Regular Council Meeting
Council Chambers
March 18, 2019
6:00 p.m.

1. Call to Order
Moment of Reflection

2. Public Hearing – *No Public Hearings*

3. Agenda – Amendments and Adoption
3.1 March 18, 2019 Regular Council Meeting

4. Adoption of Previous Minutes
4.1 March 4, 2019 Regular Council Meeting Pg. 3

5. Delegation
5.1 Mountain Rose Women's Shelter Association (Cindy Easton) Pg. 9
5.2 Nutrition for Learning Pg. 12

6. Bylaws/Policies
6.1 Disposal of Municipal Property Policy Pg. 13

7. Old Business Pg. 16
7.1 Request to Purchase Municipal Land

8. New Business
8.1 2019 Four-Year Operating Budget and 10 Year Capital Budget Pg. 63
8.2 December 2018 Cash Statement Report Pg. 99
8.3 December 2018 Restricted Surplus Accounts Report Pg. 101
8.4 2018 Capital Spending Report Pg. 104
8.5 Draft 2018 Quarterly Financial Report Pg. 107
8.6 Non-budgeted Restricted Surplus Transfers Pg. 135
8.7 2018 Sundre RCMP Detachment Statistics and Comparison Report Pg. 141
8.8 Rodeo and Race Association Request Pg. 146
8.9 Rodeo & Race Association Arena Rental Request Pg. 151

9. Administration
9.1 Departmental Reports for February 2019 Pg. 159

10. Municipal Area Partnership (MAP) *No MAP Meeting Reports*

11. Council Committee Reports
11.1 Council Report – Councillor Funke Pg. 198

Regular Council Meeting
Council Chambers
March 18, 2019
6:00 p.m.

12. Council Invitations / Correspondence Pg. 203

12.1 Mountainview Taekwondo
12.2 Parkland Regional Library Board
12.3 Invitation to get involved – History Check Mobile App for Alberta
12.4 Richardo Miranda, Minister of Culture and Tourism

13. Closed Meeting –*None*

14. Return to Open Meeting - *None*

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
March 4, 2019

The regular meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Monday, March 4, 2019 commencing at 6:00 p.m.

IN ATTENDANCE
Councillor Richard Warnock
Councillor Cheri Funke
Councillor Charlene Preston
Councillor Todd Dalke

STAFF
Chief Administrative Officer, L. Nelson
Director of Planning and Economic Development, M.Marko
Director of Corporate Services, C. Albert
Manager of Community Services, S. Nelson
Special Projects Administrator and Development Officer, B. Fountain
Legislative Assistant, L. Smith

ABSENT
Mayor Terry Leslie, Councillor Paul Issac, Councillor Rob Wolfe,
Manager of Operations, J. Hall

PUBLIC
There were 5 members of the public in attendance including the delegation and press.

CALL TO ORDER
The meeting was called to order at 6:00 p.m. by Chief Administrative Officer Linda Nelson.

Appointment of Acting Deputy Mayor

Res. 88-04-03-19 MOVED by Councillor Preston the Town of Sundre Council appoint Councillor Richard Warnock as Acting Deputy Mayor in the absence of Mayor Terry Leslie and Deputy Mayor Paul Isaac.

CARRIED

Acting Deputy Mayor, Richard Warnock asked for a moment of reflection on the business of the evening.

PUBLIC HEARING *No public hearings.*

AGENDA - AMENDMENTS AND ADOPTION

Res. 89-04-03-19 MOVED by Councillor Funke that the Agenda be approved as presented.

CARRIED

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_____
Initials

ADOPTION OF THE PREVIOUS MINUTES

Res. 90-04-03-19 MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on February 19, 2019, be approved as presented.

CARRIED

DELEGATION **Colt Needham, Bergen 4-H Club**

Res. 91-04-03-19 MOVED by Councillor Funke that the Town of Sundre Council thank Colt Needham for his presentation on the Bergen 4-H Club and accept it as information.

CARRIED

BYLAWS *No Bylaws.*

OLD BUSINESS

Budget Planning Meeting

Res. 92-04-03-19 MOVED by Councillor Funke that the Town of Sundre Council set the March 9, 2019 Budget Plan Meeting to begin at 12:00 p.m. with no lunch provided.

CARRIED

NEW BUSINESS

Resignations from Committee

Res. 93-04-03-19 MOVED by Councillor Dalke that the Town of Sundre Council thank Leona Bennett and Cindy Orr for their service to the community and accept their resignations from the Downtown Area Revitalization Committee with our deep appreciation.

CARRIED

Appointment to Library Board

Res. 94-04-03-19 MOVED by Councillor Funke that the Town of Sundre Council appoint Ms. Wendy Botheras to the Sundre Municipal Library Board for a term of three (3) years ending at the Organizational Meeting in 2022.

CARRIED

Request for Funding

Res. 95-04-03-19 MOVED by Councillor Preston that the Town of Sundre Council have all requests for funding go to the Council Grants Review Committee.

CARRIED

Request to Purchase Municipal Land

Res. 96-04-03-19 MOVED by Councillor Funke that the Town of Sundre Council direct Administration to proceed with the process required to sell ± 0.127 ha (.0314 acres) of municipally owned land located on a portion of SE ¼ Sec. 4, Twp. 33, Rge. 5, W5M, based on the apprised fair market value of the land.

CARRIED

Resource of Communities of Canada Coalition

Res. 97-04-03-19 MOVED by Councillor Preston:

WHEREAS responsible resource development is essential for the future of Canadian Municipalities.

WHEREAS there is a need to coordinate the Canadian municipal voice to:

1. Advocate for a responsible resource industry.
2. Ensure municipal perspectives are being heard on issues impacting resource development.
3. Share factual information regarding resource development interest.

WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada have created a Resource Communities of Canada Coalition to facilitate a coordinated approach to represent municipal resource development interests across the country.

WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada are asking municipalities to support the Resource Communities of Canada Coalition.

NOW THEREFORE BE IT RESOLVED THAT the Town of Sundre Council approve to support the Resource Communities of Canada Coalition.

DEFEATED

Res. 98-04-03-19 MOVED by Councillor Preston that the Town of Sundre Council direct AUMA President Barry Morishita to provide a clear statement and clarification for the Terms of Reference of the Resource Communities of Canada Coalition.

CARRIED

Alberta Municipal Affairs – MSI Amending Agreement

Res. 99-04-03-19 MOVED by Councillor Dalke that the Town of Sundre Council approve and direct Mayor, Leslie and Chief Administrative Officer, Linda Nelson to sign the Municipal Sustainability Initiative (MSI) Amending Memorandum of Agreement to receive funding for the planned conclusion of the program in 2021-2022.

CARRIED

ADMINISTRATION

Question on attendance at 2018 Leadership Caucus

Res. 100-04-03-19 MOVED by Councillor Preston that the Town of Sundre Council approve Councillor Dalke to attend the 2019 Leadership Caucus in Edmonton, Alberta on March 27-28, 2019.

CARRIED

MUNICIPAL AREA PARTNERSHIP

Res. 101-04-03-19 MOVED by Councillor Funke that the Town of Sundre Council accept the verbal update from CAO Linda Nelson regarding the March 1, 2019 Municipal Area Partnership meeting, as information.

CARRIED

COUNCIL REPORTS

Mayor's Report

Res. 102-04-03-19 MOVED by Councillor Funke that the Town of Sundre Council accept the Report to Council submitted by Mayor Leslie, as information.

CARRIED

COUNCIL INVITATIONS/CORRESPONDENCE

Res. 103-04-03-19 MOVED by Councillor Funke that the Town of Sundre Council accept the request for the Town of Sundre Council to pass a bylaw to stop the pet trade for exotic species in Alberta from Nadine Cardon, as information.

CARRIED

Res. 104-04-03-19 MOVED by Councillor Funke that the Town of Sundre Council accept the Subdivision and Development Appeal Board Training Program correspondence by Brownlee LLP on February 26, 2019, as information.

CARRIED

Res. 105-04-03-19 MOVED by Councillor Dalke that the Town of Sundre Council accept the correspondence from Hon. Shaye Anderson, Minister of Municipal Affairs regarding MSI funding planned conclusion of the program in 2021-22, as information.

CARRIED

Res. 106-04-03-19 MOVED by Councillor Preston that the Town of Sundre Council accept the Parkland Regional Library 2018 Statistical Review, as information.

CARRIED

Res. 107-04—3-19 MOVED by Councillor Dalke that the Town of Sundre Council accept the Mountain View Seniors' Housing Key Messages from the February 7, 2019 Regular Board Meeting, as information.

CARRIED

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Initials

CLOSED MEETING OF COUNCIL – Notice to Public

Acting Deputy Mayor Warnock excussed all public members at 6:41 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: Ms. Linda Nelson, CAO
Public: None

Council declared a 5 minutes recess.

Res. 108-04-03-19 MOVED by Councillor Dalke that Council go into closed meeting at 6:43 p.m.

CARRIED

CLOSED MEETING

Topic(s) of Closed Meeting: Advice from Officials – FOIPP Section 24
Advice from Officials – FOIPP Section 24
Confidential Evaluations – FOIPP Section 19(1)

Res. 109-04-03-19 MOVED by Councillor Dalke that Council return to open meeting at 7:03 p.m.

CARRIED

CAO Goals & Performance Review Response

Res. 110-04-03-19 MOVED by Councillor Funke that the Town of Sundre Council accept the Chief Administrative Officer's response to the Performance Review as information.

