<b>AGENDA ITEM</b>	<b>7.1</b>

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### **BACKGROUND/PROPOSAL:**

At the June 10, 2019 Council approved the placement of a Parking Lot in the Downtown Core located at Lot 9, Block 3, Plan 2723 GW and Lot 8, Block 3, Plan 5664 GI as well as Town owned land at Lot 7, Block 3, Plan 5664 GI (*lands South of the Sundre Hotel*).

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Council asked that the design come back with revision to allow more RV pull through parking spaces and/or longer spaces. This revised plan proposal provides regular parking stalls and pull through double stalls of a length of 16 meters each.

Please see attached design and explanation from Christine Haylock, the designer.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 4. Financial stability

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

### **ADMINISTRATION RECOMMENDATIONS:**

Administration is recommending approval of the revised conceptual design.

### **MOTION:**

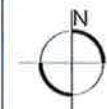
That the Town of Sundre Council approve the conceptual design of the downtown parking lot as presented.

### **ATTACHMENTS:**

Conceptual Design  
Email from Christine Haylock

Date Reviewed: \_\_\_\_\_

CAO: Amela Nebun



SCALE 1:400

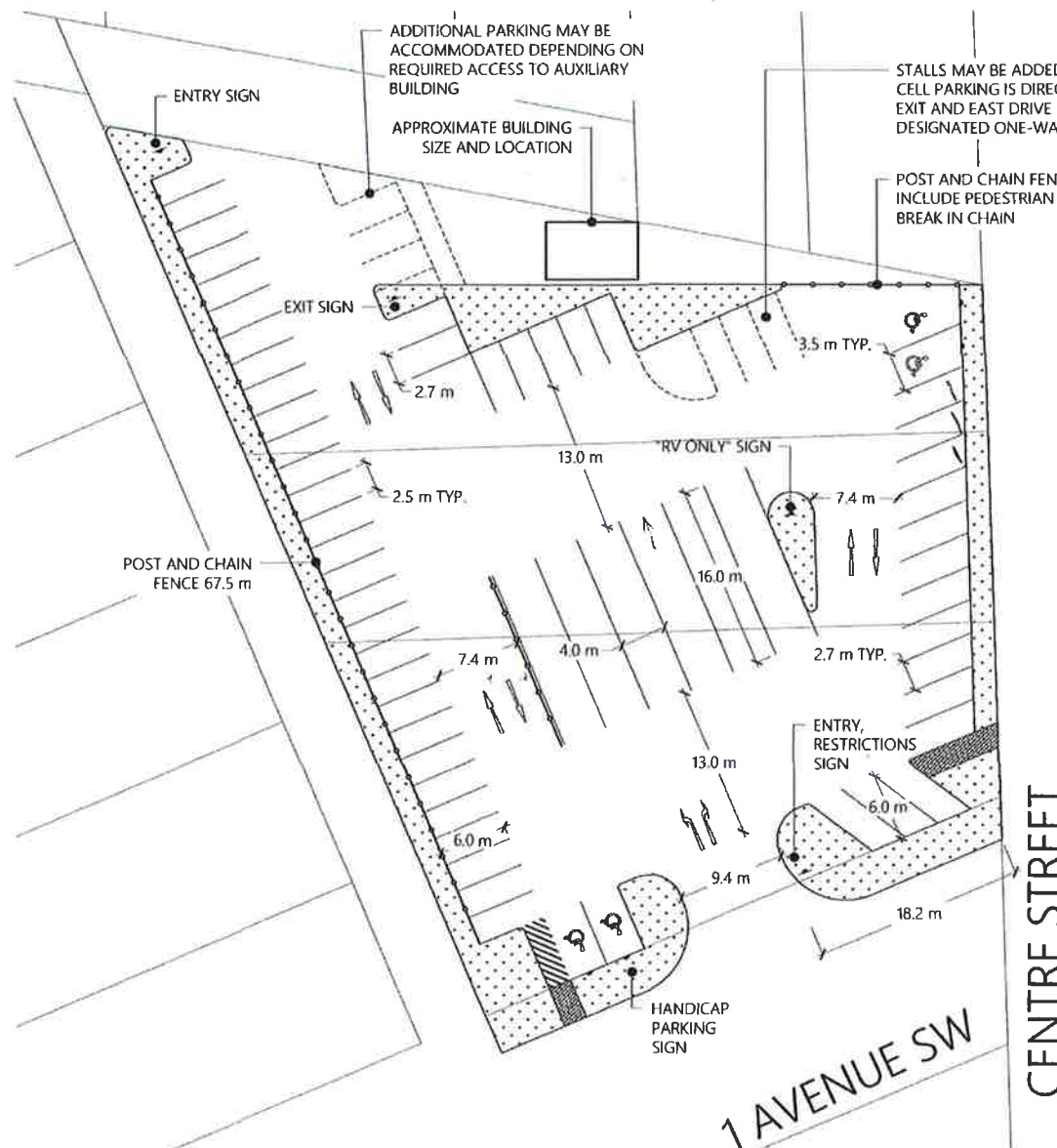
CLIENT NAME  
TOWN OF SUNDRE

PROJECT NAME  
**PARKING LOT**  
CONCEPTUAL SKETCH

LOCATION  
CENTRE STREET &  
1 AVENUE SW  
SUNDRE, AB

ISSUE  
CONCEPTUAL DESIGN  
2019-06-17

DRAWING NUMBER  
**L01**



SITE QUANTITIES:

- POST AND CHAIN FENCING - 101.2 m
- PARKING STALLS - 54 IN ADDITION TO 6 RV PULL-THROUGH STALLS. 4 STALLS DESIGNATED HANDICAPPED. LANDSCAPING TO ACCOMMODATE ACCESS TO SIDEWALK WHERE INDICATED.
- LANDSCAPED AREA IS 606 m<sup>2</sup>.
- VOLUME OF SOIL REQUIRED (AT 0.6 m AVERAGE DEPTH) IS 364 m<sup>3</sup>.

PLEASE NOTE THAT THE AUXILIARY BUILDING LOCATION AND SIZE ARE APPROXIMATE. CURB LOCATIONS ARE PRESUMED.

CONCEPTUAL DESIGN ONLY.  
NOT FOR CONSTRUCTION,  
INFORMATION ONLY.



Jon Allan &lt;jon.a@sundre.com&gt;

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## Updated info

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**christine@compassroselandscape.ca** <christine@compassroselandscape.ca>  
To: Jon Allan <jon.a@sundre.com>

17 June 2019 at 18:38

Hi Jon,

Please see attached.

A few things:

- In order to maintain the six centre stalls, as well as a 13 m outside front wheel turning radius (which is what I use for large RVs), the drive aisle width of 8 m had to be narrowed slightly to 7.4. Most parking design guides have this measurement set between 6-7 m. Alberta Transportation's design width for undivided highway drive lanes is 3.7. The 7.4 m drive aisle (3.7 x 2) that I've indicated meets that highway design parameter, so I think this should be sufficient for this application. Otherwise we need to reduce the number of pull-through stalls to 5. Your choice, and this can be field fit.
- Notwithstanding that, the farthest right two (possibly three) centre stalls will likely need to do some creative three-point turning to avoid swinging wide into the east-most bank of stalls as they exit right. If this manoeuvre can be avoided by directing all traffic to the north exit, I strongly recommend it. It will be far more comfortable for drivers, and will also allow for an additional three regular stalls (as shown).
- By designing for the largest possible vehicle, you are sacrificing capacity. If on-street parking can accommodate the very large RVs, and lot parking can accommodate the medium sized boat trailers, that might be a good compromise.
- Yes, 5.6 m parking stall depth will accommodate a pickup truck, and is the largest standard length in nearly every North American jurisdiction. The drive lane widths are also generous and can accommodate extra long passenger vehicles. Regardless, I've drawn them at 6 m.

Let me know if you have any questions.

**Christine Haylock M.L.Arch, AALA**

Compass Rose Landscape Architecture

403.463.3110

**From:** Jon Allan <jon.a@sundre.com>

**Sent:** June 12, 2019 4:26 PM

**To:** Christine Haylock <christine@compassroselandscape.ca>

**Subject:** Re: Updated info



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 24, 2019</b>
<b>SUBJECT</b>	<b>Levels of Service</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>8.1</b>

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### **BACKGROUND/PROPOSAL:**

Administration has been working diligently creating a document that outlines the services provided by various departments and will be a tool for preparing future budgets. This document lays out the current levels of service provided by each department. Values or the cost to each service/program was calculated to provide a monetary reference of the cost to provide such services.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

This document will be presented to the public at an open house event to gather feedback on what levels of service the residents desire.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 1. Sustainable Governance

- 1.1 Improve communication and transparency with our stakeholders.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council accept the Levels of Service document as information.

### **MOTION:**

That the Town of Sundre Council accept the Levels of Services document as presented; and direct Administration to hold a Public Open House for feedback on the current Levels of Service, and requested Levels of Service from the citizens of Sundre.

Date Reviewed: <u>June 20, 2019</u> CAO: <u>Aminda Nelson</u>
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Corporate Services			
<i>service, general clerical and customer service. The Administration Assistant - Front Desk works closely with other Corporate Services staff in a team environment.</i>			
Service Name	Current Level of Services	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service
Reception	Main Office Hours (8 am to 4 pm, Monday-Friday) except holidays. (200		
	Welcome and greet residents & visitors to the Town Office.	4,800.00	
	Answer questions and direct in-coming phone calls to appropriate personnel. Receiving and tracking concerns from the public.	9,600.00	
	Prepare Tax Certificates upon request (Lawyer, Realtors, etc) information data base updates with Land Titles.	1,600.00	
Communication	Prepare weekly Town newspaper advertisement.	3,200.00	
	Prepare and publish monthly newsletter for the Utility billing and website and other social media.	1,600.00	
Internal Functions	Assist and support other staff members (e.g. animal licensing) in assigned project based work as directed by the Director of Corporate Services.	1,600.00	
	Cash receipting of payments, daily reconciliation and bank deposit.	8,000.00	
	Perform general clerical duties including but not limited to maintaining and ordering supplies, printer and photocopier service calls, photocopying, faxing, monitoring postage machine, mailing and filing.	1,600.00	
<b>Total Front Counter/Reception Budget</b>		<b>\$32,000.00</b>	

Taxation and Assessment: <i>Responsible for all assessment and taxation functions and related customer service for the Town.</i>			
Service Name	Current Level of Service	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service
Taxation	Assist Assessor with the assessment of property and administer tax assessment processes.	2,950.00	
	Administer the taxation function through account management, billings, refunds and penalty levies & tax recovery.	32,450.00	
	Respond to customer assessment and taxation inquiries.	5,900.00	
	Administer the tax installment payment plan (TIPP).	5,900.00	

Internal Functions	Prepare reports and statistical information for Operations and Government entities.	5,900.00	
	Ensure accurate and timely communication of taxes and utilities information is maintained through print material and Town social media and compliance with policies, bylaws and provincial legislation.	2,950.00	
	File and record management.	2,950.00	
<b>Total Taxation &amp; Assessment Budget</b>		<b>\$59,000.00</b>	

<i>Utilities: Manage the utility bill generation process for natural gas, water, wastewater and solid waste .</i>			
Service Name	Current Level of Services	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service
Utilities: Water, Wastewater Gas	Town's Utility Billing Administration.	13,950.00	
	Respond to customer utility inquiries.	3,100.00	
	Process refunds and penalty levies on utility bills.	1,550.00	
	Administer account arrears collection process.	3,100.00	
	Oversee the Equalized Gas Budget billing process.	3,100.00	
Internal Functions	Prepare reports and statistical information for Operations and Government entities.	3,100.00	
	Ensure accurate and timely communication of taxes and utilities information is maintained through print material and Town social media and compliance with policies, bylaws and provincial legislation.	1,550.00	
	File and record management.	1,550.00	
<b>Total Utility Services Budget</b>		<b>\$31,000.00</b>	

<i>Financial Management: Responsible for ensuring the financial and accounting records of the Town are accurately prepared and maintained in accordance with Town policies, procedures and bylaws</i>			
Service Name	Current Level of Service	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service
Internal Reporting	Process invoices into the Town's financial system and generate payable cheques.	14,344.80	

	Create monthly receivables invoices and statements.	14,344.80	
	Monitor receivables and administer monthly account penalties.	4,781.60	
	Respond to customer payable and receivable inquiries.	4,781.60	
Internal Functions	Reconcile Fixed Asset sub ledger to general ledger and year end working papers.	4,781.60	
	Review and code common invoices and distribute invoices to departments for coding.	4,781.60	
	Preparing information and application process for all borrowing requirements of the Town.	1.00	
Financial Management: Director Corporate Services			
External Reporting	Develop, implement and manage Town business planning process and multi-year capital and operating budget process ensuring that plans align with corporate direction.	33,200.00	
	Attend Council and other meetings to provide information and recommendations with regards to finance, cash management, contractual, and liability requirements.	4,150.00	
	Oversee financial management and reporting and ensure that Council is provided with pertinent financial information.	16,600.00	
Internal Functions	Management of Investment, Assessment and Taxes, Utility Billing, Information Technology, Risk Management, Contracts and Customer Service.	8,300.00	
	Provide long and short-term forecasting and analytical services to the Chief Administrative Officer and departments to assist in projecting and guiding the Town in future decision-making.	8,300.00	
Regulatory	Working with the auditors each year to prepare the Audited Financial Statements and Financial Information Return for Council's as per the MGA.	8,300.00	
	Providing current information to Alberta Municipal Affairs.	4,150.00	
<b>Total Financial Management Budget</b>		<b>\$130,816.00</b>	



Human Resources: *Hands-on representative of the Human Resources function where the incumbent helps to facilitate all Human Resources functions including all payroll and benefit functions and related customer service.*

Service Name	Current Level of Service	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service
Human Resources & Payroll	Develop strategies to nurture a positive organizational culture and foster human resources management excellence within the Town, and attract, retain, and develop Town employees.	9,000.00	
	Ensure adherence to employment related legislation, and implementation of sound management practices.	2,250.00	
	Retention, Training & Development Programs.	2,250.00	
	Administer the Payroll bi-weekly cycle by setting up new employees, setting up benefit allocations, garnishments and processing pay cheques.	13,500.00	
	Administer and maintain the Town's Group Benefit program and Pension Plan.	4,500.00	
	Reconcile payroll and benefits and submit monthly and annual government required reports, including T4s and ROE's and WCB.	4,500.00	
	Provide payroll services to Sundre Municipal Library and comply with CUPE 417 Collective Agreement.	2,250.00	
Internal Functions	Plan staff morale events and service award program.	2,250.00	
	Create and maintain performance evaluation methodology and standard creation.	4,500.00	
<b>Total Human Resources Budget</b>		<b>\$45,000.00</b>	

Information Techonology			
Service Name	Current Level of Service	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service
I.T.	Manage the Town's information technology infrastructure to ensure that technology is up-to date and that Town data is secure.	76,001.00	
<b>Total Information Technology Budget</b>		<b>\$76,001.00</b>	

<b>Total Cost for Corporate Services Department</b>		<b>\$373,817.00</b>	
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Operations Level of Service			
<i>Operational Services provides maintenance and management throughout the Town. Operations is composed of four units: Roads (Fleet management, signage, maintenance), Water and Wastewater, Gas Utility System and Solid Waste</i>			
Roads Summer			
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/ Reduce LOS
Street repairs, pot holes	Determine priorities based on concerns and danger to vehicles, staff. Perform daily checks of the 13.4 km of lanes, 27 kms of streets and 2 kms of gravelled roadways.	35,765.58	
Contracted sectional asphalt repairs	Determine priorities based on concerns, danger to vehicle and road surface deterioration. Crack sealing is managed through contract for extended life of roadways.	15,000.00	
Priority Street sweeping	Sweep 10 kms of priority streets, 17 kms of residential streets and special events sweeping as required.	71,531.17	
Storm Maintenance	Maintain 17 out flow systems and 4.1 kms of piped storm systems. Perform debris pipe flushing in the spring and fall. Conduct overland cleaning and regrade elevations for drainage.	71,531.17	
<b>Total Roads Summer Budget</b>		<b>\$193,827.92</b>	

Roads winter			
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/ Reduce LOS
Sidewalk/trail snow removal	Remove snow/ice from 11.8 kms sidewalks and trails 7 days per week when snow accumulation is 7 cm or greater.	99,588.78	
Street snow removal	Maintain and remove snow on 11.8 kms of emergency/priority #1 snow/ice clearing, 7 days /week, when snow accumulation is 7 cm or	99,588.78	
Alley snow removal	Plow 13.4 kms back alleys, 1-3 times per season or as required.	24,897.20	
Residential Street clearing	Clear 17 kms residential streets, 1 time season or as required.	24,897.20	
Fleet repairs and mangement	Maintain 5 heavy equipment vehicles and 10 fleet vehicles, by a in-house licensed heavy duty mechanic.	22,387.12	
<b>Total Roads Winter Budget</b>		<b>\$271,359.08</b>	

Wastewater & Water			
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/ Reduce LOS
Sewage collection and treatment, <b>(regulatory)</b>	Perform daily testing, monitoring of the treatment lagoon facility to ensure compliance with provincial legislation and to ensure the integrity of the Town's operating license.	user pay	
Water treatment and distribution, <b>(regulatory)</b>	Perform mandatory daily operations and testing of a Level 2 Water Treatment Facility to provide high quality potable water and fire suppression to be in compliance with provincial legislation and to ensure the integrity of the Town's operating license.	user pay	
Water Wastewater Emergency assistance	Town staff investigate supply problems and assist customers with acquiring contracted services during urgent situations such as water freeze up or sewer back-ups.	user pay	
Leak surveys infrastructure planning	Locate and prioritize water leaks infiltration and supply issues through performing ongoing monitoring 24 kms of piping main.	user pay	
Fire suppression	Maintain 112 Fire hydrants and perform repairs/maintenance for winter season preparations.	user pay	
<b>Total Water Wastewater Budget (portion of income used to offset tax burden)</b>		<b>(\$587,522.00)</b>	

Gas Utility			
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/ Reduce LOS
Gas distribution	The Alberta Gas Coop Operating of the Regulating, Metering & Odorizing (RMO) station is highly regulated. Staff ensure the Gas Distribution Systems is functioning at a sustainable level to supply gas to customers, including data system checks and monitoring of 11 critical high volume customers.	user pay	
Service Installations	Town staff install gas services and alterations for 1320 customers.	user pay	
Infrastructure planning and replacement	Town staff maintain and replace 40 kms of pipes and plan for capital projects and development requirements.	user pay	
Emergency on Call	Town staff respond to gas related emergencies such as CO2/gas leaks in conjunction with the Sundre Fire Department and EMS.	user pay	
Gas meter recertifications	300 meter changeouts for annual Measurement Canada requirements.	user pay	
<b>Total Gas Utility Budget (portion of income used to offset tax burden)</b>		<b>(\$253,144.00)</b>	

Solid Waste Collection			
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/ Reduce LOS
Collection	contracted services	user pay	
<b>Total Solid Waste Budget (portion of income used to offset tax burden)</b>		<b>(\$106,690.00)</b>	

Community Services			
Community Services provides quality programs and services through collaborative partnerships and strategic alliances with community groups, non-profit organizations and residents. The department builds capacity within the community to improve the quality of life and strives to achieve the goal of building a future with opportunities for all.			
Facilities			
Service Name		Cost of Current LOS	Cost to Increase/ Reduce LOS
Inspections	The Town Facilities are inspected monthly to; this includes the Town Office, Fire Hall, Community Center, Arena, Operations building/shop and Community Service shop. Community Services staff inspect the Fire Extinguishers monthly .	\$3,890.88	
Maintenance	Town staff perform all the minor maintenance in all the facilities such as painting, changing light bulbs, fixing toilets, etc. Approximately 40% of major maintenance is contracted out.	\$31,913.77	
<b>Total Facilities Budget</b>		<b>\$35,804.65</b>	