CARRIED

Res. 111-04-03-19 MOVED by Councillor Funke, that the Town of Sundre Council approve the following Chief Administrative Officer's Goals for 2019:

Priority #	Description	Timeline
Priority 1	Work with CIMA on initiating Grant Process for lagoons.	2019-2020
Priority 2	Continue to work on sub-agreements within the ICF	Ongoing
Priority 3	Work with Emergency Management to ensure completiton of CEMP	By January 2020.
Priority 4	Ongoing Items: • Continue working with Eagle Ridge Developer, • Continue working on a solution to the East side storm drainage, • Continue working on solutions to various past development related issues, • Research historical information on Aqua-plex to facilitate discussion moving forward, • Work with Economic Development on Broadband.	Ongoing
Priority 5	Work with Planning & Development to create an Overlay Bylaw for the downtown and highway area to address beautification, parking and walkability	2019-2020
Priority 6	Complete Bylaw Rewrite Project	By end of 2019
Priority 7	Initiate Policy Review and Rewrite, with Review substantially completed by end of 2019, and Rewrite proceeding into 2020.	2019-2020
Priority 8	Continuing pursuing professional development opportunities to comply with professional association requirements	Ongoing

CARRIED

_____

_____
Initials

ADJOURNMENT

Res. 112-04-03-19 MOVED by Councillor Funke being that the agenda matters have been concluded the meeting adjourned at 7:05 p.m.

CARRIED

These Minutes approved this 18th day of March 2019.

Acting Deputy Mayor

Chief Administrative Officer

Initials

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**March 18, 2019**
SUBJECT	**Delegation – Cindy Easton**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**5.1**

BACKGROUND/PROPOSAL:
Cindy Easton, Executive Director of the Mountain Rose Women's Shelter has asked to speak to Council on what the organizations has been doing in the community.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:
Please see attached information from Ms. Easton.

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 Cindy Easton of the Mountain Rose Women's Shelter regarding the work being done in the community.

MOTION:
That the Town of Sundre Council thank Ms. Cindy Easton for attending the Council meeting and accept the presentation on the Mountain Rose Women's Shelter and the work being done in the community, as information.

Date Reviewed: March 15, 2019 CAO: Linda Nelson

490

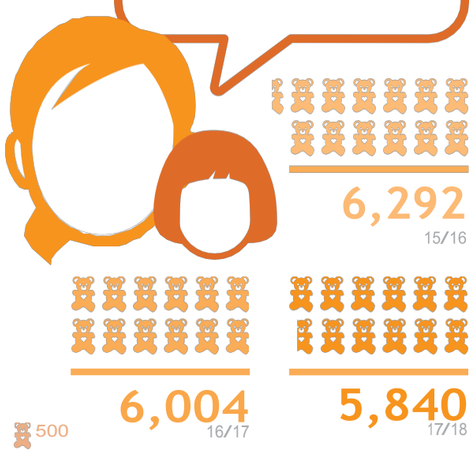
Number of people **receiving ACWS training** relating to support & **safety of children** (17/18).

8,879

Number of **junior high** and **high school students** reached through the ACWS **Leading Change Call to Action** (2016–18).

18,136

Total number of **children served** by shelters (admission & outreach)



WHAT CAN I DO?

Alberta faces an ongoing crisis in domestic violence and abuse. We can all help to end it.

You could:

- Volunteer in MRWSA Volunteer Program.
- Donate gift cards to MRWSA.
- Make MRWSA part of your planned giving.
- Book MRWSA Leading Change training for your community or workplace.
- Attend MRWSA Fundraising Events.

MRWS
MOUNTAIN ROSE WOMEN'S SHELTER ASSOCIATION

For more information call 403.845.5339 or visit our website at **mrwsa.net**

ACWS
Alberta Council of Women's Shelters

2018 DATA RELEASE

The release of the **ACWS ANNUAL AGGREGATE DATA** illustrates the key trends in shelters serving women, children and seniors living throughout the province. Data is collected by ACWS members working together to end gender-based violence.

Shelters are now serving **more** women, children and seniors **than ever before.**

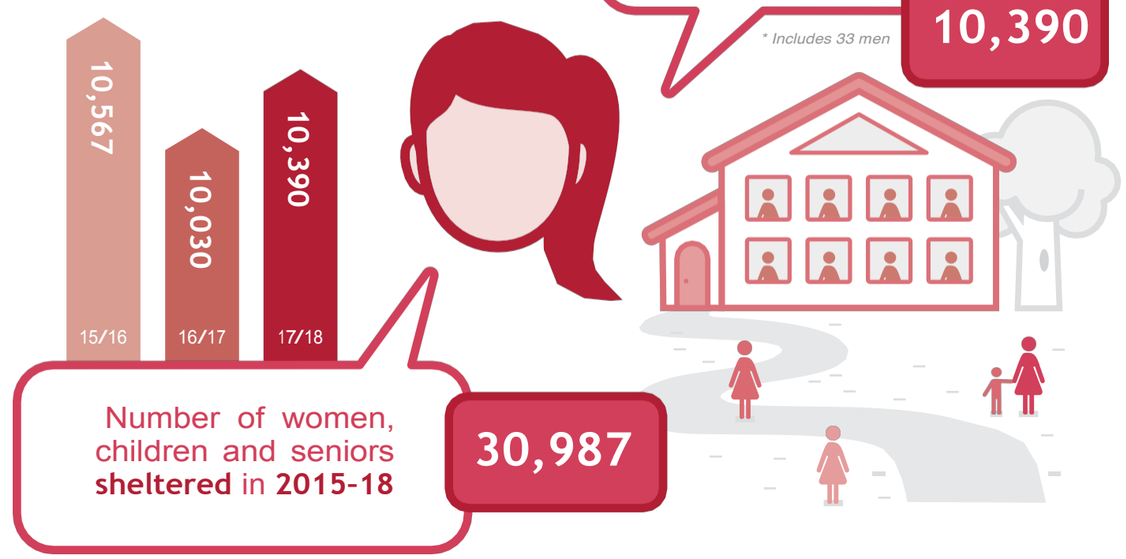
Shelters have introduced more trauma and violence-informed care and invested heavily in shelter staff through ACWS training, including specialized programs to build resiliency in the lives of children.

The rising demand for services has taken many shelters beyond full capacity. Women using shelter services are facing the highest levels of danger in seven years. Urgent government investment and public support are required to stem the tide.

Publishing Data on Indigenous Women

As we work to align our data process with the First Nations Principles of OCAP (ownership, control, access and possession), ACWS is not publishing data separately about Indigenous women in this year's data release; all data elements are aggregated.

ACWS head office is located on Treaty 6 land. ACWS members serve all nations and all peoples; they are located on Treaty 6, 7 and 8 lands across this province, which includes the six Métis regions of Alberta.



ACWS
Alberta Council of Women's Shelters

Facing the Facts of DOMESTIC VIOLENCE in Alberta

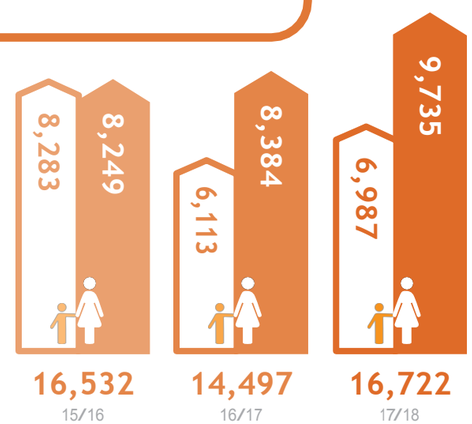
ACWS members use data to understand the face of domestic violence across the province; to improve services for women, children and seniors; and to mobilize community support for our goal of ending gender-based violence and abuse.

NO VACANCY

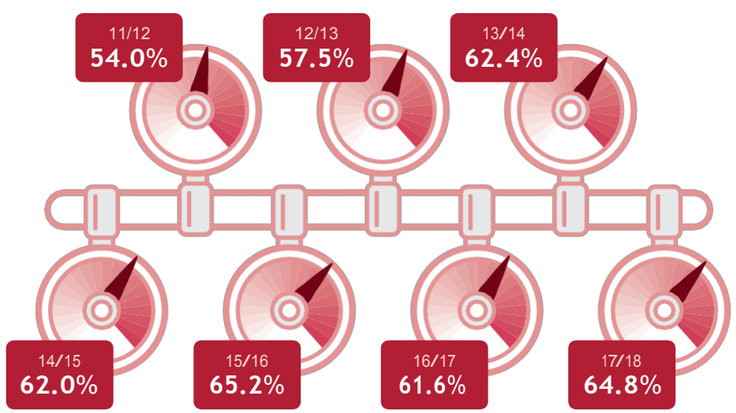
16,722

Number of women, children and seniors **turned away** due to lack of capacity in **17/18**

Number of women, children and seniors **turned away** due to lack of capacity in **2015-18**



Combined **severe** and **extreme danger** levels over seven years



The **Danger Assessment (DA)** measures the **risk of a woman being murdered** by her intimate partner. The percentage of women facing severe or extreme levels of danger has been **increasing** over the past seven years. Today **almost two-thirds** of women who complete the DA are in this category. Among other factors this means increased numbers of women being **threatened with a gun** or **subjected to strangulation.**

Crisis calls to shelters

People served through **outreach** programs in **2015-18**

EXISTING CASELOAD	
15/16	5,003
16/17	6,049
17/18	**6,408**

NEW ADMISSIONS	
15/16	4,002
16/17	5,530
17/18	**5,178**

Shelters are supporting **more people** than at any point in the past three years. Because **caseloads are at capacity,** shelters are **unable to accept** as many new people into community outreach programs.