Arena			
<i>The Community Services staff ensures the ice is maintained and safe, the facility is clean for the enjoyment of the user groups, residents and visitors.</i>			
Service Name		Cost of Current LOS	Cost to Increase/ Reduce LOS
Arena Operations	During September to March staff prepare and ensure the ice is safe for the users. Staff clean dressing rooms, bathrooms and other tasks in this respect.	\$105,271.16	
Administrative Ice Booking	Staff receive bookings and rentals through phone calls or emails. This process takes approximately 20 hours per week. Staff meet with all the user groups and prepare rental agreements, invoicing, etc. Staff ensure the arena schedule is published in the paper on social media and Town's website. Alloted time is approximately 6 months per which equates to about 9000 hours. .	\$20,624.24	
Maintenance	In the spring/summer months, staff perform extra cleaning duties and provide customer service and facility operations for arena bookings.	\$10,000.00	
Dry Land Bookings	In the spring and summer staff provide customer service and attendance at the arena for events such as: Bike Rodeo, Bergen 4H, Grad, Rodeo Cabaret and SPOG Neighbours' Day.	\$1,337.60	
<b>Total Arena Budget</b>		<b>\$137,233.00</b>	

Parks & Trails			
<i>The staff maintains and operates all parks, sport fields, green spaces, playgrounds, outdoor recreation facilities, trail system and campground. Staff work to enhance the community quality of life by ensuring that outdoor spaces and structures are safe for the use and enjoyment of all residents and visitors.</i>			
Service Name		Cost of Current LOS	Cost to Increase/ Reduce LOS
Grass Maintenance	All green spaces are mowed, weeded, edged and trimmed every 10 days on a rotational basis.	\$24,091.20	
Garbage	Litter clean-up is on-going throughout the Town no less than 2 times per week for approximately 835 hours.	\$32,379.20	
Spring Clean-up	Litter removal, raking leaves, pruning trees, raking gravel off green spaces, placing picnic tables, repairing picnic tables, first mow of the season, weeding shrub beds, etc. consumes approximately 520 hours.	\$10,084.20	
Mulching	Mulching scrub beds and tree wells plus trucking costs.	\$2,000.00	
<b>Total Parks &amp; Trails Budget</b>		<b>\$68,554.60</b>	

Flowers			
Service Name		Cost of Current LOS	Cost to Increase/ Reduce LOS
Preparation	Prepare beds and planters for planting in the spring.	\$2,079.20	
Planting & Hanging Flowers Baskets	28 hanging baskets require a bucket truck to assist staff with hanging and taking down. There are 45 planters and 11 flower beds to be planted. The grade 4 students help with this task.	\$9,775.45	
Maintenance	Watering and dead-heading, weeding and fertilizing all the hanging baskets. Planters and flower beds are done daily 5 days a week. Approximately 18 weeks.	\$29,512.80	
<b>Total Flower Budget</b>		<b>\$41,367.45</b>	



Playgrounds			
Service Name		Cost of Current LOS	Cost to Increase/ Reduce LOS
Winter Inspections	The Town maintains 14 playgrounds. Equipment is inspected daily during the winter.	\$3,378.90	
Spring and Summer Inspections	In spring and summer staff perform a daily drive by inspection of all the playgrounds. Staff prepare a weekly report inspection and yearly detailed inspection of all the playgrounds.	\$16,894.50	
Spring Clean-up	Remove litter , rake under swings and slides, hammer spikes around all the borders. Playground equipment inspections must be done by a certified inspector.	\$2,574.40	
Maintenance	Maintenance is conducted year round.	\$8,366.80	
<b>Total Playgrounds Budget</b>		<b>\$31,214.60</b>	

Greenwood Campground			
<i>Greenwood Campground is owned and operated by the Town of Sundre. It is where tourist and visitors come to stay, relax and explore our community. The Community Services staff and the Campground Host provide an elevated quality of customer service.</i>			
Service Name		Cost of Current LOS	Cost to Increase/ Reduce LOS
Reservations	Starting the beginning of January, the Campground Host receives calls and emails for reservations and receives at least 320 bookings prior to May 1st.	\$2,000.00	
Spring Clean-up	Rake all the leaves, clean-up camp sites , put out tables and fire pits, distribute garbage cans, mowing and weed whipping. Cut down and remove dead tress, branches prior to opening.	\$6,998.80	
Campground Host	The Campground opens around mid May and closes around mid September. The Campground Host through contract are required to stay at the campground. The Host is responsible for taking bookings and collecting fees for campsites. The Hosts are responsible for cleaning of the campsites including cutting grass, and weeding. They maintain the washhouse and any painting as required.	\$30,083.20	
<b>Total Greenwood Campground Budget</b>		<b>\$39,082.00</b>	

Outdoor Recreation			
The Community Service staff serves the community by ensuring outdoor spaces and structures are maintained and safe for use. Ball Diamonds, Soccer Fields, Outdoor Skating Rink and Skateboard Park.			
Service Name		Cost of Current LOS	Cost to Increase/ Reduce LOS
Sports Fields	Mowing, litter removal at the baseball and the soccer fields occur twice a week. The Ball diamond's infield's are dragged twice a week.	\$20,722.08	
Skateboard Park	The skate park is inspected daily spring to winter and a detailed inspection is done weekly.	\$7,100.00	
Outdoor Skating Rink	The outdoor rink set-up in October prior to the first snowfall. Flooding begins when the temperature stays below -4C for a week. The rink is flooded once a week and snow is removed weather permitting.	\$18,152.52	
<b>Total Outdoor Recreation Budget</b>		<b>\$45,974.60</b>	

Seasonal Tasks			
Service Name		Cost of Current LOS	Cost to Increase/ Reduce LOS
Snow Removal	Community Services looks after clearthe snow at the Community Centre , Arena, Town Office, Fire Hall sidewalks, and the two bridges. There were 23 snow days of snow removal in 2018. Community Services took over cleaning of the Community Center parking lot in January.	\$8,455.92	
Banners	Takes 2 staff at 32 hours and a contractor with a bucket truck to put up and take down the banners, plus the cost of the bucket truck twice a year.	\$2,481.92	
Christmas Lights	Take 2 Staff at 32 hours and a contractor with a bucket truck to put up and take down the Christmas lights, plus the cost of the bucket truck twice a year.	\$2,481.92	
Christmas Planters	It takes 1 week to prepare the planters and 16 hours to plant. It takes 56 hours plus the cost of material.	\$3,583.59	
<b>Total Seasonal Tasks Budget</b>		<b>\$17,003.35</b>	

Community Centre			
<i>The Community Centre facility is maintained by the Community Services Department who strive to ensure that existing service levels are sustained and programs currently subscribed to can continue to be offered.</i>			
Service Name		Cost of Current LOS	Cost to Increase/ Reduce LOS
Administrative	Staff receive bookings for the gym and the conference room. The average time to complete a booking is 45 minutes. In 2018 there were 181 contracts which equals 136 hours. It takes several hours meeting with customers, plus conducting a walk through of the facility to familiarize them of equipment, etc. Other tasks include answering emails, phone calls, and invoicing user groups, etc.	\$42,110.16	
Setting up and taking down	We have 9 regular weekday rentals and 13 weekend rentals. There are 3 regular bookings for the Conference room. It takes 1/1/2 to 2 hours to clean the gym, lobby and washrooms. Depending on what activity the gym was used for, this could also include cleaning the kitchen, bar room and wiping down tables and chairs. Setting up and take down of larger rentals require at least 2 staff. If there is a short period of time between rentals more than 2 staff are needed.	\$36,349.59	
<b>Total Community Centre Facility Budget</b>		<b>\$78,459.75</b>	

Plannning & Development			
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/Reduce LOS
Policy Plan Review and Update	Review of all existing statutory planning documents for update including IDP, MDP, Eagle Ridge ASP and Bearberry Creek ASP. Requires staff time to research and write any amendments, facilitate public engagement, prepare Bylaw amendment and RFD, advertise for Public Hearing and present to Council. (Note: The IDP will be updated with the assistance of an outside consultant at no additional cost to the Town. Funding will be secured through grant financing.) Service level is process oriented and designed to provide timeline efficiencies, stakeholder engagement and improved communication and transparency with stakeholders.	23,460.05	
New Policy Plan Preparation	Preparation of new Area Structure Plans (ASP) including Southwest Industrial ASP and Sundre Hills ASP. Requires staff time to research, circulate for comment and edit ASP, prepare Bylaw amendment and RFD, advertise for Public Hearing and present to Council. (Note: ASPs are typically developer driven through submission of an application and draft ASP from the developer or developer's consultant. Developers are required to provide public engagement for their ASP prior to Council consideration.) Service level is process oriented and designed to provide timeline efficiencies, stakeholder engagement and improved communication and transparency with stakeholders.	23,460.05	
Land Use Bylaw Review & Update	Annual review of current LUB, including any special amendments such as Downtown Overlay Regulations, and preparation of supporting bylaw amendments. Requires staff time to research and write any amendments, facilitate public engagement, prepare Bylaw amendment and RFD, advertise for Public Hearing and present to Council. Service level is process oriented and designed to provide timeline efficiencies, stakeholder engagement and improved communication and transparency with stakeholders.	23,460.05	
Redesignation Applications	Process redesignation applications (per MGA) for Council consideration. Requires staff time to conduct research, circulate for any technical comments, prepare Bylaw amendment and RFD, advertise for Public Hearing and present to Council. Service level is process oriented and designed to provide timeline efficiencies, stakeholder engagement and improved communication and transparency with stakeholders.	23,460.05	

Special Projects	Manage preparation of Special Plans/Studies and updates to support Council Planning Policy including Master Servicing Plan, Offsite Levies Bylaw, Town Development Standards, Development Agreements, Addressing Policy and Downtown Improvement Plan. Engineering components will be conducted with the assistance of Town's Engineering Consultant to provide technical information and recommendations. Administration will facilitate processes requiring stakeholder engagement and advancing Plans and Bylaws to Council for consideration. Service level is timeline sensitive to achieve efficiencies, stakeholder engagement and improved communication and transparency with stakeholders.	23,460.05	
Subdivision Applications	Process subdivision applications (per MGA) for Subdivision Authority consideration. Requires staff time to conduct research, circulate for technical comments, provide notification to adjacent landowners, prepare technical report and decision for Subdivision Authority consideration. Delegation by Council of Subdivision Authority to Administration and Council has resulted in a streamlined process enabling subdivision approvals within the 60 day requirement under the MGA. Service level is process oriented and designed to provide timeline efficiencies, stakeholder engagement and improved communication and transparency with stakeholders.	46,920.10	
Development Applications	Process development applications (per MGA and LUB) for Development Authority consideration. Requires staff time to conduct research, circulate for technical comments, provide any required notification to adjacent landowners, and prepare a decision for Development Authority consideration. Delegation by Council of Development Authority to Administration has resulted in a streamlined process enabling most development approvals to occur within several days to 30 days of submission. Service level is process oriented and designed to provide timeline efficiencies, stakeholder engagement and improved communication and transparency with stakeholders.	117,300.25	

Safety Codes Services	Process applications under the Alberta Safety Codes Act and Alberta Building, Electrical, Gas and Plumbing Codes and manage the Town's Safety Codes Inspection Agency under the Town's Quality Management Plan for issuance of permits and inspection requirements. Town and Town Safety Codes Inspection Agency must be accredited by the Safety Codes Council of Alberta to monitor the construction of residential, commercial, industrial and institutional building projects. Service level is process oriented and designed to provide timeline efficiencies, stakeholder engagement and improved communication and transparency with stakeholders.	117,300.25	
Complaints & Enforcement	Provide enforcement on a complaint basis under the MGA and Alberta Safety Codes Act through a formal notification process to remedy infractions of the Land Use Bylaw and Alberta Safety Codes Act. Service level builds on processing information, informing, educating and issuing orders as a last resort. This ensures improved communication and customer and stakeholder transparency.	23,460.05	
Certificates of Compliance	Providing research and written confirmation on property compliance with Land Use Bylaw to support private real estate transactions. Service levels promote improved business systems (communication, processes and forms) for improved efficiency, consistency, and quality of service delivery including improved communication and customer and stakeholder transparency.	23,460.05	
Property Information Services	Providing planning information to all stakeholders and residents, including research to answer inquiries on processes, application requirements together with any written correspondence if necessary. Service levels promote improved business systems (communication, processes and forms) for improved efficiency, consistency, and quality of service delivery including improved communication and customer and stakeholder transparency.	23,460.05	
<b>Total Budget for Planning &amp; Development</b>		<b>469,201.00</b>	

Economic Development		
<b>Total Budget for Economic Development</b>	<b>236,020.00</b>	

Fire Department			
The Sundre Fire Department houses 29 of 32 possible volunteer firefighters. The department responds to a variety of calls such as: fire suppression, rescue, swift water, ice rescue, low slope, motor vehicle collisions, extractions, farm accidents, medical and mutual aid support for other regional departments and Alberta Forestry. The department services an area of approximately 1500 square miles South to Elkton, East to Harmattan, North to James River and West to the YaHa Tinda.			
Service Name	Current Level of Services	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service
<b>Fire Response In Town</b>			
Structure Fire	Response times are dependent on the number of responders. Usually a crew of 7 are able to respond in a timely manner. Pump operators may be required if no one available. Mutual aid is called in from the closest available firehall.	2,546.56	
Medical Response	Responding to Delta and Echo calls with EMS or as a First Responder to any medical call when EMS is 15 minutes or greater from scene. Daytime usually has two or three crew able to respond.	7,639.67	
Motor Vehicle Collision	Response times are dependent on the number of responders. Usually a crew of 7 are able to respond in a timely manner.	2,546.56	
<b>TOTAL COST FOR FIRE RESPONSE IN TOWN</b>		<b>12,732.78</b>	

Fire Response Out of Town			
Service Name	Current Level of Services	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service
Structure Fire	Pump and tender operators are required otherwise mutual aid is called if no one is available. Mutual aid is called in from the closest available firehall. Response times are dependent on the number of responders. Usually a crew of 7 are able to respond in a timely manner.	8,912.94	
Medical Response	Responding to Delta and Echo calls with EMS or as a First Responder to any medical call when EMS is 15 minutes or greater from scene. Daytime usually three crew able to respond.	12,732.78	
Wildland/Grass Fire	Response times are dependent on the number of responders. Usually a crew of 7 are able to respond in a timely manner.	1,273.28	



Motor Vehicle Collision	Response times are dependent on the number of responders. Usually a crew of 7 are able to respond in a timely manner.	5,093.11	
<b>TOTAL COST FOR FIRE RESPONSE OUT OF TOWN</b>		<b>28,012.11</b>	

Fire - Public Education			
Service Name	Current Level of Services	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service
Fire Prevention	Members visit the schools in the spring and conducts fire hall tours during Fire Prevention Week in October.	1,273.28	
FireSmart	Annual cross training with Alberta Forestry to reduce the risk of fire to residents and infrastructure	1,273.28	
<b>TOTAL COST FOR FIRE PUBLIC EDUCATION</b>		<b>2,546.56</b>	

Fire - Training			
Service Name	Current Level of Services	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service
Firefighter 10-01	Using the NPFA 10-01 as training standard, the Sundre Fire Department has restructured their own in-house basic training and is working toward achieving NFPA 10-01 training and certification as our basic level of training.	23,016.56	
<b>TOTAL COST FOR FIRE TRAINING</b>		<b>23,016.56</b>	

Fire - Inspections/Occupancy Loads			
Service Name	Current Level of Services	Cost of Current Level of Service	Cost to Increase/ Reduce Level of Service
Inspections /Occupancy Loads	On request or complaint basis, the Fire Department provides inspections and occupant loads as required for business and maintains the records for the Quality Management Program (QMP).	2,000.00	
<b>TOTAL COST FOR FIRE INSPECTIONS</b>		<b>2,000.00</b>	

<b>TOTAL COST FOR FIRE DEPARTMENT</b>		<b>68,308.00</b>	
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COMMUNITY PEACE OFFICER/BYLAWE ENFORCEMENT			
Responsible to ensure a safe and pleasant community through community involvement, positive visibility in the community and public relations.			
Service Name	Current Level of Service	Cost of Current Level of Service	Cost to Increase/Reduce Level of Service
<b>Municipal Enforcement</b> <u>Service Definition:</u> Responsible for the fair and equitable enforcement of provincial acts and regulations as well as municipal bylaws including animal control within the boundaries of the Town and surrounding areas as requested or encountered	As of 2016 the ratio of Community Peace Officers to Residence is 1:2729. There is one part time admin assistant and one Animal Control Contract. The CPO is also the Director of Emergency Management (formally Disaster Services) for the town. Enforcement Services employs one part time administration assistant as well to assist with reporting and documentation requirements as well as assisting with Emergency Management. *RCMP assists with municipal enforcement when the lone Town CPO is away or off duty. Non urgent matters are recorded and sent to the CPO when they return. Matters may also be addressed by RCMP members but are prioritized among other Police and Criminal matters. *Sundre RCMP detachment is comprised of 6 General Duty Members, 1 Corporal, 1 Staff Sargent and 2 Detachment Clerks. The RCMP is also responsible for policing a large section of the county from Just east of Highway 22, west to the Banff boarder.		
Traffic Enforcement			
Compliance / Safety - monitoring of traffic to discourage and address infractions. Infractions may be dealt with by warnings and education or through issuing of violation tickets.	About 25% of the CPO's Enforcement Time is spent on traffic enforcement. Enforcement can be done by warnings and educating drivers or through issuing violation tickets. An officer's choice to ticket or not should be based on all the factors around the offence, severity, danger to the public, location etc all play a role. Officers should also only be writing a ticket for an offence they are 100 % sure of and they have a very high degree of certainty in getting a conviction from the court. The "quality" of the tickets submitted by an officer speak to the officer's integrity in the eyes of the court and the public. Warnings may be issued for minor violations or in instances where a violation cannot be proved or there is a reasonable defense available to the accused.	13,875.00	

<b>School Zone Patrols:</b> Compliance / Safety	Average approximately 3 - 5 hours / week are spent patrolling the school zones during peak traffic times. Much like normal traffic enforcement, infractions are dealt with by warnings and issuing of citations. Because of the congested traffic, both vehicle and pedestrian and the danger to the public, infractions in the school zone at peak times are more likely to be dealt with by violation ticket vs warnings.	6,166.67	
<b>Other Provincial Legislation and Statutes</b>			
	Other Provincial Legislation and Statutes include the Environmental Protection Act, the Trespass to Premises Act, the Petty Trespass Act, the Dangerous Dog Act, the Animal Protection Act, the Gaming, Liquor and Cannabis Act, the Prevention of Youth Tobacco Act, the Provincials Procedure Act, the Stray Animals Act, and the Tobacco Reduction Act.		
<b>Bylaw Enforcement</b>			
Compliance / Community Well Being	About 25% of the CPO's Enforcement Time is spent on Bylaw enforcement. Figuring in the reporting requirement for addressing bylaw issues and this time can easily go to 35% or more. Compliance is sought through education first with fines to follow if compliance is not met or the severity of the infraction calls for a penalty. Bylaw complaints are addressed on a complaint basis and prioritized with other calls. Tickets written for bylaw offences usually end up costing a municipality more to prosecute than what the fine is worth. Therefore compliance through education is preferred. Some bylaw offences can be enforced through use of an Order under the MGA. These are usually used for things such as weed control and unsightly premises. Again though these can cost a significant amount of money to pursue and can take months to accomplish.	23,895.83	
Animal Control	Sundre currently has a contract for Animal Control and Pound Services. The contractor often goes that extra mile to provide a service to Sundre, and provides Kenneling / Pound services for the Town. Animal care is required 365 days a year.	19,880.00	

Assisting other Departments	<p>The CPO also assists other departments with the following:</p> <ul style="list-style-type: none"> <li>- Delivering notices</li> <li>- Training staff</li> <li>- OH&amp;S committee</li> <li>- Looking after the Alarm System</li> <li>- Reviewing documents</li> <li>- Calls to assist</li> </ul>	7,708.33	
<b>Legislated Requirements Etc</b>			
Legislated	<p>Several items are legislated for a CPO or a Municipality in order to maintain a CPO program.</p> <ul style="list-style-type: none"> <li>- Reporting. Eg. Solicitor General, accessing government data requires a log.</li> <li>- Case files / reports.</li> <li>- In order to maintain authority to employ Peace Officers, and to maintain their appointment there are a number of requirements that must be met regularly. The Officer must prove contunity competence through certifications and authorizations. Training and policy implementations are also requirements. The CPO participates in reviewing regulated Bylaws and Policies.</li> </ul>	65,520.83	
Court Appearances	<p>As expected, any enforcement action may require the CPO's attendance in court. Documents and evidence must be prepared for the prosecutor, defence and the court itself. This can include gathering witness statements, photos or video, as well as certified copies of documents, physical evidence and preparing Prosecutor Information Sheets. Generally speaking, for Provincial court, the CPO attends Didsbury court due to caseloads in the courts a court appearance can take up the majority of the CPO's duty time that day.</p>	3,083.33	
<b>Total Cost for CPO/Bylaw Enforcement Department</b>		<b>140,130.00</b>	

<b>Emergency Management</b>			
<b>Total Cost for Emergency Management Department</b>		<b>44,823.00</b>	

### Grants to Third Parties

The Town of Sundre contributes towards organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer skills and self-reliance. Grants are given in two ways, by annual payment through the budgeting process, and through a competitive grant program. Mountain View County contributes to recreation and culture through a separate agreement with the Town of Sundre; just over 1/3 of the Mountain View County contribution has been specifically assigned to the aquaplex based on the County's funding formula, with the remaining funds being distributed to municipally owned recreation and culture operations that benefit Town and County residents, such as the arena, community centre, trails, parks and playgrounds. The Town has allocated funds to other third party organizations that provide a demonstrated benefit to the community, through a competitive grant process, in the 2019 Operating Budget.