6,408 people served through outreach in **17/18**.

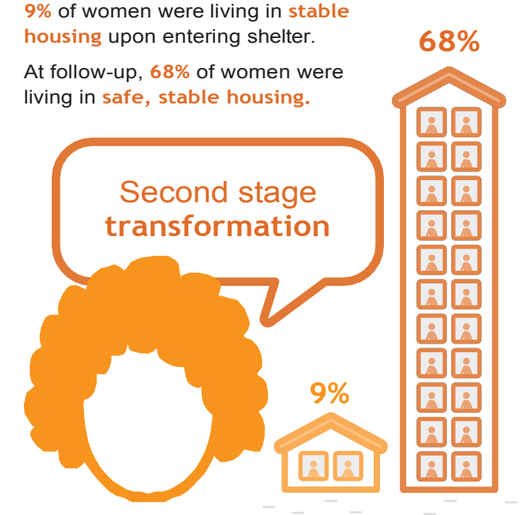
** Includes 340 men*

500

9% of women were living in **stable housing** upon entering shelter.

At follow-up, **68%** of women were living in **safe, stable housing.**

Second stage **transformation**



TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**March 18, 2019**
SUBJECT	**Delegation – Nutrition for Learning**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**5.2**

BACKGROUND/PROPOSAL:
Carla Valintine and Mary Gunderson with the Nutrition for Learning has asked to give a presentation to Council on the current services they provide at the River Valley and Sundre High School.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:
No information was provided at time of agenda development.

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 xx, as information.

MOTION:
That the Town of Sundre Council thank Carla Valintine and Mary Gunderson for attending the Council meeting and accept their presentation on the Nutrition for Learning Program at River Valley and Sundre High School, as information.

Date Reviewed: March 15, 2019 CAO: [illegible]

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**March 18, 2019**
SUBJECT	**Policy – Disposal of Municipal Property**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**6.1**

BACKGROUND/PROPOSAL:

In accordance with Section 70(1) of the *Municipal Government Act*, the Disposal of Municipal Property Policy has been developed to formalize a process for the disposal of Municipal owned lands including Reserve Land, former Reserve Land, and Fee Simple Land which meets the requirements as set out in the *Municipal Government Act.*

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Disposal of Municipal Property Policy is to administer a fair and consistent formal process in the disposal of municipal owned land and doing so fulfilling its legislative mandate through meeting legal and statutory requirements for the disposal of Municipal lands.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 4: Financial Stability
Goal 4.1 – Diversify Sundre's tax base by supporting commercial and industrial development.

ADMINISTRATION RECOMMENDATIONS:

That Council approve the Disposal of Municipal Property Policy A-011-00 POL.

MOTION:

That the Town of Sundre Council approve the Disposal of Municipal Property Policy A-011-00 POL as presented.

That the Town of Sundre Council rescind Policy D-005 Residential Lot Sale.

Date Reviewed: March 15, 2019 CAO: Derek McLean

TOWN OF SUNDRE POLICY

Policy Number:	**A-011-00 POL**
Policy Name:	**DISPOSAL OF MUNICIPAL PROPERTY**
Related Procedure Number:	**A-011-00 PRO**
Related Procedure Name:	**DISPOSAL OF MUNICIPAL PROPERTY**
Replaces Policy No:	**D-005**
Resolution Number:	_____
Approval Date:	**March 18, 2019**
Next Review Date:	**2022**
Responsible Department:	**Legislative Services**

1. PURPOSE AND APPLICATION

In accordance with Section 70(1) of the *Municipal Government Act*, this Disposal of Municipal Property Policy has been developed to formalize a process for the disposal of Municipal owned lands including Reserve Land, former Reserve Land, and Fee Simple Land which meets the requirements as set out in the *Municipal Government Act.*

2. GENERAL POLICY PRINCIPLES

The purpose of the Disposal of Municipal Property Policy is to administer a fair and consistent formal process in the disposal of municipal owned land and doing so fulfilling its legislative mandate through meeting legal and statutory requirements for the disposal of Municipal lands.

2.1 The disposal of municipal lands will be considered in the context of the overall policies of the municipality, including the Municipal Development Plan, Land Use Bylaw and the Town of Sundre Strategic Plan.

2.2 The sale of land may be initiated by either the Municipality or by an individual, company or organization that is interested in acquiring the land.

2.3 All matters related to the disposal of Municipal Property shall meet the following requirements of the *Municipal Government Act:*

2.3.1 Municipal Government Act, Part 3, Division 8 – Limits of Municipal Powers, Division of Lands - Section 70.

2.3.2 Municipal Government Act, Part 16 – Requirements for Advertising – Section 606.

3. DEFINITIONS

3.1 ***"Appraisal"*** means an official valuation of property by an authorized person.

3.2 **"*Chief Administrative Officer*"** (CAO) means the chief administrative officer of the Municipality or their delegate, *MGA Section 205;*

3.3 **"*Council*"** means the elected officials of the Town of Sundre, *Municipal Government Act, Section 1.1(e);*

3.4 **"Direct Sales"** means the sale of municipal lands that has been initiated by the public.

3.5 **"*Disposal"*** means the process of disposal of property.

3.6 ***"Fair Market Value"*** means the most probable price which land should bring in a competitive and open market

3.7 ***"Land"*** includes all properties whether vacant land or land containing buildings.

3.8 **"*Municipality*"** means the Town of Sundre;

3.9 **"*Procedure*"** means the method of giving direction according to which operations are conducted within the framework of the policy.

3.10 **"*Public Sale*"** means the sale of lands that the Municipality are actively trying to dispose of.

3.11 "***Statutory Requirement*"** means a requirement written into a law passed by the provincial or federal government (for example: *Municipal Government Act*).

4. POLICY RESPONSIBILTIES

4.1 Council Responsibilities

4.1.1 Council shall:

4.1.1.1 Approve by resolution this policy and any amendments.

4.1.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.2 Administration Responsibilities

4.2.1 The Chief Administrative Officer shall:

4.2.1.1 Implement the approved Disposal of Municipal Property Policy; and approve procedures.

4.2.1.2 Ensure the policy and procedures reviews occur and verify the implementation of policies and procedures and necessary amendments.

5 END OF POLICY

Mayor

Chief Administrative Officer

Date

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**March 18, 2019**
SUBJECT	**Disposal of Municipal Property**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**7.1**

BACKGROUND/PROPOSAL:

Council was presented at the March 4, 2019 Regular Council Meeting a request to purchase ± 0.127 ha (.0314 acres) of municipally owned land located on a portion of SE ¼ Sec. 4, Twp. 33, Rge. 5, W5M, which would be subdivided and consolidated with an adjacent parcel of land for development purposes.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The following is the motion relative to the approved request:

Res. 96-04-03-19

MOVED by Councillor Funke that the Town of Sundre Council direct Administration to proceed with the process required to sell ± 0.127 ha (.0314 acres) of municipally owned land located on a portion of SE ¼ Sec. 4, Twp. 33, Rge. 5, W5M, based on the appraised fair market value of the land.

CARRIED

Attached is the appraisal of said lands prepared by Perry Appraisal Associates Ltd. This appraisal is to determine the current market value.

As the Town is asking the purchase price to be the same as the appraised value, the Municipality does not need to advertise per Section 70(1) of the *Municipal Government Act.*

Disposal of land
70(1) If a municipality proposes to transfer or grant an estate or interest in
(a) land for less than its market value, or
(b) a public park or recreation or exhibition grounds,
the proposal must be advertised.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 4: Financial Stability
Goal 4.1 – Diversify Sundre's tax base by supporting commercial and industrial development.

ADMINISTRATION RECOMMENDATIONS:

That Council agrees to sell the municipally owned land located on a portion of SE ¼ Sec. 4, Twp. 33, Rge. 5, W5M for no less than $52,500 based on the appraisal by Perry Appraisal Associates Ltd. Dated March 7, 2019.

MOTION:

That the Town of Sundre Council agrees to sell the municipally owned land located on a portion of SE ¼ Sec. 4, Twp. 33, Rge. 5, W5M for no less than $52,500.00 based on the appraisal by Perry Appraisal Associates Ltd. Dated March 7, 2019.

Date Reviewed: March 15, 2019	CAO: Amila Mc

AN APPRAISAL REPORT
ON
PTN. SE 4-33-5-W5M, AREAS A & B
SUNDRE, ALBERTA

AS OF
MARCH 7, 2019

FOR:
TOWN OF SUNDRE
SUNDRE, ALBERTA

BY:
KYLE SANDE, AACI, P.App.
PERRY APPRAISAL ASSOCIATES LTD.

Perry Appraisal Associates Ltd.

Real Estate Appraisers
4801 – 49th Avenue
OLDS, ALBERTA T4H 1E1
PHONE (403) 556-7277 email admin@perryapp.ca

March 13, 2019

Town of Sundre
717 Main Avenue West
Box 420
Sundre, Alberta T0M 1X0

ATTENTION LUANA SMITH:

Dear Luana:

RE: Appraisal Reference #C12751
Ptn. SE 4-33-5-W5M, Areas A and B
Town of Sundre

As requested, an estimate of the Market Value of the captioned property has been completed as at March 7, 2019, the date the site was inspected. My report which is suitable for **possible land sale** is attached. I have personally inspected the property and analysed all available information considered pertinent to the valuation thereof. The appraiser who completed this report is a licensed appraiser under the Real Estate Act of Alberta.

The land size was obtained by a new survey done on the property (see addenda). This survey has not yet been registered with land titles and the size of land is a hypothetical size until it is properly registered.