#### Grants Paid to Third Party Organizations through Annual Budget Process

Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Increase/ Reduce LOS
Aquaplex	Recreation - Funds are paid to the Aquaplex quarterly.	\$52,350.00	
Community Van	Social/Seniors-Funds are paid to the Community Van in July annually	\$7,000.00	
Historical Society	Cultural-Funds are paid to the Historical Society in June/July annually.	\$10,000.00	
Enhanced Policing to Rodeo	Recreation-Funds are paid to the RCMP through agreement	\$5,000.00 (For 2019 only)	
Local Community event donation (Council discretion)	All categories-Dependant on requests from community	\$2,500.00	
FCSS	Social-Funds are paid to FCSS through agreement with the Province	\$17,870.00	
FCSS	Youth Coordinator-Funds are paid to FCSS to support the Youth Coordinator position	\$14,900.00	
Municipal Library	Cultural-Funds are paid to the Library on a per capita basis	\$105,001.00	
Parkland Regional Library	Cultural-Funds are paid to Parkland Library on a per capita basis	\$23,000	
Chamber of Commerce	Local Business Support-Funds are paid to the Chamber in July annually, the 2019 rate was increased by \$3,000.00 over 2018.	\$15,500.00	
Dr Recruitment & Retention	Community Wellbeing-Funds are paid to the Recruitment and Retention Committee in March annually.	\$10,000.00	
Communities in Bloom	Community Wellbeing-Funds are paid to Communities in Bloom in August annually.	\$1,000.00	
<b>Total Annual Contribution</b>		<b>\$264,121.00 (7.30% of Town's Operating Budget)</b>	
<b>Flow Through Annual Contribution from Mountain View County (\$203,574.00) and Province (\$71,478.00)</b>		<b>\$275,052.00</b>	

Grants Paid to Third Party Organizations Through Competitive Grant Process				
Service Name	Current Level of Service (LOS)		Cost of Current LOS	Cost to Increase/ Reduce LOS
Community based Organization-Other	Community program, storefront improvement, landscaping, other	Each year the Town of Sundre receives more grant requests than it can fund. The objective of the grant program is to treat all organizations fairly and consistently, and to share resources based on the Town's operating budget. Grants are intended to provide modest levels of support and assistance to community organizations. The intent is to enhance a program, project, service or other, but is not intended to sustain the organization	\$96,500.00	
Community Recreation/Parks and Culture Grants	Community based recreation or culture program or project			
Community Festivals and Events Grants	Festivals or events hosted by local community organizations			
Total Contribution Available for 2019 Grant Applications			\$96,500.00 (2.67% of Town's Operating Budget)	
Total Annual Budgeted Grant Contributions			\$264,121.00 (7.30% of Town's Operating Budget)	
Flow Through Annual Contributions from MVC and Province			\$275,052.00	
Total all contributions to third party organizations			\$635,673.00 (17.58% of Town's Operating Budget)	

**Total Operating Budget for 2019 \$3,615,739.00**

### Council Level of Service

Council is the governing body of the municipal corporation and the custodian of its legislative powers under the authority of the Municipal Government Act (MGA). Councillors exercise the powers of the municipality through decisions made at council meetings and define the policies and direction that municipal administration will put into action. Section 153 of the MGA prescribes the duties for all locally elected councillors.

to consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities to participate generally in developing and evaluating the policies and programs of the municipality

to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council

to obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO) or a person designated by the CAO to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public

to adhere to the code of conduct established by the council to perform any other duty or function imposed on councillors by this or any other enactment or by council. The Mayor is an ex-officio member of all committees, and attends most committee meetings from time to time.

Mayor Terry Leslie

Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Change LOS
Base Salary	Governance-The Base Salary includes regular council meetings, public engagements, meeting preparation, meeting with residents, responding to e-mails, etc.	\$22,327.00	
Committees	Central Alberta Mayor's (Out of Town, evening), 4 to 5 times per year, 3-4 hours per meeting plus travel time	\$7,500.00	
	Hospital Futures (In Town, day/evening), 4 to 5 times per year, 1-2 hours per meeting		
	ICF/IDP Committee (In Town, day), 6 to 8 times per year, 2-3 hours per meeting		
	Intermunicipal Planning Commission (In Town, day), as required		
	Mountain View Regional Waste Management Commission (Out of Town, day), 5 to 6 times per year - honorarium provided by commission.		
	Municipal Area Partnership (Out of Town, day), 4 times per year, 2-3 hours per meeting		
	RCMP Liaison (In Town, day), 2 times per year, 1 hour per meeting		
	Red Deer River Municipal Users Group (Out of Town, day), 5 times per year, 5 hours per meeting plus travel time		
Professional Development	AUMA and all governance related training for development of council position, Varies	\$7,500.00	
	Leadership Caucus, and level of service workshop, twice per year, 21 hours each Caucus		
	Brownlee LLP Emerging Trends, 7 hours plus travel time		
	AUMA Convention, 21 hours plus travel time		
	Planning Conference, 17 hours plus travel time		
	Various other seminars, conferences, etc.		
<b>Total Mayor Budget</b>		<b>\$37,327.00</b>	

### Council Level of Service

Council is the governing body of the municipal corporation and the custodian of its legislative powers under the authority of the Municipal Government Act (MGA). Councillors exercise the powers of the municipality through decisions made at council meetings and define the policies and direction that municipal administration will put into action. Section 153 of the MGA prescribes the duties for all locally elected councillors:

- to consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities to participate generally in developing and evaluating the policies and programs of the municipality
- to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council
- to obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO) or a person designated by the CAO to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public
- to adhere to the code of conduct established by the council to perform any other duty or function imposed on councillors by this or any other enactment or by council.

### Councillor Cheri Funke

Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Change LOS
Base Salary	Governance, Base Salary includes regular council meetings, public engagements, meeting preparation, meeting with residents, responding to e-mails, etc.	\$13,320.00	
Committees	Citizens on Partrol (In Town, night), 12 times per year, 3 hours per meeting	\$3,000.00	
	Council Policies & Bylaw Review (In Town, day), as required		
	ICF/IDP Committee (In Town, day), 6 to 8 times per year, 2-3 hours per meeting		
	<i>Mountain View Seniors' Housing (alternate), as required</i>		
	Red Deer River Watershed Alliance (RDRWA) (Out of Town, afternoon/evening), 3 times per year, 4 hours		
	<i>Sundre &amp; District Aquatic Society (alternate), as required</i>		
	<i>Sundre &amp; District Historical Society (alternate), as required</i>		
	Sundre Schools Liaison (In Town, Day), 2-3 times per year, 1-2 hours per meeting		
	<i>SPOG (alternate, as required)</i>		
	<i>Sundre Municipal Emergency Management (alternate), as required</i>		
	Sustainability/Vision for Sundre (In Town, day), 12 times per year, 1-2 hours per meeting		
	Grant Review Committee (In Town, day), 2-4 per year, 1-2 hours per meeting		
Professional Development	AUMA and all governance related training for development of council position, varies	\$3,000.00	
	AUMA Convention, 21 hours plus travel time		
	Planning Conference, 17 hours plus travel time		
	Various other seminars, conferences, etc.		
<b>Total Councillor Funke Budget</b>		<b>\$19,320.00</b>	



Council Level of Service			
<p>Council is the governing body of the municipal corporation and the custodian of its legislative powers under the authority of the Municipal Government Act (MGA). Councillors exercise the powers of the municipality through decisions made at council meetings and define the policies and direction that municipal administration will put into action. Section 153 of the MGA prescribes the duties for all locally elected councillors:</p> <p>to consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities to participate generally in developing and evaluating the policies and programs of the municipality</p> <p>to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council</p> <p>to obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO) or a person designated by the CAO to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public</p> <p>to adhere to the code of conduct established by the council to perform any other duty or function imposed on councillors by this or any other enactment or by council.</p>			
Councillor Charlene Preston			
Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Change LOS
Base Salary	Governance, The Base Salary includes regular council meetings, public engagements, meeting preparation, meeting with residents, responding to e-mails, etc.	\$13,320.00	
Committees	Council Policies & Bylaw Review (In Town, day), as required	\$3,000.00	
	<i>Mountain View Regional Waste Management Commission (alternate), as required</i>		
	Sundre & District Aquatic Society (In Town, day), 12 times per year, 2-3 hours per meeting. Also required to attend special events and functions		
	Sundre Coordinated Community Response (In Town, day), as required, with each meeting being 4 hours		
	<i>Sundre Health Professional Attraction &amp; Retention (alternate), as required</i>		
	Sundre Municipal Emergency Management (In Town, day), 1 to 2 times per year, 1 hour per meeting		
	SPOG (In Town, day), 6 times per yer, 2-3 hours per meeting. Also required to attend special events and functions		
Professional Development	AUMA and all governance related training for development of council position, varies	\$3,000.00	
	AUMA Convention, 21 hours plus travel time		
	Various other seminars, conferences, etc.		
<b>Total Councillor Preston Budget</b>		<b>\$19,320.00</b>	

### Council Level of Service

Council is the governing body of the municipal corporation and the custodian of its legislative powers under the authority of the Municipal Government Act (MGA). Councillors exercise the powers of the municipality through decisions made at council meetings and define the policies and direction that municipal administration will put into action. Section 153 of the MGA prescribes the duties for all locally elected councillors:

- to consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities to participate generally in developing and evaluating the policies and programs of the municipality
- to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council
- to obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO) or a person designated by the CAO to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public
- to adhere to the code of conduct established by the council to perform any other duty or function imposed on councillors by this or any other enactment or by council.

### Councillor Todd Dalke

Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Change LOS
Base Salary	Governance, The Base Salary includes regular council meetings, public engagements, meeting preparation, meeting with residents, responding to e-mails, etc.	\$13,320.00	
Committees	CAEP (Out of Town, Day/evening), 3-4 time per year, 2 hours per meeting	\$3,000.00	
	GNP/FCSS (In Town, evening), 12 times per year, 1-2 hours per meeting		
	Sundre Municipal Library Board (In Town, day), 12 times per year, 2 hours per meeting		
	<i>Sundre Forest Products/West Fraser (alternate, as required)</i>		
	<i>Sundre Schools Liaison (alternate), as required</i>		
	Sustainability/Vision for Sundre (In Town, day), 12 times per year, 1-2 hours per meeting		
	Grant Review Committee (In Town, day), 2-4 per year, 1-2 hours per meeting		
Professional Development	AUMA and all governance related training for development of council position, varies	\$3,000.00	
	AUMA Convention, 21 hours, plus travel time		
	Leadership Caucus, 21 hours, plus travel time		
	Various other seminars, conferences, etc.		
<b>Total Councillor Dalke Budget</b>		<b>\$19,320.00</b>	

### Council Level of Service

Council is the governing body of the municipal corporation and the custodian of its legislative powers under the authority of the Municipal Government Act (MGA). Councillors exercise the powers of the municipality through decisions made at council meetings and define the policies and direction that municipal administration will put into action. Section 153 of the MGA prescribes the duties for all locally elected councillors:

- to consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities to participate generally in developing and evaluating the policies and programs of the municipality
- to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council
- to obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO) or a person designated by the CAO to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public
- to adhere to the code of conduct established by the council to perform any other duty or function imposed on councillors by this or any other enactment or by council.

### Councillor Rob Wolfe

Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Change LOS
Base Salary	Governance, The Base Salary includes regular council meetings, public engagements, meeting preparation, meeting with residents, responding to e-mails, etc.	\$13,320.00	
Committees	Council Policies & Bylaw Review (In Town, day), as required	\$3,000.00	
	Downtown Area Revitalization (In Town, evening), 12 times per year, 1-2 hours per meeting		
	<i>GNP/FCSS (alternate), as required</i>		
	<i>HospitalFutures Committee (alternate), as required</i>		
	Intermunicipal Planning Commission, as required		
	Sundre & District Chamber of Commerce (In Town, evening), 12 times per year, 1-2 hours per meeting		
	Sundre & District Historical Society (In Town, evening), 12 times per year, 2-3 hours per meeting		
	Sustainability/Vision for Sundre (In Town, Day), 12 times per year, 1-2 hours per meeting		
Professional Development	AUMA and all governance related training for development of council position, varies	\$3,000.00	
	AUMA Convention, 21 hours plus travel time		
	Various other seminars, conferences, etc.		
<b>Total Councillor Wolfe Budget</b>		<b>\$19,320.00</b>	

### Council Level of Service

Council is the governing body of the municipal corporation and the custodian of its legislative powers under the authority of the Municipal Government Act (MGA). Councillors exercise the powers of the municipality through decisions made at council meetings and define the policies and direction that municipal administration will put into action. Section 153 of the MGA prescribes the duties for all locally elected councillors:

- to consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities to participate generally in developing and evaluating the policies and programs of the municipality
- to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council
- to obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO) or a person designated by the CAO to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public
- to adhere to the code of conduct established by the council to perform any other duty or function imposed on councillors by this or any other enactment or by council.

### Councillor Paul Isaac

Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Change LOS
Base Salary	Governance, The Base Salary includes regular council meetings, public engagements, meeting preparation, meeting with residents, responding to e-mails, etc.	\$13,320.00	
Committees	<i>Central Alberta Mayor's Meetings (alternate), as required</i>	\$3,000.00	
	Sundre Forest Products/West Fraser (Alternate Communities, evening), 5-7 hours per meeting		
	Sundre Health Professional Attraction & Retention (In Town, day/evening), 6 per year, 2-4 hours per meeting		
Professional Development	AUMA and all governance related training for development of council position, varies	\$3,000.00	
	AUMA Convention, 21 hours plus travel time		
	ARPA Conference & Energize Workshop, 21 hours plus travel time		
	Various other seminars, conferences, etc.		
<b>Total Councillor Isaac Budget</b>		<b>\$19,320.00</b>	

### Council Level of Service

Council is the governing body of the municipal corporation and the custodian of its legislative powers under the authority of the Municipal Government Act (MGA). Councillors exercise the powers of the municipality through decisions made at council meetings and define the policies and direction that municipal administration will put into action. Section 153 of the MGA prescribes the duties for all locally elected councillors:

- to consider the welfare and interests of the municipality as a whole and bring to council's attention anything that would promote the welfare or interests of the municipality to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities to participate generally in developing and evaluating the policies and programs of the municipality
- to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council
- to obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO) or a person designated by the CAO to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public
- to adhere to the code of conduct established by the council to perform any other duty or function imposed on councillors by this or any other enactment or by council.

Councillor Richard Warnock

Service Name	Current Level of Service (LOS)	Cost of Current LOS	Cost to Change LOS
Base Salary	Governance, The Base Salary includes regular council meetings, public engagements, meeting preparation, meeting with residents, responding to e-mails, etc.	\$13,320.00	
Committees	Hospital Futures (InTown, evening), 6 times per year, 2-3 hours per meeting	\$3,000.00	
	ICF/IDP (In Town, day), 6 to 8 times per year, 2-3 hours per meeting		
	Mountain View Seniors' Housing (Out of Town, day/evening), 10 times per year, 2 hours per meeting, additional 4-5 meetings paid by Town, 3 to 4 hours per meeting		
	<i>SundreMunicipal Library Board (alternate, as required</i>		
	<i>RedDeer River Municipal Users Group (alternate), as required</i>		
	<i>Red Deer River Watershed Alliance (alternate), as required</i>		
	<i>Sundre &amp; District Chamber of Commerce (alternate), as required</i>		
	<i>Sundre Coordinated Community Response (alternate), as required</i>		
	Grant Review Committee (In Town, day), 2-4 per year, 1-2 hours per meeting		
	Sundre Search & Rescue (In Town, evening), 12 per year, 2-3 hours per meeting		
Professional Development	AUMA and all governance related training for development of council position, varies	\$3,000.00	
	AUMA Convention, 21 hours plus travel time		
	Alberta Seniors Community & Housing Association, 24 hours plus travel time		
	RMA, 21 hours plus travel time		
	Various other seminars, conferences, etc.		
<b>Total Councillor Warnock Budget</b>		<b>\$19,320.00</b>	

CAO			
The Chief Administrative Officer (CAO) is the only employee of Council. In accordance with the Municipal Government Act the CAO's mandate is to ensure the provision of a broad range of services and programs to ensure that the Town of Sundre is providing effective and efficient delivery of the business of the municipality. The CAO is responsible for the overall administration of municipal operations in accordance with the objectives, policies and plans approved by Council. The CAO directs, leads and coordinates the activities of all Town Departments, in conjunction with Department Heads, and liaises directly with key service delivery partners.			
Service Name	Current Level of Service	Cost of Current Level of Service	Cost to Increase/Reduce Level of Service
Governance & Legislation	Administrative link and liaison between Council and Staff.	9,229.16	
	Administrative head of the Town, provide leadership, mentorship and overall management of all Town departments.	9,229.16	
	Provides guidance to Council, and implements and incorporates the decisions of Council as a whole.	36,916.62	
	Advise & inform Council equally, on operations and affairs of the municipality.	18,458.31	
	Implementation of Bylaws, Policies & Programs.	9,229.16	
	Attend Council and Committee Meetings.	36,916.62	
	Development & Implementation of Strategic Plan and other municipal plans and documents.	9,229.16	
	Development of Budget and Reporting.	9,229.16	
	Liaison with other local governments and the provincial government, along with the Mayor when required.	9,229.16	
	Respond to inquiries and requests for information on behalf of the Town, including stating the Town's position, subject to any Council approved policy, procedure, standard or guideline, or as otherwise directed by Council.	9,229.16	
	Retain and instruct legal counsel on matters involving any actual or potential legal and administrative proceedings involving the municipality.	9,229.16	
	Review Council agendas and provide administrative recommendations to Council.	9,229.16	
	Negotiate contracts, agreements, transactions through exercising Natural Person Powers and Municipal Powers and Duties, for and on behalf of the Municipality, subject to the limitations set out in the CAO Bylaw.		

	Establish the structure of the Administration including creating, eliminating, merging or dividing departments provided that any such reorganization does not result in a decreased level of services to the community.		
	Provide Commissioner for Oaths services.		
	Build, maintain relationships, and communication with Council, local community, municipalities, public and private agencies, through open door policy.	9,229.16	
<b>Total CAO Budget</b>		<b>\$184,583.10</b>	

<b>LEGISLATIVE SERVICES</b>			
<i>Legislative Executive Assistant: Support to the CAO, and Mayor and Council through the CAO, in accordance with the Municipal Government Act.</i>			
Service Name	Current Level of Service	Cost of Current Level of Service	Cost to Increase/Reduce Level of Service
Governance & Legislation	Prepare Request for Decision, Agenda's and record minutes for Council & Committee meetings.	39,756.36	
	Draft, maintenance & updating of Council Bylaws & Policies.	9,939.09	
	Receive, distribute & provide action to ensure follow through of Council and CAO correspondence.	4,969.55	
	Provide executive level confidential support to CAO, and to Mayor and Council through the CAO.	4,969.55	
	Provide support to Senior Management.	4,969.55	
	Freedom of Information & Protection of Privacy (FOIPP) Coordinator.	4,969.55	
	Creating, maintaining and protecting Legislative records in compliance with legislation.	4,969.55	
	Coordinate and implement all Council related special events, public meetings and open houses.	4,969.55	
	Management and distribution of CAO Action List.	4,969.55	
	Assists in preparation and monitoring of the Legislative budget.	4,969.55	
	Maintains and coordinates internary for CAO, Mayor and Council.	4,969.55	
	Coordinate procedures to ensure that all aspects of elections and by-elections adhere to provisions of the Local authorities election act.		
	Provide Commissioner for Oaths Service.	4,969.55	
<b>Total Legislative Services Budget</b>		<b>\$99,390.90</b>	
<b>Total Cost CAO/Legislative Services Department</b>		<b>\$283,974.00</b>	

Council Comments

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- 1) Is the service or program important to meeting citizens' needs?
- 2) Is the service or program important to meeting the our legal obligations or strategic planning goals and mandate?
- 3) What is the service or program's net cost and benefit to society at large?
- 4) Is the service or program affordable?
- 5) Do we really need to continue to be in the business/service?
- 6) What do electors expect of the service and what outcomes does council want for the service?
- 7) How does current performance compare to expected performance?