After careful consideration and analysis of all data compiled, the estimated Market Value of the subject property as of the effective date of this appraisal is:

FIFTY TWO THOUSAND FIVE HUNDRED DOLLARS ($52,500.00)

This appraisal has been completed for the exclusive use of **Town of Sundre.** No other party including financiers of the client or others may rely on this appraisal without specific written approval of the appraiser and the client designated as the exclusive user.

The reader is urged to review the report in its entirety, since information taken separately or out of context may be misleading.

Yours truly,

PERRY APPRAISAL ASSOCIATES LTD.

KYLE SANDE, AACI, P.App.

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MAPS
COPY OF TITLE
LAND USE GUIDELINES

SUMMARY OF SALIENT FACTS AND IMPORTANT CONCLUSIONS

Reference #:	C12751
Type of Property:	Bare land
Legal Description:	Ptn. SE 4-33-5-W5M, Areas A and B
Date of Valuation:	March 7, 2019
Size of Land:	.313 Acres or 13,634.28 Square Feet (Hypothetical)
Land Use Classification:	PS - Public Service District
Estimated Highest and Best Use:	See discussion of Highest and Best Use in the body of this report
Valuation As of Effective Date:	$52,500.00

APPRAISAL PROBLEM

The appraisal problem is to estimate the market value of an essentially assumed bare parcel of Public Service District zoned land with minimal improvements in the Town of Sundre, Alberta.

EFFECTIVE DATE

The effective date of this appraisal is March 7, 2019, the date upon which the property was inspected.

PURPOSE OF THE APPRAISAL

The purpose of the appraisal is to estimate the market value of the fee simple interest in the subject property as at the effective date.

FUNCTION OF THE APPRAISAL

The function of an appraisal is the reason for which the appraisal is made or is intended to be used. The appraisal report is a tool for providing its recipients with a sound basis for establishing a policy or taking an action. The function of this appraisal is to acquaint the reader of this report as to the market value of the subject property for **possible land sale.**

PROPERTY RIGHTS APPRAISED

The fee simple interest is defined as the greatest interest an individual can own in land or complete ownership in law, subject only to the governmental power of taxation, expropriation, escheat, and police powers.

LEGAL DESCRIPTION

The subject property is legally described as:

MERIDIAN 5 RANGE 5 TOWNSHIP 33
SECTION 4
THAT PORTION OF THE SOUTH EAST QUARTER
WHICH LIES TO THE SOUTH OF THE LANEWAY,
IN BLOCK "D" ON PLAN 7447ER
TO THE EAST OF BLOCK "G" ON PLAN 8693FD,
TO THE WEST OF BLOCK "V" ON PLAN 7985HB,
AND OUTSIDE THE BED OF BEARBERRY CREEK
CONTAINING 0.809 OF A HECTARE (2 ACRES) MORE OR LESS
EXCEPTING THEREOUT:

PLAN	NUMBER	HECTARES	ACRES	(MORE OR LESS)
SUBDIVISION	8711392	0.003	0.007	

EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

OWNERSHIP

On the effective date of this appraisal, the Town of Sundre was the owner in fee simple interest as evidenced by Certificate of Title Number 871 200 173 B. This title is for the whole property and does not reflect the surveyed lands that are valued in this report.

ENCUMBRANCES

A copy of the title is enclosed that identifies all current encumbrances. None of the registration documents were searched or investigated.

LAND USE CLASSIFICATION

The Land Use Classification for the subject property is identified as Public Service District. The subject property conforms to present zoning guidelines.

ASSESSMENT AND TAXES 2018

The subject is owned by the Town of Sundre and therefore is not subject to taxation.

SCOPE OF THE APPRAISAL

Area/neighbourhood Analysis:
General market information regarding the area/neighbourhood is based on the appraiser's personal knowledge of the central Alberta commercial market. A neighbourhood observation was also completed.

Improvement Analysis:
Lot sizes, land uses and legal descriptions were obtained from a land title search and town of Sundre.

Physical Inspection:
An inspection of the property was carried out on March 7, 2019. The writer of this report is not qualified to comment on the condition or quality of the foundation, roof structure, mechanical systems, or electrical wiring.

It is important to note that this report is complete assuming no environmental liability exists with this property.

Comparables:
Data on the comparable sales was obtained from the appraiser's files and has been previously verified with the selling agents. Discussions with buyer, seller, or respective realtors, and in some cases physical inspections were carried out in order to verify the accuracy of the information obtained. The writer and firm, Perry Appraisal Associates Ltd. subscribes to and holds memberships in good standing with the Calgary, Red Deer and Brooks Real Estate Boards. Routine review of all multiple listings datum is researched. Assistance was sought through private consultation on the research and investigation for the existence of any reliable sales data beyond these boundaries and into the western prairie provinces. The firm also has access to a service which provides bulk land title transfer documentation throughout the province of Alberta. Comparable data is also obtained from the preparation of previous appraisal reports conducted by the firm. Sales data is commonly verified with title and transfer search, discussion with the vendor, purchaser, sales agents and legal firms. Additional sources of sale information is occasionally supplied by other sources such as other appraisal firms, private lenders, private sales data memberships, non MLS realtor representation, discount property sales agencies, auction agencies and the local Municipal offices. **All information and estimates included within the context of this report have been obtained from sources considered to be reliable and are believed to be true and accurate. The writer of this report assumes no responsibility for erroneous information that was supplied by other parties.**

Legal Matters:
The encumbrances appearing on the title were not searched, investigated, or analyzed as part of the appraisal. A copy of title appears in the addendum of this report.

Listing Sales History:
The client is contemplating selling the subject and this report will be used to help determine a fair price to sell the subject.

ASSUMPTIONS AND LIMITING CONDITIONS

The analyses, opinions and conclusions contained in this report are subject to the following contingent and limiting conditions.

1. Because market conditions including economic, social, and political factors change rapidly and, on occasion, without warning, the market value estimate expressed as of the date of this appraisal cannot be relied upon as of any other date except with further advice from the appraiser, confirmed in writing.

2. No responsibility is assumed for matters of a legal nature that affect either the property being appraised or the title to it. It has been assumed that the title is good and marketable and, therefore, no opinion is rendered about the title. The subject property must comply with government regulations including zoning, building code, and health regulations, and if it doesn't comply, its noncompliance may affect market value. To be certain of compliance, further investigation may be necessary. The property is appraised on the basis of it being under responsible ownership.

3. No survey of the property has been made. Any sketch in the appraisal report shows approximate dimensions and is included only to assist the reader of the report in visualizing the property. It should not be relied on for precise or technical information, nor specifics on construction materials, construction, methods, or dimensions.

4. The author is not a qualified surveyor (and no legal survey concerning the subject lands has been provided). Sketches, drawings, diagrams, photographs, etc. are presented in this report for the limited purpose of illustration and are not to be relied upon in themselves. It is the responsibility of a qualified engineer, architect, or registered land surveyor to show the exact location of the subject lands, as well as the measurements and areas of land. In the absence of a survey, the Appraiser may have used Alberta Municipal Affairs Registries maps or records or other maps provided by the Client. These maps or records may or may not represent the exact measurements of the subject lands or to the comparable data relied upon in estimating market value. The area calculated was based on information provided by Land Titles. For a detailed and legally acceptable area, an Alberta Land Surveyor is recommended. Should the size applied herein deviate substantially, the value estimate herein may require adjustment.

5. Reasonable effort was made to verify the accuracy and correctness of the information obtained and/or utilized for this report. However, no guarantee is provided as to the accuracy or correctness thereof. The decision to inspect comparables and the extent of verification of data will be determined by the scope of the assignment, but in all cases the appraiser must conform to "Reasonable Appraiser" standards. The data and value estimates contained herein may require adjustment if any of the Subject Property or comparable information contained herein is determined to be inaccurate or incorrect.

6. This report is completed on the basis that testimony or appearance in court is not required as a result of this appraisal unless specific arrangements to do so have been made beforehand. Such arrangements will include, but not necessarily be limited to, adequate time to review the appraisal report and data related thereto and the provision of appropriate compensation.

7. Unless otherwise stated in the appraisal report, there are no known unapparent or hidden conditions of the property (including but not limited to its soils, physical structure, mechanical and other operating systems, its foundation, etc.) or adverse environmental conditions (on it or a neighbouring property, including the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable. It has been assumed that there are no such conditions, unless they were observed at the time of inspection or became apparent during the normal research, involved in completing the appraisal. The attached report should not be construed as an environmental audit or a detailed property condition report, as such reporting is beyond the scope of this report and/or the qualifications of the appraiser. Responsibility is not accepted for any such unapparent or hidden conditions that do exist, or for any research, testing or engineering that might be required to discover whether such conditions exist.

8. The appraiser is not qualified to comment on environmental issues that may affect the market value of the property appraised, including but not limited to pollution or contamination of land, buildings, water, groundwater or air. Unless expressly stated, the property is assumed to be free and clear of pollutants and contaminants, including but not limited to moulds or mildews or the conditions that might give rise to either, and in compliance with all regulatory environmental requirements, government or otherwise, and free of any environmental condition, past, present or future, that might affect the market value of the property appraised. If the party relying on this report requires information about environmental issues then that party is cautioned to retain an expert qualified in such issues. We expressly deny any legal liability relating to the effect of environmental issues on the market value of the property appraised.

9. Information, estimates, and opinions that have been expressed in the appraisal report are obtained from sources considered to be reliable and they are believed to be true and correct. No responsibility is assumed for the accuracy of such items that were furnished by other parties.