- 1) Is the service or program important to meeting citizens' needs?
- 2) Is the service or program important to meeting the our legal obligations or strategic planning goals and mandate?
- 3) What is the service or program's net cost and benefit to society at large?
- 4) Is the service or program affordable?
- 5) Do we really need to continue to be in the business/service?
- 6) What do electors expect of the service and what outcomes does council want for the service?
- 7) How does current performance compare to expected performance?

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## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 24, 2019</b>
<b>SUBJECT</b>	<b>Fire Services Sub-Agreement</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>8.2</b>

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### **BACKGROUND/PROPOSAL:**

The Intermunicipal Collaboration Committee (ICC) over the past few months has been working to update the Fire Services Agreement to bring Fire Services under the ICC model.

The ICC met on May 23rd and recommended the sub-agreement back to both Councils.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The proposed Fire Services Sub-Agreement is consistent with the existing Fire Services Agreement held between MVC and the Town of Sundre as well as the other Sub-Agreements held with the other Urban Municipalities within Mountain View County. This agreement will transfer Fire Governance oversight to the Sundre Intermunicipal Collaboration Committee.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 6. Regional Cooperation

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council approve the Fire Services Sub-Agreement between the Town of Sundre and Mountain View County.

### **MOTION:**

That the Town of Sundre Council approve the Fire Services Sub-Agreement between the Town of Sundre and Mountain View County as presented.

Date Reviewed: <u>June 20, 2019</u>	CAO: <u>Amida Nelson</u>
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# TOWN OF SUNDRE AND MOUNTAIN VIEW COUNTY

## Fire Services

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## Sub-Agreement

This Sub-Agreement that flows from the Intermunicipal Collaboration Framework Master Agreement is meant to demonstrate the commitment of the Town of Sundre and Mountain View County to work collaboratively to jointly manage growth, plan for the future and deliver programs and services to the benefit of residents of both municipalities.

# Fire Services Sub-Agreement

Between

The Town of Sundre and Mountain View County

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## Preamble

Mountain View County and the Town of Sundre have jointly entered into an Intermunicipal Collaboration Master Framework Agreement (the Master Agreement);

The Intermunicipal Collaboration Framework Master Agreement expresses the intent, common elements, and broad parameters applicable to this sub-agreement.

The terms and conditions of the Intermunicipal Collaboration Framework Master Agreement shall apply to this sub-agreement unless explicitly noted within this sub-agreement.

WHEREAS the Town of Sundre operates a Fire Department within the Town and provides Fire Protection Services to the residents of the Town and a portion of the County surrounding the Town referred to as the Sundre Rural Fire Protection Area;

AND WHEREAS the Town of Sundre and Mountain View County jointly entered into an Intermunicipal Cooperation Master Agreement because both municipalities believe in and support the principles of “Mutual Benefit”, “Shared Responsibility”, “Municipal Autonomy” and “Leaving our Community a Better Place”;

AND WHEREAS working jointly the municipalities will provide more cost effective fire services; the fire agreement supports these principals in the following way:

- The costs to provide independent fire services would be significantly higher to both municipalities.
- Jointly we can better equip the fire department which benefits both municipalities as well as a larger region.
- Access to Volunteer Firefighters due to large urban population base, provides rural area greater access to firefighters.

AND WHEREAS both the Town and the County recognize that there is a broader community for which both municipalities share responsibility;

- Residents of Mountain View County see themselves as being part of a larger community of Sundre, this applies to Sundre citizens as well.
- Resident of the communities, both urban and rural will receive the same level of fire service.

- Municipalities share the responsibility of developing and maintaining safe and viable communities.

AND WHEREAS the provision of joint fire services enhances the quality of life of our citizens, both urban and rural by providing efficient and economical service that neither party could provide without the assistance of the other;

AND WHEREAS the Town and the County agree to apportion the cost of such services under the terms and conditions as set forth in this agreement based on the following principles:

- There is a Base Cost to provide fire services for urban and rural residents irrespective of the volume of Calls for Service which should be shared equally; and
- There are variable costs listed in Schedule “A” that should be based on call volume;
- There is building costs of a capital nature required to store and protect firefighting equipment to which the County will make annual financial contribution;
- There is firefighting equipment required to which the County will purchase or cost share depending on the reasons for these equipment purchases.

AND WHEREAS the Town and County will meet in April and October of each year to discuss fire protection issues; and

AND WHEREAS the fire hall is located in the town and is owned by the Town of Sundre.

NOW THEREFORE THIS AGREEMENT BEARS WITNESS that the Town of Sundre and Mountain View County agree as follows:

## 1. DEFINITIONS

- 1.1 Base Costs refers to the fixed costs required to provide fire services for urban and rural residents irrespective of the volume of Calls for Service. The base costs will be shared equally between the Town and County and are listed in Schedule “A”.
- 1.2 Sundre Rural Fire Protection Area means the area designated by the County as shown on Schedule “D” attached to this agreement.
- 1.3 Consensus means “we can live with it, are comfortable with the result and will own it when we take it to our Councils.
- 1.4 County means Mountain View County.
- 1.5 Calls for Service means each occasion on which the Town Firefighters or their equipment attend in the Fire Services Area to provide firefighting/inspection, motor vehicle collisions and other emergency services.
- 1.6 Fire Chief means the Fire Chief of the Town of Sundre.
- 1.7 Firefighter means a person employed or otherwise retained primarily to provide or facilitate the provision of firefighting and fire protection services and includes a person performing the duties for a Call for Service.

- 1.8 Fire Service Area means the Town of Sundre and the Sundre Rural Fire Protection Area.
- 1.9 Fire Services means the provision of fire protection, prevention, inspection and investigation, as described in this agreement.
- 1.10 Fiscal Year means the calendar year.
- 1.11 Major Capital Equipment means the equipment as described in Schedule "B"
- 1.12 Motor Vehicle Collisions means each occasion on which the fire service responds to provide firefighting or other emergency services as a result of motor vehicle collisions.
- 1.13 Inspections, Certifications, Repairs and Maintenance means actions that are necessary to obtain the expected service potential of a capital asset for its estimated useful life are not betterments.
- 1.14 Safety Codes Officer means a person who is designated by the Safety Codes Act to carry out fire and life safety code inspections and investigations.
- 1.15 Signatories (to this sub-agreement) means the Town of Sundre and Mountain View County
- 1.16 Small Capital Equipment means equipment identified in Schedule "E" that has a minimum unit value of \$3,000 and an anticipated life span of greater than three (3) years, and which is not considered major equipment such as listed in Schedule "B"
- 1.17 Town means the Town of Sundre.
- 1.18 Variable Operating Costs, when used in relation to Fire Protection Services, means the variable operating costs of the Fire Department, and without limiting the generality of the foregoing, includes those items listed as variable in Schedule "A".

## 2. TERM AND TERMINATION

- 2.1 This sub-agreement shall be effective the date of the signing of the sub-agreement but shall abide by the same expiry, renewal, and mediation clauses of the Master Agreement.
- 2.2 Each of the Town and County shall be entitled to terminate this agreement by providing notice in writing to that effect to the other Signatory prior to December 31, with termination of programs and services to occur no sooner than December 31 of the following year.
- 2.3 From and after the said effective date of termination, the Town shall have no obligation whatsoever to provide fire service to the residents of the County.
- 2.4 Upon dissolution of this agreement:
  - 2.4.1 The Town or County may purchase any shared equipment at a value determined

by the Tangible Capital Asset Value, less the percentage of ownership.

2.4.2 Any equipment the County paid 100% of the capital cost for will be the property of the County.

### 3. FIRE SERVICE

- 3.1 The Town shall provide Fire Services in the Sundre Rural Fire Protection Area in accordance with the terms and conditions hereof. The Fire Service Area is included as Schedule "D".
- 3.2 Without limiting the generality of the foregoing, such service shall include attendance by the Fire Service firefighting equipment when requested and when such attendance is, in the Fire Chief's or his designator's opinion, justified by the circumstances to: control or extinguish fires, or handle or participate in the handling of any other hazard or emergency of a type normally handled by the fire department or requiring their participation in its handling.
- 3.3 The Town shall be responsible for accepting all Calls for Service and the Fire Chief or his authorized representative shall be responsible to generally allocate and direct the necessary firefighting operations.
- 3.4 The Fire Chief or designate shall be responsible to ensure that the apparatus and equipment are kept in good condition.
- 3.5 The Town may enter into mutual aid agreements. Mountain View County is authorized to enter into a Mutual Aid Agreement with the Minister of Agriculture and Forestry for mutual assistance within the Forest Protection Area. As the Town of Sundre manages the Sundre Fire Department, this agreement will be provided to them as information after signing, and after any revisions.
- 3.6 The Town and County agree that in the event of two fires or occurrences happening at or near the same time in either of the municipalities, the Fire Chief or designate shall decide how resources will be deployed.
- 3.7 The Fire Chief or designate shall have the authority, in any circumstance deemed necessary, to call upon mutual aid resources, to respond to an emergency in the Sundre Rural Fire Protection Area.
- ;
- 3.8 The Town undertakes to use its best efforts to respond to emergency calls within the Sundre Rural Fire Protection Area, provided however that the Town does not guarantee and is not required to respond to such emergency calls unless its manpower and equipment can reasonably be spared at the time of emergency, in the opinion of the Fire Chief or his authorized representative.
- 3.9 The Town and County agree that in the event that manpower or equipment is in use at another event, that existing mutual aid agreements will be put in motion, and that any manpower or equipment that can be spared in the opinion of the Fire Chief or designate



will be released to the second event.

- 3.10 The Fire Chief shall submit all required documents to the County and Town within thirty (30) days of an incident involving the conducting or coordinating of fire investigations, required as a result of death, injury, measurable damage or loss of property.
- 3.11 All fires requiring reporting under the Safety Codes Act of Alberta and its Regulations shall be reported in the manner outlined within the Safety Codes Act to the Office of the Fire Commissioner. Upon completion of a fire investigation the Fire Chief shall ensure a copy of the report submitted to the Office of the Fire Commissioner be provided to the County.

#### 4. FIRE ADMINISTRATIVE OVERSIGHT

- 4.1 The Town and County agree that Fire Services will be provided with governance oversight by the Inter-Municipal Cooperation Committee (ICC) with the mandate as set out in this agreement. The Committee shall continue for as long as this agreement is in effect.
- 4.2 The Councils of the Town and the County delegate to the Committee the power to:
  - 4.2.1 Recommend to the Council of each of the Town and the County the level of fire service to be provided in the Sundre Rural Fire Service Area.
  - 4.2.2 Review annual operating budget and recommend approval to each respective Council.
  - 4.2.3 Review small capital replacement plans annually and recommend purchases to the respective Council. Repurpose funds within an approved Council budget for reprioritization of small capital projects.
  - 4.2.4 Review major capital replacement plans annually and recommend capital purchases to the respective Council.
- 4.3 Any recommendation of the Committee shall require the approval of the Councils of each municipality. This includes any recommended level of Fire Service and approval of any budget for Fire Service in the Sundre Rural Fire Services Area.
- 4.4 In addition to the powers, responsibilities and duties described above and without restricting the generality of the foregoing, the Committee may perform and carry out such additional responsibilities and duties as may be delegated to it by the Council of both the Town and the County from time to time.
- 4.5 The Town and the County will be responsible to pay remuneration to their respective members for attendance at Committee meetings.
- 4.6 The Fire Chief and the Fire Service will be responsible to the Town.

5. INTER-MUNICIPAL COOPERATION COMMITTEE (ICC) MEETINGS

- 5.1 Notwithstanding anything to the contrary provided herein, the governance oversight of the fire services shall be conducted at meetings of the Inter-Municipal Cooperation Committee (ICC).

6. SHARED COST ARRANGEMENT

- 6.1 The Town and the County agree that the budgeted and approved costs for the supply of fire services within the Fire Service Area shall be shared between the Town and the County in the following manner:

6.2 Cost Elements

- 6.2.1 The County shall contribute annually to the Town based on an annual approved budget as determined below:

- a. Base Costs: The total amount of the items listed in Schedule "A" will be split evenly (50/50) between the Town and the County.
- b. Variable Costs: The total amount of the Costs identified in Schedule "A" as variable, are dependent on operating costs associated with any Call for Service. Variable Costs associated to a call shall be paid by the Municipality in which the call occurred.
- c. Highway calls will not be classified as rural or urban.

- 6.2.2 Small equipment capital costs deemed necessary will be shared equally between the Town and the County.

- 6.2.3 Payments for capital purchases, approved by both municipalities, shall be made as they are incurred.

- 6.2.4 Contributions from the County for bay space are intended to address expenses for the storage and protection of fire-fighting equipment in the Sundre Fire Hall. The annual rate will be based on the equipment listing and rate as stipulated in Schedule "C" which shall be reviewed on an annual basis.

- 6.2.5 Facility upgrades, repairs or maintenance will be approved annually by both Municipalities and shared equally.

- 6.2.6 The construction of any new shared facilities shall be referred to each Council to approve a terms of reference for the formation of a "Facility Feasibility Committee," included in the term of reference will be a funding model for the capital expenses.

- 6.2.7 Equipment required for Back Country Rescue Services is a primary benefit to Rural Areas. Therefore Mountain View County will be responsible for a larger

portion of the Capital Replacement Costs in accordance with Schedule “B”. Recognizing that the existing specialized Back Country equipment was acquired through fund raising and donations, the replacement of these items will be prioritized as follows:

- a. Revenue generated from services provided;
- b. Donations and Fund Raising;
- c. General Tax Revenues / Municipal Fire Reserve

6.2.8 The Town and County agree to equally share training and response costs for Back Country Rescue through the shared Operating Budget. Both municipalities will work cooperatively to explore cost recovery options from neighboring municipalities that benefit from this service.

### 6.3 Payment

6.3.1 The County’s portion of the approved operating and small capital budget will be paid to the Town in two (2) installments. The first payment will be equal to the first payment of the previous year. The balance of payments will be made based on the outstanding balance. The Town will provide the County with an invoice/letter prior to the first payment.

- January 31
- July 31

## 7. REVENUE

7.1 Fifty percent (50%) of the revenue generated from Calls for Service will be allocated to the Operating Budget annually. The remaining fifty percent (50%) of revenue generated from Calls for Service will be split 50/50 and returned to each respective municipality.

7.2 Revenue generated from grants, donations, interest, etc. (funds not raised through municipal taxes) designated for operating, will be applied against base operating costs based on the same sharing formula as Clause 7.1. Such revenue will be deducted from the total estimated fixed operating costs prior to determining each municipality’s share of the net fixed operating costs.

7.3 Revenue generated from grants, donations, interest, etc. (funds not raised through municipal taxes) designated for capital will be shared as per the contribution percentages in Schedule “E” for major equipment.

7.4 Restricted Grants shall be allocated to the project or equipment identified by the Restricted Grant.

### 7.5 Other

7.5.1 Proceeds from the sale of capital equipment purchased will be shared between the Town and County at the same ratio that each municipality contributed to the purchase price.

7.5.2 Each of the Town and the County will be responsible in their respective areas for the cost of any additional non-municipality owned equipment used to fight a fire, such as: dozer, loader, crane, water tanker truck, or other similar equipment and agree that the Fire Chief or his authorized representative shall have the authority to obtain this equipment when so required.

7.5.3 The Town shall provide coverage under the Workers Compensation Act for the Fire Chief and all fire fighters and this cost shall be part of the fixed operating costs of the Sundre Fire Department.

7.5.4 All capital equipment is considered the property of the Town for insurance and registration purposes. Insurance and registration costs shall be part of the Base Costs of the Sundre Fire Department.

## 8. ACCOUNTS AND BANKING

8.1 The Town shall handle the accounts and banking for the Fire Service.

8.2 Any reserve funds held by the Town or the County at the time of the formation of this agreement shall continue to be held in accounts of the respective municipality for capital purchases. Each municipality may hold independent reserves to fund their share.

8.3 Annual financial statements will be presented annually to the Committee by the 1<sup>st</sup> day of May.

## 9. FORMAL RECORDS AND REPORTING

9.1 Proper books of account of the transactions of the Fire Service shall be kept by the Town and such books of account together with all letters, bills, papers and other documents relating to the Fire Service shall be kept at the Town Office.

9.2 The Fire Chief shall, prior to September 15, provide an annual operating budget. A progress report for the five (5) year "Small Capital Equipment" list and recommended changes to the twenty (20) year "Capital Equipment" replacement plan. In addition, an annual report for the Town and the County containing the particulars of emergency responses in the Fire Services Area will be submitted each year. All such reports will become the records of both the Town and the County.

9.3 The Town shall, on or before the 1st day of May in each year of this Agreement, submit to the County, financial statements of the operations of the Fire Service from the previous year.

## 10. INDEMNITY

10.1 The County and the Town shall indemnify and save harmless each other from and against any and all claims, demands, losses, costs, damages, actions, suits and

proceedings arising out of the performance or non-performance of this sub-Agreement except where such claims demands, losses, costs, damages, actions, suits and proceedings arise from the gross negligence or willful misconduct of the County or the Town, its employees or agents.

10.2 Nothing in the foregoing shall be interpreted to require the County or the Town to indemnify each other for any claims, demands, losses, costs, damage, suits or proceedings by a third party.

IN WITNESS WHEREOF the parties have hereunto affixed their seals by the hands of their proper offices in that behalf as of the day and year first above written.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ at \_\_\_\_\_,  
Alberta

TOWN OF SUNDRE:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

MOUNTAIN VIEW COUNTY:

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Chief Administrative Officer

## Schedule "A"

### Identification of Base and Variable Cost Items

#### Base Costs Elements

- Administration and Town Staff
- Recruitments
- Uniforms
- Training and Development
- Freight & Postage
- Communications
- Advertising and Subscriptions
- Memberships/Medical Registrations
- Building Repairs and Maintenance
- Equipment Repair and Maintenance
- Janitorial Services & Supplies
- Insurance
- Natural Gas
- Electric Power
- Water/Sewer/Garbage
- Officer Development
- Firefighter's Remuneration
- Small Equipment Less Than \$3,000
- Fire Prevention Program
- Fire Chief to a Maximum of \$10,000
- Snow Removal

#### Variable Elements

- Investigation Costs
- Costs Related to Insurance Claims
- Dispatch Fees will be paid independently by each municipality as per the signed Dispatch Agreement with the City of Red Deer
- Fuel and Oil

These lists are not all inclusive

Schedule "B" **UPDATED BY FIRE CHIEF**

**TO BE UPDATED BY FIRE CHIEF**

Major Equipment Operating Cost  
Cost-Sharing Schedule

#	Equipment	Designation	Replace ment	% Town	% Cou	Life Cycle
510	2015 GMC K2500	Command	2022	50	50	7 Years**
550	2010 Chevrolet K2500	Medical/Support	2029	50	50	7 Years**
520	2012 Pumper Unit 520	Pumper #1	2032	50	50	20 Years*
521	2001 Superior Pumper	Pumper #2	2021	50	50	20 Years*
530	2007 Chev 5500 Duramax 4X4	Rescue	2022	50	50	15 Years
540	2015 Ford F550	Rapid Response	2025	0	100	10 Years
541	2003 Ford F550	Rapid Response	2014	0	100	?
560	2009 Freightliner	Tender	2024	0	100	15 Years***
1504	2012 Compressor and 12 SCBA	Town Fire Hall	2027	50	50	15 Years
TBD	2013 Generator (Town Firehall only)	Town Fire Hall	2030	100	0	15 Years
591	2009 Yamaha Rhino	Back Country Rescue	2024	20	80	15 Years
593	2004 Honda Quad	Back Country Rescue	2019	20	80	15 Years
593A	ATV Utility Cart	Back Country Rescue	2019	20	80	15 Years
592	2005 Haulmark 27' Rescue Trlr	Back Country Rescue	2020	20	80	15 Years
590	Firefish Snapper 15' Riverboat	River Rescue	2030	?	?	15 Years
590A	Karavan Boat Trailer	River Rescue	2030	?	?	15 Years
TBD	AFRRCS Radios & Pagers	Communications	2019	10	10	2029
TBD	Jaws of Life Tools	Rescue				
TBD	Thermal Imaging Cameras	Fire/Rescue				
TBD	Pumps	Fire				

\*Life expectancy of a pumper is 20 years - ten years as Front Line, and ten years as Second Line.