10. The opinions of value and other conclusions contained herein assume satisfactory completion of any work remaining to be completed in a good and workmanlike manner. Further inspection may be required to confirm completion of such work.

11. The contents of this report are considered confidential and will not be disclosed by the author to any party except as provided for in the Standards of Professional Practice of the Appraisal Institute of Canada and/or when properly entered into evidence of duly qualified judicial or quasi-judicial body.

12. Written consent from the author and supervisory appraiser must be obtained before all (or any part) of the content of the appraisal report can be used for any purposes by anyone except the client specified in the report, and where the client is the mortgagee; its insurer and the borrower, if he/she paid the appraisal fee. The author's written consent and approval must also be obtained before the appraisal (or any part thereof) can be conveyed by anyone to any other parties, including mortgagees other than the client and the public through prospectus, offering memo, advertising, public relations, news, sales, or other media.

Extraordinary Assumptions

An extraordinary assumption is an assumption, directly related to a specific assignment, which, if found to be false, could materially alter the opinions or conclusions.

The land size was obtained by a new survey done on the property. This survey has not yet been registered with land titles and the size of land is a hypothetical size until it is properly registered.

Hypothetical Conditions

A Hypothetical Condition is a condition contrary to what exists, but is supposed for the purpose of analysis

The land size was obtained by a new survey done on the property. This survey has not yet been registered with land titles and the size of land is a hypothetical size until it is properly registered.

Extraordinary Limiting Conditions

An extraordinary limiting condition refers to a necessary modification or exclusion of a Standard Rule which may diminish the reliability of the report.

Due to the nature of this assignment, in this case, no Extraordinary Limiting Conditions were invoked.

Canadian Uniform Standards of Professional Appraisal Practice, January 1, 2018.

DEFINITION OF MARKET VALUE

Market Value for the purpose of this report is defined as:

> "The most probable price which a property should bring in a competitive and open market as of the specified date under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeable, and assuming the price is not affected by undue stimulus."

Implicit in this definition are the consummation of a sale as of the specified date and the passing of title from seller to buyer under conditions whereby:

1) buyer and seller are typically motivated;
2) both parties are well informed or well advised, and acting in what they consider their best interests;
3) a reasonable time is allowed for exposure in the open market;
4) payment is made in terms of cash in Canadian dollars or in terms of financial arrangements comparable thereto; and
5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

Canadian Uniform Standards of Professional Appraisal Practice, January 1, 2018.

Reasonable Exposure Time is defined in Canadian Uniform Standards of Professional Practice, January 1, 2018 as:

> "The estimated length of time the property interest being appraised would have been offered on the market before the hypothetical consummation of a sale at the estimated value on the effective date of the appraisal"
>
> "Exposure time is a retrospective estimate of a length of time based upon an analysis of past events assuming a competitive and open market. Exposure time is always presumed to have preceded the effective date of the appraisal. Exposure time is different for various types of real estate and under various market conditions. Rather than appear as an isolated estimate of time, it must refer to the property appraised, at the value estimated. The overall concept of reasonable exposure time encompasses not only adequate, sufficient and reasonable time but also adequate, sufficient and reasonable marketing effort."

For purposes of this appraisal, it is assumed that the subject property has been exposed to the open market for a period of approximately three (3) to six (6) months in order to achieve the estimate of market value on the effective date noted herein.

ESTIMATE OF HIGHEST AND BEST USE

Highest and Best Use is defined as: that reasonable and probable use that will support the highest present value, as defined, as of the effective date of the appraisal.

. . . alternatively, that use, from among reasonably probable and legal alternative uses, found to be physically possible, appropriately supported, financially feasible and which results in highest land value.

Criteria for determining the Highest and Best Use include:

1. **Physical Possibility**	the land must be able to accommodate the size and shape of the ideal improvement.
2. **Legal Permissibility**	a property use that is either currently allowed or most probably allowable under zoning codes, building codes, environmental regulation, and other applicable laws and regulations that govern land use.
3. **Financial Feasibility**	the ability of a property to generate sufficient income to support the use for which it was designed.
4. **Maximum Productivity**	the selected land use must yield the highest value of the possible uses.

Two concepts of Highest and Best Use are presented:

i) **Highest and Best Use of the Land or Site as Vacant**	Among all reasonable alternative uses, that use that yields the highest present land value, after payments are made for labour, capital and co-ordination. The use of a property based on the assumption that the parcel of land is vacant, or can be made vacant by demolishing any improvements.
ii) **Highest and Best Use of the Land as Improved**	The use that should be made of a property as it exists. An existing property should be renovated or retained 'as is', so long as it continues to contribute to the total market value of the property; or, until the return from a new improvement would more than offset the cost of demolishing the existing building and constructing a new one.

**The Dictionary of Real Estate Appraisal Fifth Addition.*

HIGHEST AND BEST USE OF LAND AS THOUGH VACANT

1. **Physical Possibility**

The parcel of land being appraised contains an area of approximately .313 Acres or 13,634.28 Square Feet, is irregular in shape, and at grade with the surrounding properties. There are no apparent physical deficiencies that would preclude typical development of the land.

2. **Legal Permissibility**

Legal restrictions that apply to the subject include public and private restrictions. With respect to public restrictions, the site falls under the land use guidelines for development within the context of the by-law. Subject to Town Planning approval, any other Permitted or Discretionary Uses under the commercial guidelines would be appropriate for the property. Given the parcel's existing zoning, development of the site would be of a Commercial nature.

3. **Financial Feasibility**

Of the uses which could be physically and legally accommodated on the site, the economics are such that some form of Commercial development would likely provide the greatest monetary return to the land given current market demands and rent levels. Given the condition of the prevailing Alberta Commercial market in terms of vacancy and existing rent levels, the present development or a proposed structure similar to the subject would be considered economically feasible at this time.

4. **Maximum Profitability**

Given the physical attributes of the site, as well as permitted, legal uses and financial feasibility of development, we are of the opinion the development which would result in maximum profitability to the lands is of a commercial use.

COMMUNITY INFORMATION

Overview

Sundre - A Small Town With A Big Back Yard!
Located at the base of the Rocky Mountain Foothills on the banks of the scenic Red Deer River, the Town of Sundre is an attractive base for business and recreational activities. The area has a well-rounded climate, due in part to its proximity to the mountains, and the frequent warm Chinook winds blowing from the west. Each changing season brings its own delights for nature lovers and for the pursuit of recreational activities.

Sundre is a thriving town of 2,729 persons, providing all of the advantages of "small town living" plus the benefits of the progressive development of a growing population.

Petroleum, lumber, agriculture and tourism industries make up the economic base of Sundre. The average retail sales, coupled with the recent boom in the area's petroleum industry, make it clear that Sundre is a community with a future. Employment opportunities are diverse and the economic climate is stable.

Sundre is easily accessible by two major highways and two secondary highways, which are all paved and in good to excellent condition. With an airport, access to bus service, and numerous trucking and courier companies, transportation to and from Sundre is very convenient.

The community is well-served with public educational facilities. Special and advanced education needs are met through the many nearby institutions catering to various educational requirements. Sundre has a full range of health facilities available. A modern hospital, dental clinic, and a 24-hour ambulance service providing full medical care.

There are numerous recreational opportunities in and around Sundre. You will find some excellent facilities, offering many different events and activities to both visitors and community members. Whether on water or on land; individual or team sports; summer or winter; spring or fall; Sundre has it all.

Sundre, with its proximity to major centres and prime recreational facilities, has plenty to offer prospective residents and businesses. Tourist flow is increasing rapidly as the recreational opportunities are becoming better known. This is an area abundant with natural beauty and wide open spaces, allowing for peaceful and uncrowded experiences for those who seek them. With a steady growing economy there is great potential and demand for business and industry alike. Community support is strong and opportunity is abundant.

Location

The Town of Sundre is located in the Mountain View County, at the base of the Rocky Mountain Foothills in southwest-central Alberta. It is 40 km west of Olds, 130 km northwest of Calgary and 100 km southwest of Red Deer. The Bow Crow Forest Reserve - a haven for recreationalists and camera buffs - is a short drive west. It is here that the Forestry Trunk Road connects tourists to a wealth of experiences and adventures involving pristine lakes, tumbling waterfalls and abundant wildlife.

Economic Base

Petroleum, lumber, agriculture and tourism industries make up the economic base of Sundre. The average retail sales, coupled with the recent boom in the area's petroleum industry, make it clear that Sundre is a community with a future.

Tourism is also a growing industry due to the prime recreational areas in and around Sundre. Sundre has played host to a number of sporting events, which has ensured the continuing growth of the tourism industry.

Economic Facts

Sundre Forest Products Ltd., a Division of West Fraser Mills, is an integrated forest product company manufacturing dimensional lumber and treated wood products. Markets include western Canada, the U.S. mid-west and northwest, and Japan and Taiwan. The initial employee base has expanded from the original 40 to over 250 year-round at Sundre Forest Products, 215 at West Fraser LVL and an additional 600 seasonal workers in the harvesting and reforestation aspects of the company.

In 1992, a 20-year Forest Management Agreement was signed with the Province of Alberta. This contracted to Sundre Forest Products the development, utilization and stewardship of 656,446 hectares of total land base. This ensures Sundre Forest Products a sustainable flow of wood fibre to meet its production requirements of 245 million board feet of lumber per year as well as supplying fiber to West Fraser LVL in the Rocky Mountain House area.

In 1994, production commenced at the West Fraser LVL engineered wood plant in the Rocky Mountain House are to produce veneer, and in the summer of 1997, it began producing laminated veneer lumber.

SPOG, Sundre Petroleum Operators Group is a partnership of industry, government and the public. The purpose of SPOG is to create a long-term relationship between the Oil and Gas Industry and the members of the community based on trust, honesty and respect by way of sharing pertinent information.

Working together is the foundation of any community. Local residents need to participate, and SPOG actively seeks volunteers. SPOG has a long track record of successfully including community members in influencing local developments.

Formed in 1992, the SPOG partnership has grown and evolved into a world-class model demonstrating community and industry working collaboratively.

SPOG now has 15 associate community representatives communicating to its regions, plus over 100 public volunteers on sub-committees. SPOG actively encourages concerned members of the public to participate to insure a healthy and balanced community where we can all prosper. SPOG has gained international recognition for its work with community involvement and is a recognized leader in the province. The Sundre Community chose SPOG in 2003 as "Ambassador of the Year".

Major Businesses

- Sundre Forest Products Limited
- Shell Canada Limited
- BP Canada Energy Company
- Hunt Oil Company of Canada
- Conoco Phillips
- Federated Pipelines
- Petro Canada
- Sundre I.G.A.
- Sundre Hotel
- Sundre Motor Inn
- Sundre Contracting
- Sundre Motors

Financial Institutions

- Bank of Montreal
- Alberta Treasury Branch
- Mountain View Credit Union

Source: Alberta First

DESCRIPTION OF LAND

Lines are Approximations only and not to be considered a legal survey

Legal Description:

Ptn. SE 4-33-5-W5M, Areas A and B

Site Size:

.313 Acres or 13,634.28 Square Feet

Topography:

The subject appears to be below the grade of the street and surrounding properties but appears to be overall generally level.

Other:

The subject is bordered to the north by a rear alley between 3rd and 4th Street SW in Sundre. This alley is approximately 160 feet south of Main Avenue West which is the main roadway through Sundre. The Bearberry Creek borders the south boundary. According to the Alberta Flood Hazard Map it appears that the subject is not within a flood zone however, due to the location of the subject bordering the creek and the fact that the site is lower than the surrounding properties and street, it is felt that flooding could be a real risk for the subject. The subject is also completely covered in mature native trees and will likely have to be cleared before development.

Rear Alley that Borders the North Boundary of the Subject

Northwest Survey Stake Looking South

Site View

Creek View near the West Boundary

VALUATION

VALUATION METHODOLOGY

The ultimate goal of the valuation process is a well-supported value conclusion that reflects all of the pertinent factors that influence the market value of the property being appraised. Three traditional approaches are normally used to estimate the market value, namely the Cost Approach, Income Approach and Direct Comparison Approach.

Cost Approach

The value of a property is estimated as the current cost of reproducing (exact replica) or replacing (substitute property with similar utility) the improvements minus the loss in value from depreciation plus land or site value.

Direct Comparison Approach

The value of a property is indicated by recent sales of comparable properties in the market.

Income Approach

The value of a property is indicated by a property's earning power, based on the capitalization of income.

One or more approaches to value may be used depending on their applicability to the particular appraisal assignment, the nature of the property, the needs of the client, or the available data. The results from each approach are normally then correlated and a final estimate of market value is presented. In order to estimate the market value of the subject property the Income and Cost Approach to value will not be used in this analysis.

DIRECT COMPARISON APPROACH

The approach utilized in estimating the value of the subject property is the Direct Comparison Approach. This approach is based on the proposition that an informed purchaser would pay no more for a property than the cost of acquiring another property with the same utility. This approach is often considered the most reliable approach to estimating value when there are sufficient market transactions involving properties characteristic of the subject. Under this approach, the actions of the buyers and sellers under prevailing conditions are analyzed. Sales and listings of properties considered similar to the subject are identified and adjustments with respect to time, size, location, physical differences, land use, and condition may be made to improve the comparability of the sale or listing to the subject.

Methods Available to Estimate Land Value
The following six methods are used to estimate land value:

1. Direct Comparison Method
2. Abstraction Method
3. Extraction Method
4. Land Residual Method
5. Subdivision Method
6. Ground Rent Capitalization

Direct Comparison Approach
The approach most utilized in estimating the land value of properties is the Direct Comparison Approach. This approach is based on the proposition that an informed purchaser would pay no more for a property than the cost of acquiring another property with the same utility. This approach is often considered the most reliable approach to estimating value when there are sufficient market transactions involving properties characteristic of the subject. Under this approach, the actions of the buyer and seller acting under prevailing conditions are analyzed. Sales and listings of properties considered similar to the subject are identified and adjustments with respect to time, size, location, physical differences, land use, and condition may be made to improve the comparability of the sale or listing to the subject.

Extraction Method
A method of estimating land value in which the depreciated cost of the improvements on the improved property is estimated and deducted from the total sale price to arrive at an estimated sale price for the land; most effective when the improvements contribute little to the total sale price of the property.

Method Selected
For the purpose of this assignment the Direct Comparison Method and Extraction Method have been selected. The Direct Comparison Approach is the preferred method when there are sufficient and good reliable sales found in the market place. The advantage of the Direct Comparison Approach is that it is easily understood, explainable and reflects the actions of prudent buyers and sellers.

Identification of Comparables
The following comparables were selected and are believed to reflect appropriate values for the subject properties at the current time.

The following sales have been identified and are considered to provide parameters from which the value of the subject can be estimated. These indicators are then summarized, analysis provided, and a final correlation and estimate of market value is developed.

INDICATOR NO.1:

Comparable Number:	CC-1395
Civic Address:	8 Prairie Creek Close, Sundre
Legal:	Plan: 0912355, Block: C, Lot: 6
Zoning:	R1-Residential District
Land Size:	.30 Acres or 15,274.12 Square Feet
Sale Date:	Sold May 24, 2018
Sale Price:	$59,000
Sale Price/Acre:	$196,666.67
Sale Price/Square Foot:	$3.86
General Comments:	Located centrally in Sundre approximately 275 feet south of Main Street in Sundre. The property is bordered to the north by the Bearberry Creek. This property was originally listed for $70,000 and was on the market for 539 days.
Source:	C4091291/KS

INDICATOR NO.2:

Comparable Number:	CC-1396
Civic Address:	25-2 Street SE, High River
Legal:	Plan: 6494JK, Block: A, Lot: 6
Zoning:	R1-Residential District
Land Size:	.23 Acres or 10,800 Square Feet
Sale Date:	Sold September 29, 2017
Sale Price:	$90,000
Sale Price/Acre:	$391,304.35
Sale Price/Square Foot:	$8.33
General Comments:	Located near the north central portion of High River. The property is located with the flood fringe designated land within the town. This property was originally listed for $108,500 and was on the market for 888 days.
Source:	C4111179/KS

INDICATOR NO.3:

Comparable Number:	CC-1397
Civic Address:	5407 & 5413 – 50 Street, Ponoka
Legal:	Plan: RN7C, Block: E, Lot: 10-13
Zoning:	C1 – Commercial District
Land Size:	.46 Acres or 20,000 Square Feet
Sale Date:	Sold April 24, 2017
Sale Price:	$40,000
Sale Price/Acre:	$86,956.52
Sale Price/Square Foot:	$2.00
General Comments:	Located Centrally in Ponoka and borders the rail line along the east boundary. This property was originally listed for $75,000 and was on the market for 1,286 days.
Source:	CA0024772/KS

INDICATOR NO.4:

Comparable Number:	CC-1353
Property Type:	Light Industrial Bare Lot
Civic Address:	4528-45 Street Lacombe
Legal:	Plan: 972-0968, Block: 1, Lot: 16
Zoning:	R-LI, Light Industrial
Land Size:	1 Acre or 43,560 Square Feet
Sale Date:	March 7, 2017
Sale Price:	$165,000
Sale Price/Acre:	$165,000
Sale Price/Square Foot:	$3.79
General Comments:	The property was originally listed for $179,900 and was on the market for 8 days.
Source:	CA0100244/KS

	Subject	Indicator 1	Indicator 2	Indicator 3	Indicator 4
Location	Sundre	Sundre	High River	Ponoka	Lacombe
Price		$59,000	$90,000	$40,000	$165,000
Date		May 2018	September 2017	April 2017	March 2017
Site Size (Sq.Ft.)	13,634.28	15,274.12	10,800.00	20,000.00	43,560.00
Zoning	PS	R1	R1	C1	R-LI
Price/Sq.Ft.		3.86	8.33	2.00	3.79

The preceding sales are considered to be good reliable indicators of market value for the subject. A variety of sales were included in order to accurately define the market value parameters within which the subject property is estimated to fall.

An adjustment process was undertaken to relate the sales information to the subject. These adjustments are mathematical changes to basic data to facilitate comparison. Percentage adjustments have been utilized where individual differences between the comparables and the subject are expressed in terms of plus or minus amounts. This process assumes a causal relationship among the various factors for which adjustments are made, and by its very nature is somewhat subjective. Adjustments are applied by relating the comparable to the subject, that is, if the comparable is superior in a specific attribute, then a negative adjustment is required. Conversely, if the comparable is inferior, then a positive adjustment is indicated.

Adjustments are applied in a sequential order with *motivational* and *time* adjustments applied first, followed by subsequent adjustments for *location, size*, et cetera.

Indicator one is located within Sundre in an identical location with the same creek bordering the indicator. This indicator suffers from similar issues that the subject suffers from including potential flooding as well as tree removal. This indicator is slightly superior in land size. Overall this indicator was adjusted to $54,000.00.