\*\*Command vehicle after 7 years is converted into the Medical / Support vehicle for an additional 7 years

\*\*\* Tender vehicle upon replacement converts to 20 year life cycle

- All specialty equipment will have a replacement plan based on the specifications of the apparatus.
- These guidelines are subject to equipment condition, recertification, and the development of a regional replacement plan.

Schedule "C" **UPDATED BY FIRE CHIEF**

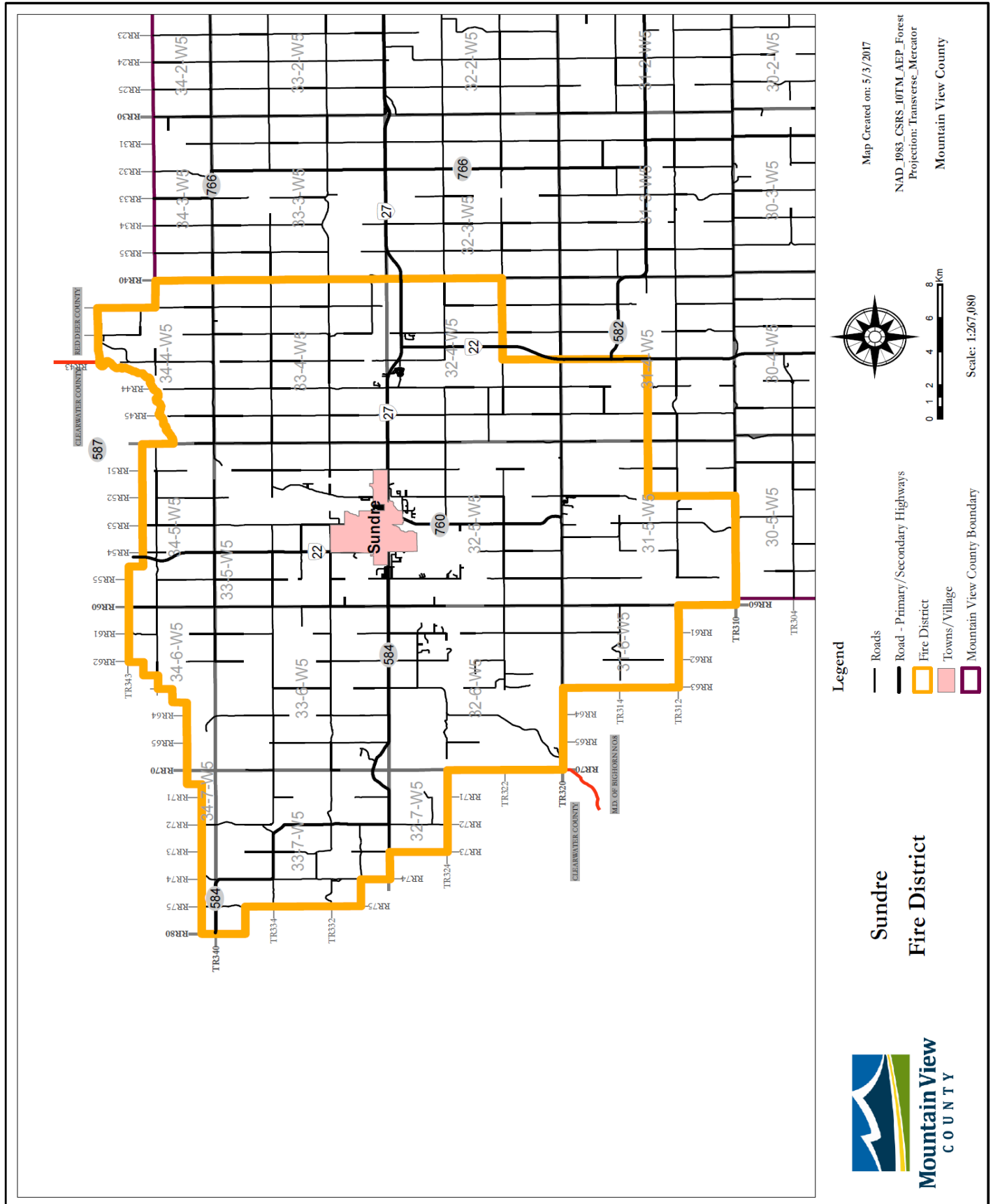
Capital Bay Contribution

#	Equipment	Designation	% Town	% County
510	2015 GMC	Command	50	50
550	2010 Chevrolet 2500	Medical/Support	50	50
520	2012 Pumper	Pumper #1	50	50
521	2001 Superior	Pumper #2	50	50
530	2007 Chev K5500 Duramax	Rescue	50	50
540	2003 Ford F550	Rapid Response	0	100
561	2009 Freightliner	Tender	0	100
1504	SCBA and Compressor	Breathing Air	50	50
591	2009 Yamaha Rhino	Back Country Rescue	50	50
593	2004 Honda Quad (Donated – Replace?)	Back Country Rescue	50	50
593A	ATV Utility Cart	Back Country Rescue	50	50
592	2005 Haulmark 27' Rescue Trailer	Back Country Rescue	50	50
590	2014 Firefish Snapper 15'	River Rescue	?	?
590A	2014 Karavan Boat Trlr	River Rescue	?	?

Annual contribution: \$10,000.00



Schedule "D"  
Sundre Rural Fire Protection Area



Schedule "E" **UPDATED BY FIRE CHIEF** / **TO BE UPDATED BY FIRE CHIEF**

Small Capital Equipment Plan

#	Equipment	Designation	% Town	% County
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TBD	Jaws of Life	Rescue	50	50
TBD	Thermal Imaging Cameras	Fire/Rescue	50	50
TBD	AFRRCS	Communications	50	50
TBD	Pumps	Fire	50	50



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 24, 2019</b>
<b>SUBJECT</b>	<b>Awarding of Grants to Organizations</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>8.3</b>

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### **BACKGROUND/PROPOSAL:**

Each year the Town receives more grant requests than it can fund. On May 27, 2019 Council approved Policy A-012-00 Grants to Organization which was developed in order to treat all organizations fairly and consistently with requests for funding. The intention of the *Town of Sundre Grants Program* is to share available resources throughout the Town. Supporting volunteer, community-based organizations is fundamental to maintaining our quality of life.

Grants are intended to provide modest levels of support and assistance to community non-profit organizations and other organizations with a demonstrated need. The intent is to enhance a project, program, service or other, but is not intended to sustain the organization. The program attempts to balance on-going needs and a rotation of new applicants.

The Grants Review Committee met on Tuesday, June 18, 2019 and have provided recommendations to Council for the 2019 Grant program ending June 2019..

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

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

<b>Organization</b>	<b>Requested</b>	<b>Recommendation</b>
River Valley School – Outdoor Classroom	\$30,000	\$15,000
Sundre & District Museum – Landscape Improvement	\$430.84	\$435
Sundre & District Museum – Canada Day	\$2,500	\$1500
Wagons west RV Park – Slingshot	\$1,500	\$1500
Sundre Rodeo & Race Association – 2019 Rodeo Events	\$1,500	\$750
Rusty Brush Arts & Gifts – Sundre Fine Arts Expo	\$1,500	\$1000
Play 4 Kidz Sundre – Donation Golf Tournament	\$500	\$500
Community Gazebo Project	\$1,500	\$1,500

**ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority Plan 2. Service Delivery

2.1 Continue to promote recreational opportunities; and

Strategic Priority Plan 3. Community Well-being

3.3 Continue to work with and value community groups.

**ADMINISTRATION RECOMMENDATIONS:**

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

**MOTION:**

That the Town of Sundre Council approve the following 2019 Grants to Organizations:

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

Date Reviewed: June 20, 2019 CAO: Linda Nelson



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 24, 2019</b>
<b>SUBJECT</b>	<b>Proclamation – National Drowning Prevention Week</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>8.4</b>

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### **BACKGROUND/PROPOSAL:**

The Lifesaving Society Alberta and Northwest Territories Branch is asking the Town of Sundre Council to Proclaim July 21-27, 2019 as NATIONAL DROWNING PREVENTION WEEK.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The Lifesavings Society designates the third week in July as National Drowning Prevention Week (NDPW) to focus community and media attention on the drowning problem and drowning prevention.

### **ALIGNMENT WITH STRATEGIC PLAN**

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

### **ADMINISTRATION RECOMMENDATIONS:**

That Council Proclaim July 21-27, 2019 as National Drowning Prevention Week.

### **MOTION:**

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

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

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

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

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

### **ATTACHMENTS:**

- Supporting Letter

Date Reviewed: <u>June 20, 2019</u> CAO: <u>Amie Nabe</u>
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## NATIONAL DROWNING PREVENTION WEEK PROCLAMATION

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

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

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

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

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

DATED THIS 24<sup>th</sup> DAY OF JUNE 2019

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Deputy Mayor, Richard Warnock



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 24, 2019</b>
<b>SUBJECT</b>	<b>Awarding of Main Avenue West Phase 2 Tender</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Operational Services</b>
<b>AGENDA ITEM</b>	<b>8.5</b>

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### **BACKGROUND/PROPOSAL:**

The Request for Proposal Tender documents for the Main Avenue Phase 2 Upgrade closed on Thursday, June 20<sup>th</sup>.

The Town's Engineers CIMA+ will be reviewing the documents on Friday, June 21.

The project is scheduled to begin on August 1, 2019.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

As the results of the tenders were not available at the time the Council meeting agenda was sent out, Council will be presented with the information and recommendations at the Council meeting on Monday, June 24<sup>th</sup>.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 5. Infrastructure

- 5.2 Continue to work with Alberta Transportation on the ultimate design of Highway 22/27 through Sundre; and working towards goal:
- 5.3 Complete the Master Infrastructure Study and develop a long-range capital plan.

### **ADMINISTRATION RECOMMENDATIONS:**

### **MOTION:**

That the Town of Sundre Council Award the Tender for the Main Avenue West Phase 2 to \_\_\_\_\_ in the amount of \$\_\_\_\_\_.

Date Reviewed: \_\_\_\_\_

CAO: Amie Nelson



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 24, 2019</b>
<b>SUBJECT</b>	<b>Awarding of Tender for Sundre Lagoon Critical Infrastructure Upgrade</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Operational Services</b>
<b>AGENDA ITEM</b>	<b>8.6</b>

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### **BACKGROUND/PROPOSAL:**

The last update for the Town of Sundre wastewater lagoon system was over 38 years ago. The air blower compressors are not supported in the industry and maintenance parts of these units are nonexistent. In this project a septage receiving station to properly receive outside sewage will be installed as well as the necessary buildings, piping assemblies and ground works will be completed.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

This project is a precursor to the future lagoon wastewater upgrades that will required by AE&P and Environment Canada. The blowers will not continue to operate properly awaiting this future timeline. The septage receiving station has been identified as a mitigation initiative to protect the existing system from outside pollutants. The completion of this project will reduce the future tasks associated with the regulatory and will operate within those upgrades.

CDM Mechanical Ltd.	\$1,005,820.22
Chandos Construction	964,630.00

The Town's Engineers CIMA+ recommends awarding the tender to CDM Mechanical Ltd. Based on the highest score.

In addition to the tender price CIMA+ recommends budget a project contingency of 5% of the project costs (approximately \$50,000) and to budget for Materials Testing (\$5,000) and PLC and SCADA Programming \$15,000. The overall construction budget is \$1075,820.22.

### **ALIGNMENT WITH STRATEGIC PLAN**

To ensure the Town's future sustainability.

### **ADMINISTRATION RECOMMENDATIONS:**

That Council award the tender as recommended by CIMA+.



**MOTION:**

That the Town of Sundre Council Award the Tender for the Sundre Lagoon Critical Infrastructure Upgrade to CDM Mechanical Ltd. in the amount of \$1,005,820.22.

AND

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

Date Reviewed: June 20, 2019 CAO: Amide Nebu



June 13, 2019

EMAIL ONLY:

Mr. Jim Hall

Town of Sundre  
717 Main Ave W,  
Sundre, AB T0M 1X0

Subject: **Sundre Lagoon Critical Infrastructure Upgrade  
Award Recommendation and Project Budget Summary  
C04-00223**

CIMA+ is assisting Town of Sundre in the upgrade of the Town's lagoon system mechanical components. This upgrade is an urgent replacement of the components that are near the end of its useful life (aeration blower). Also, this project is an initial phase of the upgrade of the Town's wastewater treatment system to meet the upcoming Alberta Environment requirements: the project includes a new septage receiving station, the blower and blower building. These components are planned to be used as part of the future wastewater treatment set up.

On behalf of Town of Sundre CIMA+ administered the bidding process for the Sundre Lagoon Critical Infrastructure Upgrades Contract. The bids were requested prior to 2:00pm on Wednesday, June 5, 2019. Two bids were submitted. No arithmetic errors were found in the bids, the required bid bond and consent of surety form were provided.

The bids were submitted by CDM Mechanical Ltd and Chandos Construction. The summary of two bids and a copy of each bid are attached. The submissions are evaluated based on the three categories: (1) exceptions from the contract, (2) use of locally available electrical subcontractor and response time, and (3) total cost as per contract specification. The summary of evaluation scores is enclosed.

Based on the references review, and pricing comparison, CDM Mechanical Ltd. obtained the highest score. CIMA+ recommends award of *Sundre Lagoon Upgrades* to CDM Mechanical Ltd. in the amount of \$1,005,820.22 (\$1,056,111.23 including GST).

In addition to the tendered price we also recommend budgeting a project contingency in the amount of 5% of the project costs (\$50,000). CIMA+ will issue the "Notice of Award" and prepare and issue Contract Documents following confirmation by Town of Sundre.

Other items that should also be budgeted within this project are Materials Testing (\$5,000), and PLC and SCADA Programming (\$15,000).

Overall expected construction budget is \$1,075,820.22 (**\$1,129,611.23** including GST).



Mr. Jim Hall

- 2 -

We look forward to continue working with you on this project. If you have any further questions, please do not hesitate to contact the undersigned.

Yours sincerely,

Pavel Manchinskiy. P.Eng.  
Project Engineer



PM:lx  
Encl : Tender Summary and Evaluation of Rated Criteria  
Contractors' Submissions

**Town of Sundre**

Lagoon Upgrades

Tender Summary and Comparison

Closing Date: June 5, 2019 2:00:00PM

File:

**EVALUATION OF RATED CRITERIA**

<b>Category: Rated Criteria</b>	<b>CDM Mechanical</b>	<b>Chandos</b>
Exceptions from the contract-10 points	10	9
Use of locally available electrical subcontractor-15 points	15	9
Electrical Contractor	Klis Electric	Bighorn Electrical
Total Cost -75 points	69	75
Total Cost, incl. GST	\$ 1,056,111	\$ 964,629.75
Total Score	94	93
General Comments	No exceptions to contract. No negative reviews from references	Minor exceptions to contract. References confirmed good work quality, however, the response time may be longer than required



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 24, 2019</b>
<b>SUBJECT</b>	<b>Amendments to Council Code of Conduct Bylaw</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>8.7</b>

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### **BACKGROUND/PROPOSAL:**

As per Section 146.1 of the *Municipal Government Act*, Town of Sundre Council passed a Council Code of Conduct Bylaw on October 10, 2017.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Article 1.1 of the Bylaw states that the Bylaw should be reviewed to ensure the Bylaw is current and remains relevant.

### **ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 1. Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

### **ADMINISTRATION RECOMMENDATIONS:**

A resolution will be developed at Council's discretion.

### **MOTION:**

That the Town of Sundre Council direct Administration to set a meeting date with the Bylaw and Policy Review Committee to bring the Council Code of Conduct Bylaw up to date.

Date Reviewed: <u>June 20, 2019</u> CAO: <u>Linda Nebo</u>
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## TOWN OF SUNDRE

### BYLAW NO. 15.17

#### BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO REGULATE THE CONDUCT OF COUNCIL.

**WHEREAS** Section 146.1 of the *Municipal Government Act* provides that a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

**WHEREAS** the *Code of Conduct for Officials Regulation, AR* provides that a Code of Conduct must contain certain provisions;

**WHEREAS** the Town of Sundre Council recognizes that the constituents of the Town of Sundre elected Members of Council for the purpose of providing effective leadership for the Town of Sundre and its residents;

**WHEREAS** each individual Councillor of the Town of Sundre Council hereby commits to upholding this Code of Conduct for the purpose of ensuring that Councillors of the Town of Sundre maintain appropriate conduct when carrying out their roles as Councillors;

**WHEREAS** this Code of Conduct must be reviewed every four years from date of passing; and

**WHEREAS** the Chief Administrative Officer Bylaw is incorporated by reference into the Code of Conduct.

**SHORT TITLE:** This Bylaw shall be called the "Council Code of Conduct".

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

##### 1.0 GUIDING PRINCIPLES

- 1.1 Council should review this Code of Conduct annually at the Organizational Meeting, to ensure that the Bylaw is current and remains relevant to the day to day conduct of Council and individual Councillors.
- 1.2 Councillors are expected to formally and informally review this Code of Conduct, and their adherence thereto on a regular and ongoing basis.

##### 2.0 MUNICIPAL PURPOSES

- 2.1 The purposes of the Municipality of Sundre are to:
  - a) to provide good government;
  - b) to foster the well-being of the environment;
  - c) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and
  - d) to develop and maintain safe and viable communities and
  - e) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

##### 3.0 DEFINITIONS

- 3.1 "Chief Administrative Officer" has the meaning prescribed under the Municipal Government Act, and may be referred to as the "CAO".

- 3.2 "Conflict of Interest"** means an occurrence where a Councillor's personal or private interests are, or may be perceived as, influencing the Councillor on a matter of public interest before Town Council, including occurrences which may result in common law bias, including direct or indirect pecuniary interest, prejudgment, close mindedness or undue influence.

A Conflict of Interest occurrence also includes using the Councillor's position, confidential information or Town of Sundre employees, materials, or facilities for personal or private gain or advancement or the expectation of personal or private gain or advancement. A Conflict of Interest may include advancing the interests of the Councillor's family, friends or business associates.

- 3.3 "Complained of Councillor"** means the councillor against whom a complaint has been made under this code of conduct.
- 3.4 "Councillor(s)"** has the meaning described under the *Municipal Government Act*, including an individual elected member of the Town of Sundre Council and the chief elected official (Mayor).
- 3.5 "Council"** means the Town of Sundre Council.
- 3.6 "In Camera"** means "in private" meeting. It involves a confidential meeting, or a portion of a meeting, taking place with only Council members, the CAO, or any other person invited by Council, present.
- 3.7 "Committee of the Whole"** refers collectively to those Members of Council present when Council moves to sit as a Committee;
- 3.7 "MGA"** means the *Municipal Government Act*.
- 3.8 "Pecuniary Interest"** means those occurrences as prescribed in the *Municipal Government Act, R.S.A. 2000 Chapter M-26*.
- 3.9** The **"Town"** means the municipality of Sundre.

#### **4.0 CODE OF CONDUCT FOR COUNCILLORS**

The Council has adopted the following principles to ensure that all Councillors act honestly, in good faith and in the best interests of the Town. The purpose of this Bylaw is to establish effective governance through proper conduct.