Indicator two is located in High River, a superior location compared to the subject. This indicator is slightly inferior in land size. This indicator is also tree covered similar to the subject. High River is known for its potential for flooding which is also similar to the subject site. Overall this indicator was adjusted to $68,500.00.

Indicator three is located in Ponoka, a superior location compared to the subject. This indicator is larger in land size and is partly tree covered. This indicator borders a rail line which further reduces the amount of usable land. Overall this indicator was adjusted to $30,000.

Indicator four is located in Lacombe, a superior location compared to the subject. This indicator is far larger in land size and has been cleared. This indicator does have some limitations on development associated with its zoning. Overall this indicator was adjusted to $50,000.00

After adjustments the comparable properties range in price from $30,000.00 to $68,500.00 with an average price of $50,625.00.

Under the principals of the Direct Comparison Approach the subject should sell for anything within this range depending on a number of factors including the motivation of the seller, the willingness of the buyers in the market and interest rates. As stated above the indicators have been adjusted to reflect the differences between them and the subject. The best indicator for the subject is indicator one. This indicator is similar in land size and is similar in location within Sundre. For this reason most weight will be placed on this indicator.

ESTIMATED VALUE BY THE DIRECT COMPARISON APPROACH:

FIFTY TWO THOUSAND FIVE HUNDRED DOLLARS ($52,500.00)

CERTIFICATE OF APPRAISER

I certify to the best of my knowledge and belief that:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my impartial and unbiased professional analyses, opinions and conclusions.
- I have no past, present or prospective interest in the property that is the subject of this report, and no personal and/or professional interest or conflict with respect to the parties involved with this assignment.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in and compensation for this assignment is not contingent upon developing or reporting predetermined results, the amount of the value estimate, a conclusion favouring the client, or the occurrence of a subsequent event.
- My analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the Canadian Uniform Standards of Professional Appraisal Practice.
- I have the knowledge and experience to complete the assignment competently, and where applicable this report is co-signed in compliance with CUSPAP.
- Except as herein disclosed, no one has provided significant professional assistance to the person signing this report.
- As of the date of this report, the undersigned has fulfilled the requirements of The Appraisal Institute of Canada Continuing Professional Development Program.
- The undersigned is (are all) members in good standing of the Appraisal Institute of Canada.

Property Identification – SE 4-33-5-W5M, Town of Sundre

Based upon the data, analyses and conclusions contained herein, the market value of the interest in the property described, as at March 7, 2019 is estimated at:

FIFTY TWO THOUSAND FIVE HUNDRED DOLLARS ($52,500.00)

As set out elsewhere in this report, this report is subject to certain assumptions and limiting conditions, the verification of which is outside the scope of this report.

Respectfully submitted,

PERRY APPRAISAL ASSOCIATES LTD.

KYLE SANDE, AACI, P.App.
AIC Membership # 904972

Certification Date of Report:	March 13, 2019
Personally Inspected the Subject Property:	Yes
Date of Inspection:	March 7, 2019
Real Estate Council of Alberta:	Authorized Licensed Real Estate Appraiser
Source of Digital Signature Security:	Adobe

NOTE: For this appraisal to be valid, an original or a password protected digital signature is required.

ADDENDA

APPRAISER'S QUALIFICATIONS

KYLE SANDE, AACI, P.App., B.A.

4801-49 Avenue
Olds, Alberta
T4H-1E1
Telephone: 403-556-7277
E-mail: ksande@perryapp.ca

PERSONAL STATEMENT

I have been a candidate member of the Appraisal Institute of Canada since 2008 gaining my AACI, P.App accreditation in 2011. I have the skills, experience and knowledge in real estate valuation for legal settlements, litigations, financing, foreclosures, market evaluation purposes, taxation, and estate planning. I have appraised a number of complex properties ranging from extensive agricultural operations, large chain hotels, golf courses, guest ranches, as well as industrial and commercial properties. I have valued properties all over Alberta ranging from Cold Lake to Lethbridge, and Hanna to Canmore. I have extensive knowledge and experience in utilizing all three approaches to value commonly used in the appraisal field. I pride myself in providing thorough and professional appraisal reports that are completed in a timely manner.

PRESENT POSITION

Partner and Senior AACI, P. App. appraiser who has been with Perry Appraisal Associates Ltd. since April, 2008

EDUCATION

Current	Fulfilled requirements of Mandatory Re-certification Program, Appraisal Institute of Canada
2016	Completion of the Canadian Ecological Gifts Program
April 2008 - November 2011	UBC Sauder School of Business **Appraisal Institute of Canada (AIC) Distance Education Program**
September 2005 – December 2008	University of Alberta, Edmonton, Alberta **Bachelor of Arts, Major History, Minor Political Science**

PROFESSIONAL MEMBERSHIPS

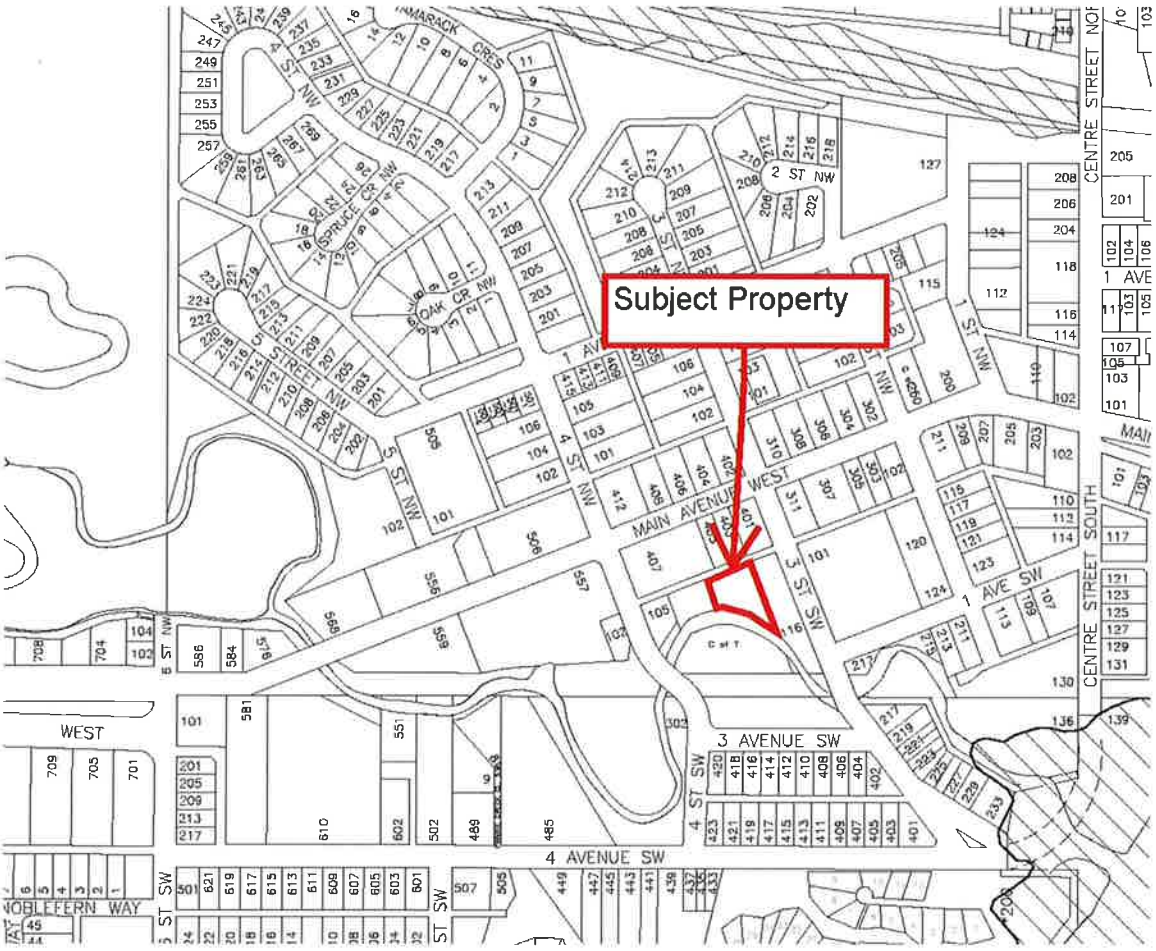
Real Estate Council of Alberta
Active Appraiser member