The Town of Sundre Councillors each agree and commit to the following rules of conduct:

- 4.1** To act honestly and in good faith at all times,
- 4.2** To engage in respectful, fulsome and healthy debate on matters in Council meetings, and subsequently, to support the decision of Council,
- 4.3** To respect all opinions of other Councillors,
- 4.4** To publicly express personal opinions in such a manner that maintains respect for Council, other Councillors and any decisions made by Council or a Council committee,



- 4.5 To ensure that any public statements are clearly stated to reflect the personal opinion of the Councillor, not the opinion or position of Council as a whole, unless given express authorization by Council to represent Council's position on an issue,
- 4.6 To strictly follow the Pecuniary Interest requirements provisions of the *MGA R.S.A. 2000 Chapter M-26*,
- 4.7 To avoid occurrences which may result in a Conflict of Interest,
- 4.8 To avoid occurrences where it may be perceived that the Councillor is using their position on Council to gain a personal or pecuniary benefit,
- 4.9 To refrain from seeking the award of written service or supply contracts; to refrain applying for positions of employment with the Town, while holding the position of Councillor in order to avoid any public perception that the Councillor is using their position on Council to gain a personal or pecuniary benefit. It is acknowledged and agreed that the Town will not award any written service or supply contracts nor make offers of employment to any person who holds the position of Councillor,
- 4.10 To incur expenses in a responsible and reasonable manner,
- 4.11 To act with professionalism, and respect when interacting with other members of Council, administration, members of the public and other government officials,
- 4.12 To consider the welfare and interests of the Town as a whole, and to bring to Council's attention anything that would promote the welfare or interests of the Town,
- 4.13 To actively participate in all Council and Council committee meetings and meetings of other bodies to which they are appointed by the council in good faith,
- 4.14 To obtain information about the operation or administration of the Town from the CAO,
- 4.15 To participate generally in developing and evaluating the policies and programs of the Town,
- 4.16 To keep in confidence all matters discussed in private at a Council committee meeting until that matter is discussed at a public meeting,
- 4.17 To demonstrate fairness, accountability and open mindedness on all matters,
- 4.18 To refrain from improper use of their position as a Councillor to:
  - 4.18.1 gain, or attempt to gain or advance, directly or indirectly, a personal or private interest for him/herself or another person,
  - 4.18.2 cause, or attempt to cause, detriment to the Town, the Town Council or any individual Councillor, cause, or attempt to cause, detriment to any member of the Town administration or staff, or
  - 4.18.3 seek personal benefit or gain from any information obtained through their position as a Councillor.

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- 4.19 A council or a councillor must not exercise a power or function or perform a duty that is by this, or other enactment or bylaw, specifically assigned to the CAO or a designated officer. (*MGA Section 201 (2)*),
- 4.20 To perform any other duty or function imposed on councillors by this or any other enactment or by the council,
- 4.21 To promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring municipalities,
- 4.22 To participate in orientation training and other training opportunities with regard to the roles and responsibilities of Council,
- 4.23 Councillors shall dress in a manner that upholds the dignity and decorum of the Municipal Office during all council meetings.
- 4.24 To adhere to all Town bylaws, policies, and procedures,
- 4.25 Adhere to the code of conduct.

## **5.0 CODE OF CONDUCT IN PRACTICE**

### **5.1 Council Decisions**

- 5.1.1 Council meetings are the appropriate forum for healthy and fulsome debate and discussion of matters before Council,
- 5.1.2 All Councillors must be given a full opportunity to address issues before Council in a full, open and professional manner, to encourage and promote healthy debate of issues,
- 5.1.3 Council decisions are made by majority vote by the Councillors. The decision of Council must be accepted and respected by all Councillors even if some individual Councillors do not agree with the majority decision,
- 5.1.4 While an individual Councillor may publicly state that they did not vote with the majority of Council on an issue, this must be made in a manner that respects Council, Council's decision and other members of Council,

### **5.2 Councillor Expenditures**

- 5.2.1 When incurring expenditures, Councillors shall act responsibly and respect that public monies must be used for the public good,
- 5.2.2 Councillors shall avoid waste, abuse and inappropriate expenditure in the use of public monies and resources,
- 5.2.3 Councillors shall be open and accountable with respect to all expenditures,
- 5.2.4 Councillors shall strictly adhere to all Town guidelines addressing expenditures and reimbursement.

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### **5.3 Dealings with Town administration, staff and members of the public**

**5.3.1** Councillors shall respect the professional opinion of Town administration and staff,

**5.3.2** Councillors shall not abuse relationships or dealings with Town administration or staff by attempting to take advantage of their position as Councillors. Councillors must refrain from behaviour which may be perceived to be bullying of staff,

**5.3.3** All requests for information shall be directed through the CAO,

**5.3.4** Councillors may meet with the CAO at any time. However, Councillors must not meet with any staff member(s), and must not discuss municipal business at any time, without the CAO present, unless authorized by the CAO.

**5.3.5** Councillors will treat all people with professionalism, courtesy and respect.,

**5.3.6** Councillors will treat all people in good faith and without bias and shall not discriminate against any person on the basis of:

**5.3.6.1** differences in personal opinions, or

**5.3.6.2** race, ancestry, place of origin, colour, ethnic origin, culture, citizenship, religion, creed, language, gender, sexual orientation, age, family status, disability or occupation.

**5.3.7** It is the sole responsibility of the CAO to hire, discipline, and terminate staff, and that all information pertaining to staff employment matters is confidential. No member of Council, either as an individual or as a group, shall interfere with the CAO role in the hiring, disciplinary action, or termination of any staff member, by way of coercion, persuasion, threats, intimidation, bullying, or any other form of influence. The CAO shall immediately report any incident of this nature to Council as a whole.

### **5.4 Pecuniary Interest**

**5.4.1** It is the individual responsibility of each Councillor to be aware of the Pecuniary Interest provisions and the disclosure and procedure requirements as established in *MGA*,

**5.4.2** It is the individual responsibility of each Councillor to seek independent legal advice with respect to any occurrence which may result in Pecuniary Interest, at their own expense,

**5.4.3** If a Councillor believes that they may have or may reasonably be perceived to have a Pecuniary Interest in a matter before Council or a Council Committee, they shall follow the Pecuniary Interest disclosure and procedure requirements as established in the *MGA* including:

**5.4.3.1** Stating the general nature of their Pecuniary Interest at the meeting prior to any discussion of the matter. This will be done on every occasion that the matter arises before Council or Council committee,

**5.4.3.2** Refraining from discussing the matter with Council,



**5.4.3.3** Subject to 5.4.3, leaving the room in which the meeting is held prior to the matter being discussed until discussion and voting on the matter has concluded, *MGA*, section 172(1)(d),

**5.4.3.4** The decision with respect to whether or not the Councillor may have a Pecuniary Interest is the individual Councillor's decision to make, in accordance with the *MGA*.

**5.4.4** Where a Councillor believes that they may have a Pecuniary Interest in a matter before Council or a Council committee, they should:

**5.4.4.1** Notify the Mayor or Chair of the meeting before the matter is considered that the Councillor has a Pecuniary Interest in the matter,

**5.4.4.2** Complete the "Disclosure of Pecuniary Interest" form attached as Schedule "A" prior to the consideration of the matter at the meeting. The "Disclosure of Interest" form shall be received by the Mayor or Chair of the meeting, be read into the meeting minutes and delivered by the Mayor or the Chair to the CAO or his designate. The CAO shall file and maintain the "Disclosure of Interest" forms.

## **5.5 Conflict of Interest**

**5.5.1** Receipt and giving of gifts can result in a perceived Conflict of Interest. With the exception of token and minor gifts (having an estimated value under \$50.00), Councillors shall provide a written declaration to the CAO detailing the acceptance of any gifts including estimated value and the donor of the gift, form attached as Schedule "B",

**5.5.2** While token and minor gifts can be accepted by Councillors, substantial or material gifts, (over \$50.00), should either be rejected by Councillors or accepted on the condition that the gift is accepted on behalf of Council and donated to a local charity,

**5.5.3** This bylaw does not apply to gifts donated to the Town, nor to gifts or hospitality that are normally received as a matter of protocol or social obligations that normally accompany the position of Councillor and which are not related to any particular transaction or activity of the Sundre or decision by Council,

**5.5.4** Councillors shall not engage in any activity, which is incompatible or inconsistent with the discharge of a Councillor's duties and obligations as an elected official in the Town,

**5.5.5** The decision with respect to whether or not the Councillor may have a Conflict of Interest is the individual Councillor's decision to make,

**5.5.6** A councillor may seek the advice of the CAO respecting a potential conflict prior to the matter coming before council.

**5.5.7** It is the individual responsibility of each Councillor to seek independent legal advice with respect to any situation that may result in a Conflict of Interest.



## **5.6 Use and Disclosure of Information**

**5.6.1** Councillors must not use information gained through their position on Council for any private or personal benefit or gain,

**5.6.2** Councillors shall inform themselves of and strictly adhere to the provisions of the *Freedom of Information and Protection of Privacy Act, R.S.A. 2000, Chapter F-25* with respect to the access to, gathering, use and disclosure of information,

**5.6.3** Councillors must not release, disclose, publish or comment on confidential information including any information received during an "in camera" meeting until such information is disclosed at a public meeting. This obligation continues in perpetuity,

**5.6.4** Councillors must not release information that is subject to solicitor-client privilege unless expressly authorized by Council or required by law to do so,

**5.6.5** Councillors must not misuse confidential information gained by virtue of their position as Councillor that is not in the public domain, including e-mails and correspondence from other Councillors or third parties, such that it may cause harm, detriment or embarrassment to the Town, Council, other Councillors, Town of Sundre administration or staff, members of the public or third parties, or such that it may create a benefit to themselves, the Town, Council, other Councillors, Town administration or staff, members of the public or third parties.

## **6.0 SANCTIONS FOR BREACHING THE CODE OF CONDUCT**

**6.1** If a Councillor fails to adhere to the Code of Conduct, any or all of the following sanctions may be imposed:

**6.1.1** Letter of reprimand addressed to the councillor,

**6.1.2** A request to the councillor to issue a letter of apology,

**6.1.3** Publication of the letter of reprimand or request for apology and the councillor's response,

**6.1.4** Require the councillor to attend training,

**6.1.5** Suspension or removal of the appointment of a councillor as the chief elected official under section 150(2) of the *MGA*,

**6.1.6** Suspension or removal of the appointment of a councillor as the deputy chief elected official or acting chief elected official under section 152 of the *MGA*,

**6.1.7** Suspension or removal of the chief elected official's presiding duties under section 154 of the *MGA*,

**6.1.8** Suspension or removal from some or all of council committees and bodies to which council has the right to appoint members,

**6.1.9** Reduction or suspension of remuneration as defined in section 275.1 of the MGA corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

This code of conduct, or sanctions imposed under this code of conduct shall not prevent any councillor from fulfilling the legislated duties of a councillor.

## **7.0 COMPLAINT PROCESS FOR BREACHING CODE OF CONDUCT**

**7.1** Any elector of the Town of Sundre may make a complaint alleging a breach of the code of conduct. Complaints regarding a Councillor's conduct be submitted in writing to Council through the CAO, using the form attached as Schedule "C",

**7.2** Where a contravention of any provision in this Code of Conduct is alleged, Council shall, upon request of any member of Council, hold a special meeting of Committee of the Whole within 30 days of the complaint, to determine if the Council member has breached this bylaw. All discussions surrounding both alleged and substantiated violations of this code shall be conducted during an In-Camera meeting of Council, with the intent that the discussion shall remain confidential under the appropriate sections of the *Freedom of Information and Protection of Privacy (FOIP) Act*,

**7.3** The Complained of Councillor shall be given opportunity to address Council at the meeting referred to in section 7.2, and will be provided with sufficient time to address the alleged breach of confidentiality. The Complained of Councillor shall be permitted to introduce evidence, including witnesses to support their position, and may be represented by legal counsel. Should the Complained of Councillor have legal counsel, then the Town shall have the right to legal representation. Should Council determine that a member has potentially breached the Code of Conduct, Council shall rise and report that such a determination has been made, and shall, at a special open Council session called for that purpose, pass a Resolution that shall require the member to appear before an In-camera Committee of the Whole meeting to be sanctioned,

**7.4** The Sanction shall be ratified by Resolution at a Regular Meeting of Council,

**7.5** All Sanctions under this By-Law shall be fair and in keeping with the severity of the infraction, giving due regard to the Councillor's previous conduct,

**7.6** Nothing in this Section restricts or attempts to countermand a Councillor's legal right to challenge a decision by Council through established legal channels.

## **8.0 SEVERABILITY**

**8.1** Should any section, subsection, clause or provision of this Bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this bylaw as a whole or any part thereof, other than the part so declared to be invalid.

**TOWN OF SUNDRE**

**BYLAW NO. 15.17**

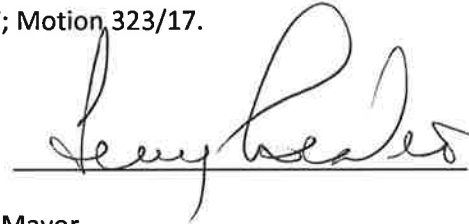
**BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO REGULATE THE CONDUCT OF COUNCIL.**

Read for a first time on this 10<sup>TH</sup> day of October 2017; Motion 320/17

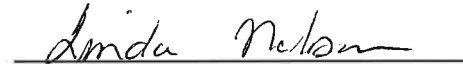
Read for the second time on this 10<sup>th</sup> day of October 2017; Motion 321/17

Received Unanimous Consent for third Reading this 10<sup>th</sup> day of October 2017; Motion 322/17

Read for the third time on this 10th day of October 2017; Motion 323/17.



Mayor



Chief Administrative Officer



## SIGNATURE

The undersigned member of Council hereby acknowledges receipt of a copy of By-law 15.17, being the Mayor and Councillor's "Code of Conduct By-law".

---

PRINTED NAME

---

Signature of Member of Council

---

Date of Signature Acknowledgement of Receipt of Code of Conduct Bylaw

NOTE: The member of Council acknowledges that two copies of the By-law were provided to the member. One signed copy of the By-law was returned to the CAO and the duplicate copy was retained by the member of Council.

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**Schedule "A"**

**Disclosure of Pecuniary Interest Form**

**Name of Councillor:** \_\_\_\_\_

**Date of Council/Committee Meeting:** \_\_\_\_\_

**Agenda Item No.:** \_\_\_\_\_

**Agenda Item Description:** \_\_\_\_\_

**Describe general nature of Pecuniary Interest:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dated this** \_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_.

**Signature of Councillor:** \_\_\_\_\_



**Schedule "B"**

**GIFTS & GRATUITIES REGISTER**

DATE: \_\_\_\_\_

GIFT GIVEN TO: \_\_\_\_\_

GIFT FROM: \_\_\_\_\_

GIFT: \_\_\_\_\_

VALUE: \_\_\_\_\_

DISPOSITION: \_\_\_\_\_

\_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mayor/Chief Administrative Officer



## TOWN OF SUNDRE

### Council and Committee Member Code of Conduct Complaint Protocol

#### Formal Complaint Form / Affidavit

I, \_\_\_\_\_ (please print) of the Town of Sundre, in the Province of Alberta, do solemnly swear/affirm, and declare that the following contents of this affidavit as subscribed are true and correct:

Civic Address: \_\_\_\_\_; Mailing Address: \_\_\_\_\_

of the City/Town of \_\_\_\_\_, in the Province of \_\_\_\_\_, Postal Code \_\_\_\_\_

I have personal knowledge of the facts as set out in this Affidavit because (insert reason e.g. I work for..., I attended a meeting at which..., etc.) I have reasonable and probable grounds to believe that \_\_\_\_\_ (name of member) has contravened section(s) \_\_\_\_\_ of the Council Code of Conduct for the Town of Sundre. The particulars of which are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
(Set out the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space please use the attached Schedule "A" form and check the appropriate box below. If you wish to include exhibits to support this complaint, please refer to the exhibits as Exhibit "A", "B", etc., and attach them to this Affidavit.)

☐ Please see the attached Schedule "C"

This Affidavit is made for the purpose of requesting that this matter be reviewed by the Council and/or the Chief Administrative Officer of the Town of Sundre and for no other purpose.

SWORN BEFORE ME at the City/Town of \_\_\_\_\_, )

in the Province of Alberta, )

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ )

)

)

NAME

)

A Commissioner for Oath in and for the Province of Alberta )

Note: This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. The Criminal Code of Canada provides that: everyone commits perjury who, with intent to mislead, makes before a person who is authorized by law to permit it to made before him a false statement under oath or solemn affirmation by affidavit, solemn declaration or deposition or orally, knowing that the statement is false, is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years. (Section 131, 132), or by summary conviction (Section 134). Signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R.S.C. 1985, c. C-46 and also to civil liability for defamation.

## SCHEDULE "C"

## Formal Complaint of the Council Code of Conduct

(if more than one page is required, please photocopy this blank page and mark each additional page as "2 of 2", "2 of 3", etc. in the top right corner.)

[illegible]

SWORN BEFORE ME at the City/Town of \_\_\_\_\_,)

in the Province of Alberta, )

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_) \_\_\_\_\_

)

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)

)

## A Commissioner for Oath in and

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for the Province of Alberta

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NAME

dn



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 24, 2019</b>
<b>SUBJECT</b>	<b>Departmental Reports</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>9.1</b>

---

### **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

### **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 May 2019, as information.

### **ATTACHMENTS:**

Department Reports (7)

Date Reviewed: <u>June 20, 2019</u> CAO: <u>Linda Nelson</u>
--

## SCHEDULE A

**Mayor Terry Leslie**

\$ 15,000.00

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

<i>Mayor Leslie Continued</i>		Expense	Cost	Balance
2019-04-17	Regina SK Wastewater Treatment Investigation	Per Diem	\$ 175.00	\$ 9,886.61
	Regina SK Wastewater Treatment Investigation	Mileage	\$ 509.30	\$ 9,377.31
	Regina SK Wastewater Treatment Investigation	Accommodation	\$ 129.92	\$ 9,247.39
2019-04-18	Return to Sundre from SK (9:00 p.m.)	Per Diem	\$ 175.00	\$ 9,072.39
2019-04-29	CPPA Conference (Red Deer)	Accommodation	\$ 316.12	\$ 8,756.27
2019-04-29	CPPA Conference (Red Deer)	Per Diem	\$ 175.00	\$ 8,581.27
	CPPA Conference (Red Deer)	Meal	\$ 18.25	\$ 8,563.02
2019-04-29	CPPA Conference (Red Deer)	Per Diem	\$ 175.00	\$ 8,388.02
2019-05-01	CPPA Conference (Red Deer)	Per Diem	\$ 175.00	\$ 8,213.02
	CPPA Conference (April 29 to & May 1 Return	Mileage	\$116.00	\$ 8,097.02
2019-05-16	Red Deer River Municipal Users Group	Per Diem	\$ 175.00	\$ 7,922.02
	Red Deer River Municipal Users Group	Mileage	\$ 121.52	\$ 7,800.50
2019-05-22	Central AB Mayors & Reeves Meeting	Per Diem	\$ 90.00	\$ 7,710.50
	Central AB Mayors & Reeves Meeting	Mileage	\$ 106.06	\$ 7,604.44
2019-05-23	ICC Meeting	Per Diem	\$ 90.00	\$ 7,514.44
2019-05-29	Smart Cities Network round Table (Olds)	Per Diem	\$ 175.00	\$ 7,339.44
	Smart Cities Network round Table (Olds)	Mileage	\$ 45.30	\$ 7,294.14
03-Jun-19	Meeting with Jason Nixon, MLA (Edmonton)	Per Diem	\$ 175.00	\$ 7,119.14
	Meeting with Jason Nixon, MLA (Edmonton)	Mileage	\$ 276.19	\$ 6,842.95
2019-06-11	Lobby Government Effective Seminar (Olds)	Per Diem		\$ 6,842.95
	Lobby Government Effective Seminar (Olds)	Mileage		\$ 6,842.95
2019-06-11	Summer Leadership Conference Ponoka AB	Accommodation	\$ 137.57	\$ 6,705.38
	Summer Leadership Conference Ponoka AB	Mileage		\$ 6,705.38
	Summer Leadership Conference Ponoka AB	Per Diem		\$ 6,705.38
2019-06-11	Summer Leadership Conference Ponoka AB	Meal	\$ 24.00	\$ 6,681.38
2019-06-12	Summer Leadership Conference Ponoka AB	Registration	\$ 100.00	\$ 6,581.38
	Summer Leadership Conference Ponoka AB	Mileage		\$ 6,581.38
			\$ 8,418.62	\$ 6,581.38
			<b>Spent</b>	<b>Remaining</b>

**Councillor Todd Dalke**

\$ 6,000.00

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

**Councillor Cheri Funke**

\$ 6,000.00

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



**Councillor Paul Isaac**

\$ 6,000.00

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

**Councillor Charlene Preston**

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2019-03-09	Budget Workshop	Per Diem	\$ 112.50	\$ 5,887.50
			\$ 112.50	\$ 5,887.50
			<b>Spent</b>	<b>Remaining</b>

**Councillor Richard Warnock**

\$ 6,000.00

Date	Description	Expense	Cost	Balance
2019-01-24	Meeting with Regional Council Members	Per Diem	\$ 90.00	\$ 5,910.00
2019-03-14	Budget Meeting	Per Diem	\$ 112.50	\$ 5,797.50
2019-04-04	Spring Workshop (Service Levels)	Per Diem	\$ 175.00	\$ 5,622.50
2019-04-04	Mountain View Seniors' Housing Gala	Mileage	\$ 44.08	\$ 5,578.42
22-May-19	Central AB Mayor's Meeting (Red Deer)	Mileage	\$ 106.06	\$ 5,472.36
2019-05-22	Central AB Mayor's Meeting (Red Deer)	Per Diem	\$ 90.00	\$ 5,382.36
2019-05-23	ICC Pre-Meeting and Meeting (3 hrs)	Per Diem	\$ 175.00	\$ 5,207.36
2019-06-11	Lobby Government Effective Seminar (Olds)			
			<b>\$ 792.64</b>	<b>\$ 5,207.36</b>
			<b>Spent</b>	<b>Remaining</b>

**Councillor Robert Wolfe**

\$ 6,000.00

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

# 2019 MOTION LOG

	May 13, 2019 Regular Council Meeting	
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 amend the Land Use Bylaw District Map by changing the land use designation of Ptn. SW 1/4, Sec. 2, Twp. 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.	
198-13-05-19	MOVED by Councillor Preston that the Minutes of the Regular Council Meeting held on April 15, 2019 be approved as presented.	
199-13-05-19	MOVED by Councillor Wolfe that the Minutes of the Special Council Meeting held on April 23, 2019 be approved as presented.	
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.	
201-13-05-19	MOVED by Councillor 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.	LN to meet with Mr. Crouch
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 1/4, Sec. 2, Twp. 33 Rg. 5, W5M from Urban Reserve District (UR) to Public Service District (PS).	
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 1/4, Sec. 2, Twp. 33 Rg. 5, W5M from Urban Reserve District (UR) to Public Service District (PS).	
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 1/4, Sec. 4, Twp. 33, Rge. 5, W5M from Public Service District (PS) to Central Commercial District (C1).	
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.	Ba to prepare agenda
206-13-05-19	MOVED by Councillor Preston that the Town of Sundre Council approve Policy A-012-00 POL Grants to Organizations as presented.	LS to put on website, work with SN to get information out
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.	
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 the the CAO be authroized to sign the agreement on behalf of the Town.	LN to sign agreement
209-13-05-19	MOVED by Councillor Warnock that the Town of Sundre Council approve a transfer of \$2,000 from the Community Services Restrict Surplus Account to be applied to the SPOG Neighbours' Day event for 2019.	
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.	

# 2019 MOTION LOG

211-13-05-19	MOVED by Councillor Warnock that the Town of Sundre Council direct Administration for 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.	<i>LN to develop Terms of Reference</i>
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.	
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.	<i>LN &amp; CS to present grid to Council in Fall 2019</i>
215-13-05-19	MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 8:08 p.m.	
	<b>May 27, 2019 Regular Council Meeting</b>	
216-27-05-19	MOVED by Councillor Funke that the Council of the Town of Sundre has received sufficient information to close the Public Hearing pertaining to Bylaw 2018-19, being a Bylaw to implement the Southwest Industrial Area Structure Plan in the SW 33-32-5-W5M.	
217-27-05-19	MOVED by Councillor Preston that the Agenda be approved as amended.	
218-27-05-19	MOVED by Councillor Warnock that the Minutes of the Regular Meeting of Council held on May 13, 2019, be approved as presented.	
219-27-05-19	MOVED by Councillor Warnock that the Town of Sundre Council direct Administration to meet with the Sundre & District Aquatic Society Board and the Agricultural Society to discuss and bring back a report to Council on the pros and cons and legal and taxation implications for the Town of Sundre to take over the operations of the Aquaplex.	<i>Admin to meet and bring back report to Council (June 24).</i>
220-27-05-19	MOVED by Councillor Dalke that the Town of Sundre Council thank Chris Vardas for attending the Council meeting and accept the presentation as information.	<i>Meet with Admin. re: tourism/parking</i>
221-27-05-19	MOVED by Funke that the Town of Sundre Council grant second reading to Bylaw 2019-09 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).	
222-27-05-19	MOVED by Dalke that the Town of Sundre Council grant third and final reading to Bylaw 2019-09 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).	
223-27-05-19	MOVED by Councillor Funke 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 \$1,307,200 for the purpose of Main Avenue West Upgrade (Phase 2).	<i>CA to submit to ACFA for debenture.</i>
224-27-05-19	MOVED by Councillor Warnock the Town of Sundre Council grant second reading to Bylaw 2018-19 as amended, being a bylaw to implement the Southwest Industrial Area Structure Plan (SWIASP) for the Town's southwest industrial area in the SW 33-32-5-W5M.	
225-27-05-19	MOVED by Councillor Preston the Town of Sundre Council grant third and final reading to Bylaw 2018-19, being a bylaw to implement the Southwest Industrial Area Structure Plan (SWIASP) for the Town's southwest industrial area in the SW 33-32-5-W5M.	
226-27-05-19	MOVED by Councillor Funke that the Town of Sundre Council approve Alternative Dispute Resolution Policy D-020-00-POL as presented.	

## 2019 MOTION LOG

[illegible]

May 27, 2019

Tall Timber RV Park Board of Directors  
Condominium Corporate No. 9913345  
Box 210  
Sundre AB T0M 1X0

**RE: Letter Dated May 24, 2019 – Delivered via Registered Mail**

Thank you for taking time to express your concerns of the proposed development adjacent to Tall Timber RV Park and the locations of culverts.

This letter is to inform you that Mayor Terry Leslie received your letter on Monday, May 27, 2019 via registered mail.

Administration will be contacting you to discuss this matter.

Sincerely,



Luana G. Smith, CLGM  
Legislative Services Assistant

Cc: Mayor Terry Leslie  
Linda Nelson, CAO  
Mike Marko, Director of Planning and Economic Development

May 28, 2019

Shannon Allison, Interim CAO  
Village of Cremona  
Box 10  
Cremona AB T0M 0R0

**Re: SDAB Training for Members and Clerks**

This letter is to inform you that the following individuals attended the Brownlee LLP Training for SDAB Members and Clerks on February 5, 2019:

Linda Nelson, Clerk  
Mike Beukeboom, Member  
Shelley Kohut, Member  
Betty Ann Fountain, Member  
Jon Allen, Clerk

These individuals have also been appointed by the Town of Sundre Council to the Intermunicipal Subdivision and Development Appeal Board with the Town of Didsbury, Town of Carstairs and Village of Cremona.

As per Ministerial Order MSL033/18, Section 3 of the *Subdivision and Development Appeal Regulation*, this information will be reported to the Minister through the annual Statistical Information Return.

If you require further information, please feel free to contact me at [luana.s@sundre.com](mailto:luana.s@sundre.com) or by phone 403.638.3551 ext. 114.

Sincerely,



Luana G. Smith, CLGM  
Legislative Services Executive Assistant

May 28, 2019

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

**Re: SDAB Training for Members and Clerks**

This letter is to inform you that the following individuals attended the Brownlee LLP Training for SDAB Members and Clerks on February 5, 2019:

Linda Nelson, Clerk  
Mike Beukeboom, Member  
Shelley Kohut, Member  
Betty Ann Fountain, Member  
Jon Allen, Clerk

These individuals have also been appointed by the Town of Sundre Council to the Intermunicipal Subdivision and Development Appeal Board with the Town of Didsbury, Town of Carstairs and Village of Cremona.

As per Ministerial Order MSL033/18, Section 3 of the *Subdivision and Development Appeal Regulation*, this information will be reported to the Minister through the annual Statistical Information Return.

If you require further information, please feel free to contact me at [luana.s@sundre.com](mailto:luana.s@sundre.com) or by phone 403.638.3551 ext. 114.

Sincerely,



Luana G. Smith, CLGM  
Legislative Services Executive Assistant



May 28, 2019

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

**Re: SDAB Training for Members and Clerks**

This letter is to inform you that the following individuals attended the Brownlee LLP Training for SDAB Members and Clerks on February 5, 2019 in Calgary, Alberta:

Linda Nelson, Clerk  
Mike Beukeboom, Member  
Shelley Kohut, Member  
Betty Ann Fountain, Member  
Jon Allen, Clerk

These individuals have also been appointed by the Town of Sundre Council to the Intermunicipal Subdivision and Development Appeal Board with the Town of Didsbury, Town of Carstairs and Village of Cremona.

As per Ministerial Order MSL033/18, Section 3 of the *Subdivision and Development Appeal Regulation*, this information will be reported to the Minister through the annual Statistical Information Return.

If you require further information, please feel free to contact me at [luana.s@sundre.com](mailto:luana.s@sundre.com) or by phone 403.638.3551 ext. 114.

Sincerely,



Luana G. Smith, CLGM  
Legislative Services Executive Assistant



## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Corporate Services</b>
<b>SUBMITTED BY</b>	<b>Chris Albert, Director of Corporate Services</b>
<b>DATE</b>	<b>June 20, 2019</b>
<b>FOR MONTH OF</b>	<b>May 2019</b>

<b>TOPIC #1</b>	<b>Debenture Borrowings:</b>
<b>ISSUES:</b> None	At Dec 31, 2018, the Town had 11 outstanding debenture commitments totaling \$5.4M with total annual payments of \$581,268.
<b>RESOLUTIONS/SUCCESSIONS:</b>	A 15-Year debenture with semi-annual payments of \$16,278.61, undertaken in 2004 for the purpose of Water Chlorination and New Water Well project, was PAID IN FULL.
<b>TOPIC #2</b>	<b>2019 Tax Sale:</b>
<b>ISSUES:</b> None	As at the end of May 2019 there are 4 properties subject to the regulations. Information will be brought forward to Council in early June to establish a tax sale date and minimum bids for any properties still delinquent at that time. The anticipated sale date will be early October 2019.
<b>RESOLUTIONS/SUCCESSIONS:</b>	Conversations are ongoing with property owners in order to settle accounts. There were 5 properties at the end of March, and 4 at the end of April.
<b>TOPIC # 3:</b>	<b>Main Avenue Upgrade (Phase 2) Borrowing Bylaw:</b>
<b>ISSUES:</b> None	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 is continuing. At the May 27, 2019 Regular Council Meeting, the Borrowing Bylaw was given second and third reading, acknowledging the fact there was no public response to the required two weeks of advertising which occurred on April 23 <sup>rd</sup> and 30 <sup>th</sup> . The application for financing will be submitted in July 2019 for receipt of funds in September 2019.
<b>RESOLUTIONS/SUCCESSIONS:</b>	Work in progress
<b>TOPIC # 4:</b>	<b>Level of Service documentation:</b>
<b>ISSUES:</b> None	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.
<b>RESOLUTIONS/SUCCESSIONS:</b>	Work in progress

<b>TOPIC # 5:</b>	<b>Staffing:</b>
<b>ISSUES:</b> Finding the right candidate	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.
<b>RESOLUTIONS/SUCCESES:</b>	Work in progress
<b>TOPIC # 6:</b>	<b>Financial Policies update:</b>
<b>ISSUES:</b> None	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.
<b>RESOLUTIONS/SUCCESES:</b>	Work in progress
<b>TOPIC 7:</b>	<b>Professional Development:</b>
<b>ISSUES:</b> None	No new opportunities were undertaken in May.
<b>RESOLUTIONS/SUCCESES:</b>	professional development is ongoing
<b>TOPIC 8:</b>	<b>Information Technology::</b>
<b>ISSUES:</b> <ul style="list-style-type: none"> <li>• Older software versioning</li> <li>• Older operating systems</li> <li>• Inconsistencies with individual computer setups and locations of user files creating issues for staff.</li> </ul>	In May 2019, there were a number of failures of older infrastructure components which required replacing. The wi-fi transmitters in the main office, as well as both of the backup servers were two of the more major failures experienced.  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.
<b>RESOLUTIONS/SUCCESES:</b>	Ongoing diagnostics and testing



## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Planning and Development</b>
<b>SUBMITTED BY</b>	<b>Mike Marko, Director of Planning and Economic Development</b>
<b>DATE</b>	<b>June 1, 2019</b>
<b>FOR MONTH OF</b>	<b>May 2019</b>

<b>TOPIC #1</b>	<b>Development and Building Permits (May)</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>• Development Permits – 3</li> <li>• Building Permits – 3</li> <li>• Electrical Permits – 8</li> <li>• Gas Permits – 1</li> <li>• Plumbing Permits – 0</li> </ul>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>• Development permits included 2-home occupations (discretionary use), 1-accessory building (permitted use).</li> <li>• Building permits included 1-building demolition, 1-basement development, 1-accessory building.</li> </ul>
<b>TOPIC #2</b>	<b>Real Property Reports</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>• No Real Property Reports issued in May.</li> </ul>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>• These reports facilitate the sale of a property.</li> </ul>
<b>TOPIC # 3:</b>	<b>Subdivision</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>• Langmead subdivision application (968 1st Ave NE) – applicant working with engineer to develop a drainage plan acceptable to Subdivision Authority. Administration also met with the Tall Timber Condominium Board to discuss drainage issues raised by Tall Timber concerning this subdivision proposal.</li> <li>• Bertram subdivision application (116 3rd St SW) – Subdivision Authority approved subdivision with conditions.</li> <li>• Golf Course subdivision (boundary adjustment) – Subdivision Authority approved subdivision with conditions.</li> </ul>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>• Langmead subdivision – will create one new residential lot.</li> <li>• Bertram subdivision – will result in land consolidation with adjacent lands for mixed use development (residential and commercial).</li> <li>• Golf Course subdivision – will result in reconfiguration of golf course parcel and adjacent lands for future development.</li> </ul>
<b>TOPIC # 4:</b>	<b>Southwest Industrial Area Structure Plan</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>• IMPC Meeting held on May 7, to present the draft ASP for discussion and to discuss any matters of concern from MVC.</li> <li>• Conclusion of Council Public Hearing on May 27.</li> </ul>

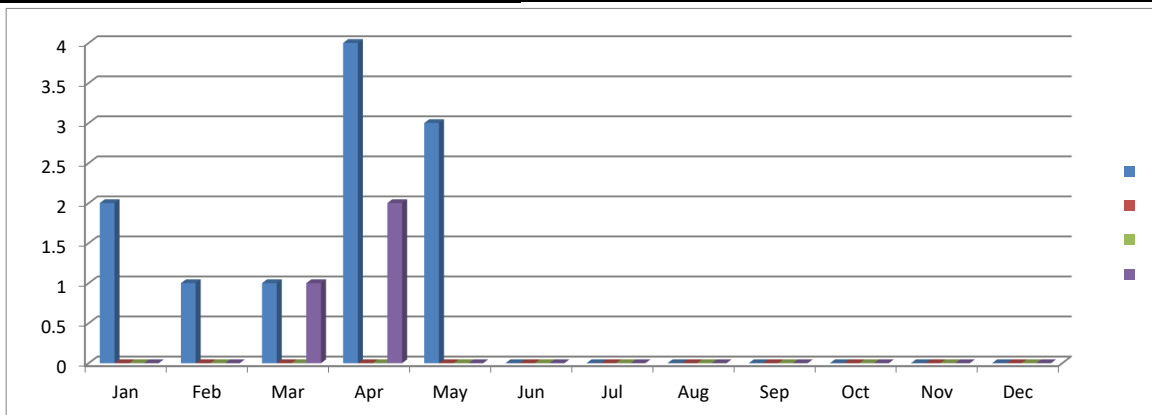
	<ul style="list-style-type: none"> <li>Second and third reading given on May 27 to Bylaw 2018-19 to adopt Southwest Industrial ASP, with amendments.</li> </ul>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>The approved ASP provides a framework for subdivision, redesignation and development affecting 64.7 ha (160 ac) of industrial lands in the Town of Sundre (new industrial park development).</li> <li>Approval process included collaboration and transparency of process with MVC through discussions with County Administration and IMPC members on matters of concern they identified.</li> </ul>
<b>TOPIC # 5:</b>	<b>Intermunicipal Development Plan (IDP)</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>IMCC meeting held on May 23 to discuss Terms of Reference for IDP Update.</li> </ul>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>Agreed by IMCC to hold a future IMCC workshop on the Terms of Reference, and directed Administration of both municipalities to collaborate and bring forward a list of IDP items requiring update.</li> <li>The process demonstrates continued collaboration and transparency with MVC through discussions with County Administration and IMCC members.</li> </ul>
<b>TOPIC # 6:</b>	<b>Land Use Bylaw Amendment</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>A Public Hearing was held on May 13 for Bylaw 2019-08, to address a subdivision boundary adjustment for the Sundre Golf Course lands, followed by 2nd and 3rd reading of the bylaw to implement a land use change from Urban Reserve District (UR) to Public Service District (PS) for the affected area.</li> </ul>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>The process for the parcel boundary adjustment and redesignation was efficient and transparent with the affected stakeholders.</li> </ul>
<b>TOPIC # 7:</b>	<b>Administrative</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>Filing Projects – ongoing.</li> <li>Staff Training – congratulations to Chelsea Mather for her accomplishment in writing the exam and achieving a 98% in the Safety Codes Council Permit Issuer's Course.</li> </ul>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>Improved departmental efficiencies, knowledge and team building.</li> <li>Improves overall departmental performance, transparency and stakeholder engagement.</li> </ul>

**LIST & PROVIDE ATTACHMENTS:  
(TOPIC/PROJECT DOCUMENTS/REPORTS/GRAPHS/ CORRESPONDENCE)**

<b>Attachment #1</b>	May 2019 Monthly Building Report
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## MONTHLY BUILDING REPORT FOR THE MONTH OF MAY 2019

	May-19			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
<b>RESIDENTIAL</b>									
Two-Storey	0	0	\$ -	0	0	\$ -	0	0	\$ -
Bungalows	0	0	\$ -	2	2	\$ 258,000	1	1	\$ 200,000
Bi-Level				0	0	\$ -	0	0	\$ 0
	0	0	\$ -	0	0	\$ -	0	0	\$ -
Duplex/Semi Det.	0	0	\$ -	0	0	\$ -	0	0	\$ -
Multi-Family				0	0	\$ -	0	0	\$ 0
Mobile Homes				0	0	\$ -	0	0	\$ -
Accessory Buildings		1	25,000	0	2	\$ 30,000		1	\$ 4,000
Renovation/Addition	0	2	\$ 25,000	0	7	\$ 43,300	0	4	\$ 82,000
				0	0	\$ -			
<b>Sub-Total</b>	0	3	\$ 50,000	0	11	\$ 331,300	1	6	\$ 286,000
<b>COMMERCIAL</b>									
Building Starts		No. of	Building		No. of	Building		No. of	Building
		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		0	\$ -
Renovation/Addition		0	\$ -		0	\$ -		2	\$ 150,000
		0	\$ -		0	\$ -		2	\$ 150,000
<b>INDUSTRIAL</b>									
Building Starts		No. of	Building		No. of	Building		No. of	Building
		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		0	\$ -		1	\$ 650,000
Renovation/Addition		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		1	\$ 650,000
<b>INSTITUTIONAL</b>									
Building Starts		No. of	Building		No. of	Building		No. of	Building
		Permits	Value		Permits	Value		Permits	Value
		0	\$ -		3	\$ 175,000		0	\$ -
Renovation/Addition		0	\$ -		0	\$ 145,000		0	\$ 0
		0	\$ -		3	\$ 175,000		0	\$ -
<b>TOTAL</b>	Dwelling	No. of	Building	Dwelling	No. of	Building	Dwelling	No. of	Building
	Units	Permits	Value	Units	Permits	Value	Units	Permits	Value
	0	3	\$ 50,000	0	0	\$ 506,300	1	9	\$ 1,086,000





## DEPARTMENTAL REPORT

DEPARTMENT	Community Service
SUBMITTED BY	Sue Nelson
DATE	June 4 <sup>th</sup> , 2019
FOR MONTH OF	May

TOPIC #1	Community Centre Rentals
ISSUES:	
RESOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> <li>– The Community Centre was quite quiet this month except for a few of the regular rentals Pickle ball, Indoor walking, Parentlink, basketball.</li> <li>– There were 3 larger events, House Call Event, Funeral Service and a Fundraiser for Deanna Lyle. All 3 events were well attended</li> </ul>
TOPIC #2	Parks
ISSUES	<ul style="list-style-type: none"> <li>– Minor Ball called asking if we could do something about because Kids were climbing up on Snake hill.</li> </ul>
REOLUTIONS/SUCCESES:	<ul style="list-style-type: none"> <li>– The staff went out and put up fence across all the pathways going up snake hill also put up signs stating the pathways were closed do to hazards.</li> <li>– Minor Baseball and Soccer are running full force. Doug made minor repairs on the back stops</li> <li>– Staff was busy mowing and weed whipping the parks, boulevard and Green spaces.</li> <li>– Staff did a spring cleanup at all the playgrounds.</li> <li>– The planters and flowerbeds were prepped and are ready for planting in June.</li> <li>– Dean and Brad took out the old slide and teeter-totters in the royal purple park that <u>were not CSA approved</u>. And landscaped the area.</li> <li>– They also took out 4 old benches on the east side of Royal Purple Park that were never being used. They did an awesome job at clean up the area's and landscaping</li> <li>– Dean, Jim, Cody and the Summer students did some cleaning up and Tree pruning, so the fire department could come and do a controlled burning in the area where the memorial park is going.</li> <li>– Kick It To The Curb Was on May 11<sup>th</sup>, no issues</li> <li>– May 31<sup>st</sup> Christine and Sue planted the 12 beautiful planters that were donated by Mike Beukeboom and the flowers were donated by Home hardware</li> </ul>

<b>TOPIC # 3:</b>	Greenwood Campground
<b>ISSUES:</b> <b>Weather</b>	<ul style="list-style-type: none"> <li>– This month has been a quieter May then past years for campers, as the weather did not cooperate these years. There were quite a few cancellations duo to the weather.</li> </ul>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>– Opened may 13th</li> <li>– Near the end of the month the campground started to pick up with bookings as the weather stared to warm up.</li> <li>– Moe Fayhey has been working hard on the gazebo getting contractors out to work on the Gazebo .The weather was an issue.</li> </ul>
<b>TOPIC # 4:</b>	Arena
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>– There were a few events in the arena:</li> <li>– May 21 Bike Rodeo – The numbers were down this year from last year.</li> <li>– May 17<sup>th</sup> High School leadership group put on a car wash with the assistance from the fire department, it was as a fundraiser for the fire department.</li> <li>– May 27<sup>th</sup> Sundre- Bergen 4H Sale. Was well attended. There were no issues.</li> </ul>

<b>TOPIC # 4:</b>	Administrative.
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>– Finished the Service Level Report and sent it to Linda May 23<sup>rd</sup>.</li> <li>– Met with Bev Hallett and discussed the future memorial garden , She was very excited to see it happening. And also met with Jim Hall and discussed what needed to be done.</li> <li>– Preparing for Rodeo weekend and Canada day.</li> <li>– Working with Jon Jim and Mike, drew up a landscaping plan for the old hotel parking lot. For trees and planters</li> <li>– May 30<sup>th</sup> attended CIB Meeting</li> <li>– May 31<sup>st</sup> met with Linda, Jon and Jim at the old hotel parking lot.</li> <li>– Barb has been working on and attending Canada Day meetings, preparing for Canada Day. Which is going to be awesome this year!!</li> <li>–</li> <li>– Most of all working with all the community groups so they can enjoy, have fun and have an enjoyable experience.</li> </ul>





## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Municipal Enforcement</b>
<b>SUBMITTED BY</b>	<b>Kevin</b>
<b>DATE</b>	
<b>FOR MONTH OF</b>	<b>May 2019</b>
<b>TOPIC #1</b>	AMEA Conference and Training
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	Attended the Alberta Municipal Enforcement Association Annual Spring Conference and Training. Officer Safety courses, Cyber Bullying, Domestic Violence with Children, Teen Violence, and Minimum Standard Clean-ups were among the topics and training included.
<b>TOPIC #2</b>	Annual Bike Rodeo
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	Assisted with the Annual Bike Rodeo put on by GNP
<b>TOPIC # 3:</b>	Audit
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	An Audit was conducted on the town's Peace Officer Program by the Provincial Solicitor General's Office. A full report will be received from the Province in the near future. Initial response from the investigators indicated a very positive review.

<b>DEPARTMENT</b>	<b>Emergency Management</b>
<b>SUBMITTED BY</b>	<b>Kevin</b>
<b>DATE</b>	<b>June 19, 2019</b>
<b>FOR MONTH OF</b>	<b>May 2019</b>
<b>TOPIC #1</b>	CRESS
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	Attended the Central Region Emergency Social Services workshop with 2 members from GNP, Michelle and myself.
<b>TOPIC #2</b>	Emergency Management Go Kits
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	Michelle has continued to work on the binders and kits.
<b>TOPIC # 3:</b>	SPOG - Seismicity Info Session
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	Attended an info session on Seismicity in Alberta put on by SPOG and the Alberta Energy Regulator.
<b>TOPIC # 4:</b>	Provincial Stockpile info and Training
<b>ISSUES:</b>	
<b>RESOLUTIONS/SUCCESES:</b>	The DEM, DDEM and 2 Operations staff attended an info session and training on the provincial flood response stockpile.



## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>	<b>Operations</b>
<b>SUBMITTED BY</b>	<b>Jim Hall</b>
<b>DATE</b>	<b>June 18,2019</b>
<b>FOR MONTH OF</b>	<b>May 2019</b>

<b>TOPIC #1</b>	Water/Wastewater Service lines frozen
<b>ISSUES:</b>	The cold snap of February froze 10 clients water lines.
<b>RESOLUTIONS/SUCCESES:</b>	All services back on and thawed
<b>TOPIC #2</b>	Roads Sweeping
<b>ISSUES:</b>	Road systems are found to be heavily sanded from winter operations
<b>RESOLUTIONS/SUCCESES:</b>	Several road systems are swept. Line painting is planned for the Town June 3. HWY services will also plan painting. Roads will continue to sweep the HWY 27 in anticipation of line painting
<b>TOPIC # 3:</b>	Bearberry Creek Fish habitat project
<b>ISSUES:</b>	The planting took severe damage by AT services lawn cutting. Some plants did not fair well with poor soil conditions and deer damage
<b>RESOLUTIONS/SUCCESES:</b>	The plant post study shows that 5 of the 7 plots of plantings are doing well with 90% survival however 2 plots drop the average to 78%. The Town requires 80% to be submitted to DFO. Work is underway to meet this requirement.
<b>TOPIC # 4:</b>	Old Town Shop Remediation
<b>ISSUES:</b>	The shop lands located north of IGA have been targeted as contaminated with road salt from storage in the past. A project is underway to further survey remediation techniques
<b>RESOLUTIONS/SUCCESES:</b>	Our environmental engineer has indicated that there may have been dilution of the salts. It is hopeful that the remediation scope will reduce thus allowing funds to remove the concrete pad and landscape for future plans.



## DEPARTMENTAL REPORT

<b>DEPARTMENT</b>		<b>Economic Development and Communications</b>
<b>SUBMITTED BY</b>		<b>Jonathan Allan</b>
<b>DATE</b>		<b>June 7, 2019</b>
<b>FOR MONTH OF</b>		<b>May 2019</b>
<b>TOPIC #1</b>	<b>Community Development, Business Development and Vacancy Rates</b>	
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>- The downtown vacancy rate in the C1 district increased to 10% by total square footage area, and 11% by units vacant. This is largely due to rents higher than the capacity of the market.</li> <li>- After meeting with BILD Central Alberta, learned that the lack of serviced and developable lots in Sundre within good locations is posing a hinderance to immediate residential development. Conversations with certain land owners about servicing key lots in the north end of town are underway to address this.</li> </ul>	
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>- Presented to BILD (Building Industry and Land Developers Association) Central Alberta in Red Deer about the looming labour shortage in Sundre and availability of lots.</li> <li>- Met with GNP about development of two courses to potentially offer in conjunction with Red Deer College at new Sundre learning site (re: Campus Alberta Central partnership).</li> <li>- Continued providing marketing and communications assistance to SPOG re: Neighbours' Day and their event poster.</li> <li>- Facilitated and toured investor interested in purchasing Foothills Lodge for use as an adult care centre; conversations ongoing.</li> <li>- Continued leading the organization and participation in Communities in Bloom this year, in partnership with the Chamber of Commerce, Museum, Garden Club, and others.</li> <li>- Met with local resident interested in investing in a business downtown and about the option of starting an Opportunity Development Cooperative (ODC). An ODC is a creative type of wealth-pooling cooperative that supports business development in small towns.</li> </ul>	
<b>TOPIC #2</b>	<b>Tourism Development and Advertising</b>	
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>- The Chamber of Commerce informed us that they would no longer be collecting data on the origin of and destination of visitors at the Visitor Information Centre, which may negatively affect tourism development efforts.</li> </ul>	
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>- TV (Global, CTV and CBC online) and Radio (Olds stations and 95.5 in Red Deer) commercials began airing.</li> <li>- Advertising coordination an ongoing and time-consuming endeavour.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Booked two bloggers/online influencers to come to Sundre and generate publicity for the community.</li> <li>- Planning for second commercial film shoot to occur in June.</li> </ul>
<b>TOPIC # 3:</b>	<b>Broadband Fibre Optic Development</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>- None</li> </ul>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>- AFL, on behalf of CCI Wireless, conducting engineering studies into June.</li> <li>- Introduced CCI CEO to Planning department to help manage development standards with CCI deployment.</li> </ul>
<b>TOPIC # 4:</b>	<b>Other Projects</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>- Way-finding design and rendering development taking longer than anticipated due to the large number of signs being planned for this year.</li> </ul>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>- Trial parking lot partnership presented to Council; partnership solidified and site concept forthcoming in June.</li> <li>- Continued way-finding signage planning; new signs will feature “Public &amp; RV Parking Lot” pending Council endorsement of the parking lot project and approval by AB Transportation.</li> </ul>
<b>TOPIC # 5:</b>	<b>Committees, Meetings, Conferences and Professional Development</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>- No DARC meeting.</li> </ul>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>- Grants already received to date in old formats were prepared under new format for presentation to and consideration by the new Grants committee.</li> <li>- Met with at least two separate members of the Chamber of Commerce executive to discuss traffic, tourism, business viability, and other matters.</li> <li>- Met with Tom Mennear to discuss funding for new projects downtown and business development opportunities.</li> <li>- Met with Film producer of the popular show <i>Black Summer</i> on Netflix – which was filmed in and around Calgary – to discuss filming second season in Sundre area (the decision is not made by him, but it’s a good foot in the door).</li> <li>- Met with several (4) businesses to discuss economy and succession planning (preparation for sale of business).</li> </ul>
<b>TOPIC # 6:</b>	<b>Communications</b>
<b>ISSUES:</b>	<ul style="list-style-type: none"> <li>- No known communications issues.</li> </ul>
<b>RESOLUTIONS/SUCCESES:</b>	<ul style="list-style-type: none"> <li>- Communications issued to promote the new Grants program.</li> <li>- Edited Notes from the Mayor’s Desk letter as usual.</li> </ul>



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 24, 2019</b>
<b>SUBJECT</b>	<b>Council Committee Reports</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>11.1</b>

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### BACKGROUND/PROPOSAL

Deputy Mayor Richard Warnock has provided a report to Council for May 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 May 2019 from Deputy Mayor Richard Warnock.

### MOTION

That the Town of Sundre Council accept the Council Committee Report for May 2019 from Deputy Mayor Richard Warnock, as information.

Date Reviewed:

June 20, 2019

CAO:

Arinda Nelson

## COUNCILLOR WARNOCK'S REPORT TO COUNCIL – May 2019

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### **May 13, 2019 – Town of Sundre Regular Council Meeting**

Attended the regular scheduled Council meeting

### **May 14, 2019 – MVSH Human Resources Committee Meeting - Olds**

The HR Committee discussed new HR Strategies, HR Reports and Employee-Labour relations update.

### **May 15, 2019 – Incident Command System Course**

I completed the online I-100 , Incident Command System course to assist in my participation as the Council rep for Sundre Search and Rescue.

### **May 16, 2019 – MVSH Finance Committee Meeting - Olds**

The Finance Committee meeting always has a full agenda and the topics discussed at this meeting included Risk Management, Capital development, Project planning, Foothills lodge disposal, Community housing disposals, Life lease financing updates, Procurement program update, and 2020 Budget Assumptions. Also, the Q1 Financials statements were reviewed.

### **May 22, 2019 Mayors Meeting – Red Deer**

Attended the Central Alberta Mayors meeting in Red Deer with Mayor Leslie and enjoyed hearing what is happening around the communities this summer.

### **May 23, 2019 ICC Meeting**

Attended the Pre-ICC meeting to review the agenda items, and then attended the ICC Meeting with MVC to review the Fire Department operations and the upcoming Terms of Reference requirements for the new IDP.

### **May 25, 2019 MVSH Board of Directors Retreat – MVC Office Olds/Didsbury**

Attended the Third Board Retreat meeting to work on the final draft of the new Business Plan and prepare for the final meeting on June 15.

### **May 27, 2019 Town of Sundre Regular Council Meeting**

Attended the regular scheduled Council Meeting

### **May 28, 2019 Sundre Coordinated Community Response Meeting**

Attended the CCR Committee meeting to review the past two years and all the hard work that has been done to make aware and promote senior abuse in our community. With the funding being completed the committee now has to search resources for funding to continue. As this is a vital part of our community, we all agreed to work towards this continuing in Sundre.



## REQUEST FOR DECISION

<b>COUNCIL DATE</b>	<b>June 24, 2019</b>
<b>SUBJECT</b>	<b>Correspondence</b>
<b>ORIGINATING DEPARTMENT</b>	<b>Legislative Services</b>
<b>AGENDA ITEM</b>	<b>12.1</b>

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### **BACKGROUND/PROPOSAL:**

Correspondence received and/or sent by Legislative Services during the period June 11 to June 19, 2019.

### **ADMINISTRATION RECOMMENDATIONS:**

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

That Council accept the letter to Alberta Mayors, Reeves and Council from Kaycee Mandu, Minister of Municipal Affairs regarding the regulations on liquor consumption in Municipal parks.

### **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 accept the letter to Alberta Mayors, Reeves and Council from Kaycee Mandu, Minister of Municipal Affairs regarding the regulations on liquor consumption in Municipal parks, as information.

### **ATTACHMENTS:**

- Letter from Minister of Municipal Affairs dated June 14, 2019

Date Reviewed: <u>June 20, 2019</u> CAO: <u>Aminda Nedun</u>
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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Edmonton - South West*

AR97300

June 14, 2019

**TO ALL ALBERTA MAYORS, REEVES AND COUNCILS:**

Within the past several weeks, I have been blessed with two tremendously important honours. Firstly, on April 16, the people of Edmonton-South West entrusted me to represent them in the Legislative Assembly for the next four years as the MLA for Edmonton-South West. Secondly, on April 30, Premier Kenney appointed me as the Minister of Municipal Affairs, with a mandate to work with all of you in returning jobs and prosperity to our great province.

I am humbled and honoured by these opportunities, and I am looking forward to meeting many of you over the coming months, hearing about what matters to you and your communities, and working with you to achieve our shared objectives.

You will likely understand that much of my focus, and that of my Cabinet colleagues, will be on delivering the many important commitments we have made to Albertans during the recent election campaign. As Minister of Municipal Affairs, some of my key priorities will include:

- Working with the Minister of Finance to deliver on the municipal funding amounts promised for this year, and to work with your municipal associations to develop a long-term municipal funding program;
- Working with the Solicitor General to engage municipalities in discussions on the province's funding formula for police services, including any burden imposed on local law enforcement resulting from the federal legalization of cannabis;
- Cutting provincial regulation and paperwork for Alberta municipalities, so you can pass those savings on to your local taxpayers; and

.../2



- Working with municipalities to attract investment and create jobs through measures such as facilitating pre-approved industrial zones and enabling municipal property tax incentives.

There are a number of other priorities we will be working on over the coming months, but this gives you a sense of the work I expect to do in partnership with you.

Before I close, I want to draw to your attention recent action the Government of Alberta has taken to make it easier for responsible adults to drink alcohol in provincial parks. These changes came into effect just in time for the recent May long weekend, and the feedback received so far has been overwhelmingly positive.

I would like to encourage you as municipal leaders to follow the province's lead in reducing unnecessary regulation in your own municipal parks. Through your local bylaws, you already have authority under the *Gaming, Liquor and Cannabis Act* to enable responsible alcohol consumption within your parks. More detail on this initiative is available in the documents attached to this letter.

As we move forward, we have much work ahead of us. I am excited about the opportunities for us to work together to restore jobs and prosperity to Alberta, and I am genuinely looking forward to meeting and working with all of you.

Sincerely,



Kaycee Madu  
Minister

Attachments:

1. Copy of GOA News Release on Liquor Rules
2. Additional Information for Alberta Municipalities

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## Liquor ban quashed and rules relaxed

May 16, 2019 [Media inquiries](#)

### Liquor constraints will be relaxed in Alberta starting this May long weekend.

Premier Jason Kenney and Environment and Parks Minister Jason Nixon are pushing back against the excesses of the nanny state and the 'War on Fun.' Beginning this May long weekend, the liquor ban imposed on eight remaining provincial parks will be lifted. Moving forward, this government is committed to remove unnecessary red tape for festival organizers hosting events in municipalities and provincial parks. Relaxed liquor regulations will also extend to select provincial park day use area picnic sites later this summer.

"It's time to lift prohibition-era restrictions around liquor consumption in Alberta and give responsible adults the freedom to act responsibly. This is part of our plan to take bold, decisive steps to reduce regulatory burden on business and not-for-profit festival organizations. We will take Alberta from being the most over-regulated to the freest economy in Canada."

*Jason Kenney, Premier*

Alberta Gaming, Liquor and Cannabis regulations have been clarified to allow event organizers the flexibility to serve drinks where they see fit on festival grounds. Albertans will be able to responsibly enjoy the environment festival organizers wish to create. The same strategy is being applied to festivals and events in provincial parks by making approvals for liquor licences less restrictive.

This May long weekend, the liquor ban will be lifted at Aspen Beach, Miquelon Lake, Garner Lake, Dillberry Lake, Pigeon Lake, Whitney Lakes, Jarvis Bay and Wabamun provincial parks. There is no ban in place in Alberta Parks' other

provincial campgrounds.

Historically, there has been a liquor ban only over the May long weekend and only in select provincial parks.

“The vast majority of Albertans who enjoy our provincial parks do so responsibly. We should not punish the majority of responsible campers through liquor bans because of the past behaviour of a few bad characters.”

*Jason Nixon, Minister of Environment and Parks*

Rules and regulations around quiet times, excessive noise and appropriate behaviour continue to be in place and will be enforced as they are in Alberta Parks’ other campgrounds. Enforcement staff will shift their focus from enforcing the previous liquor ban to addressing negative behaviour. Liquor consumption in provincial campgrounds is restricted to adults and in campsites only.

Relaxing liquor constraints in municipalities and provincial parks is a commitment under government’s Red Tape Reduction strategy and a change to make the lives of Albertans better.

# Regulations on liquor consumption in Municipal parks

## Additional information for Alberta municipalities

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### Overview

Alberta's *Gaming, Liquor and Cannabis Act* provides park owners, including municipalities, with the flexibility to enable public consumption of alcohol under certain conditions. In essence, these conditions enable a municipality to designate picnic areas where alcohol and food can be consumed together.

### Provisions of the Act

The specific provisions in the Act are set out below:

#### Public place

- 89 (1) Except as provided in this Act, no person may use or consume liquor in a public place or any place other than a residence, temporary residence, licensed premises or a place or class of place prescribed in the regulations where liquor may be used or consumed.
- (2) Despite subsection (1), a person may consume liquor with food in a public park in a picnic area designated by the owner or operator of the public park during the hours designated by the owner or operator if a sign is posted that
- (a) states that a person may consume liquor with food in the designated picnic area,
  - (b) sets out the designated picnic area, and
  - (c) sets out the hours when liquor may be consumed with food.
- (3) A person must stop consuming liquor in a designated picnic area if a peace officer on reasonable and probable grounds believes that the person is intoxicated or is not consuming food while consuming liquor in a designated picnic area and the peace officer.

Most municipalities address these situations within local bylaws governing municipal parks. The Government of Alberta encourages all municipalities to evaluate whether more relaxed provisions regarding alcohol consumption in municipal parks make sense for your community, and if so to consider making changes to your policies and bylaws to implement these changes.