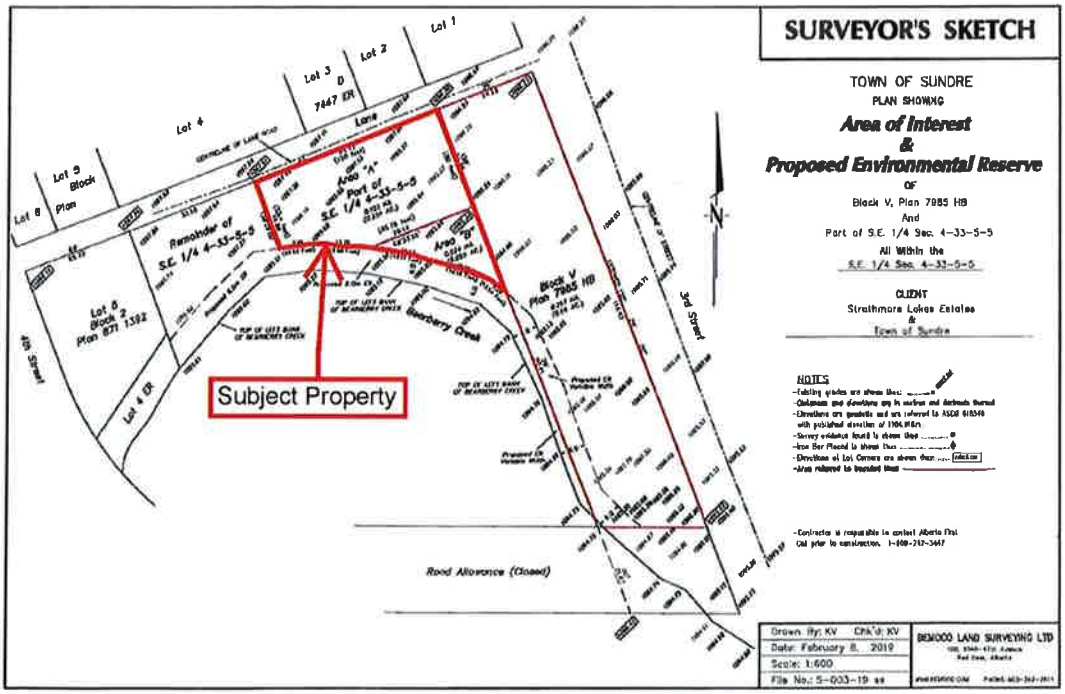
Appraisal Institute of Canada
Membership #904972
Member in Good Standing

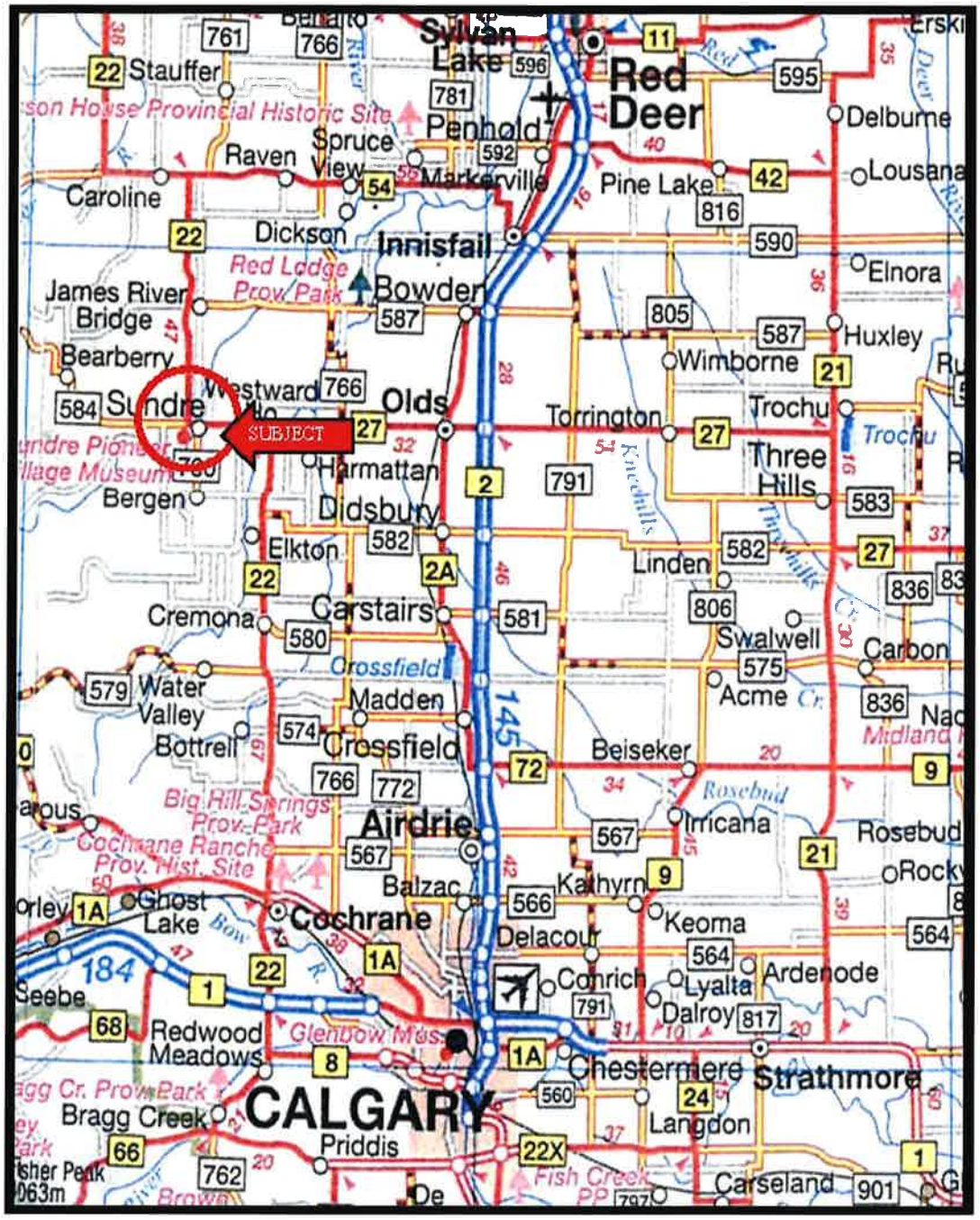
Calgary Real Estate Board
Appraiser member

Red Deer Real Estate Board
Appraiser member

MAPS


Subject Property
MAIN AVENUE WEST
3 AVENUE SW
4 AVENUE SW
CENTRE STREET SOUTH
CENTRE STREET NORTH
1 AVE SW
2 ST NW
1 ST NW
3 ST SW
4 ST SW
5 ST SW
6 ST NW
WEST
NOBLEFERN WAY
TAMARACK CRES
SPRUCE CR NW
OAK CR NW


SURVEYOR'S SKETCH
TOWN OF SUNDRE
PLAN SHOWING
Area of Interest
&
Proposed Environmental Reserve
OF
Block V, Plan 7885 HB
And
Part of S.E. 1/4 Sec. 4-33-5-5
All Within the
S.E. 1/4 Sec. 4-33-5-5
CLIENT
Strathmore Lakes Estates
&
Town of Sundre
NOTES
Subject Property
Lot 1
Lot 2
Lot 3
Lot 4
Lot 9
Block
Plan
Lot 8
Remainder of
S.E. 1/4 4-33-5-5
Area "A"
Area "B"
Block V
Plan 7885 HB
Lot 6
Block 2
Plan 871 1392
Lot 4 ER
4th Street
3rd Street
Blackberry Creek
Road Allowance (Closed)
N
Drawn By: KV Chk'd: KV
Date: February 8, 2019
Scale: 1:600
File No.: S-003-19
BENWOOD LAND SURVEYING LTD


SUBJECT
Sundre
Olds
Innisfail
Bowden
Red Deer
Sylvan Lake
Penhold
Markerville
Spruce View
Raven
Caroline
Dickson
Stauffer
James River Bridge
Bearberry
Westward
Harmattan
Didsbury
Bergen
Elkton
Cremona
Carstairs
Crossfield
Madden
Water Valley
Bottrell
Airdrie
Cochrane
Balzac
Ghost Lake
Seebe
Redwood Meadows
Bragg Creek
CALGARY
Priddis
Chestermere
Strathmore
Langdon
Carseland
Delacour
Conrich
Kathyrn
Keoma
Beiseker
Irricana
Rosebud
Acme
Swalwell
Linden
Torrington
Wimborne
Trochu
Three Hills
Huxley
Elnora
Delburne
Lousana
Pine Lake
Ardenode
Lyalta
Dalroy
Carbon
Red Lodge Prov. Park
Big Hill Springs Prov. Park
Cochrane Ranche Prov. Hist. Site
Glenbow Mus.
Fish Creek PP
Rosebud
Knobhills
Trochu
Red Deer
Deer
Bow R.
Midland

COPY OF TITLE

LAND TITLE CERTIFICATE

S

LINC	SHORT LEGAL	TITLE NUMBER
0021 440 094	5;5;33;4;SE	871 200 173 B

LEGAL DESCRIPTION

MERIDIAN 5 RANGE 5 TOWNSHIP 33
SECTION 4
THAT PORTION OF THE SOUTH EAST QUARTER
WHICH LIES TO THE SOUTH OF THE LANEWAY,
IN BLOCK 'D' ON PLAN 7447ER
TO THE EAST OF BLOCK 'G' ON PLAN 8693FD,
TO THE WEST OF BLOCK 'V' ON PLAN 7985HB,
AND OUTSIDE THE BED OF BEARBERRY CREEK
CONTAINING 0.809 OF A HECTARE (2 ACRES) MORE OR LESS
EXCEPTING THEREOUT:

PLAN	NUMBER	HECTARES	ACRES (MORE OR LESS)
SUBDIVISION	8711392	0.003	0.007

EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME

ESTATE: FEE SIMPLE

MUNICIPALITY: TOWN OF SUNDRE

REGISTERED OWNER(S)

REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
871 200 173	30/10/1987			RENEWAL

OWNERS

THE TOWN OF SUNDRE.
OF SUNDRE
ALBERTA T0M 1X0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
2664GW	03/08/1955	UTILITY RIGHT OF WAY GRANTEE - THE TOWN OF SUNDRE.

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS

TOTAL INSTRUMENTS: 001

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED HEREIN THIS 15 DAY OF JANUARY, 2019 AT 02:23 P.M.

ORDER NUMBER: 36545065

CUSTOMER FILE NUMBER: S-003-19

END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION, APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

LAND USE GUIDELINE

PUBLIC SERVICE DISTRICT (PS)

General Purpose: To provide an area for the development of public land for major multi-use recreational facilities, the preservation of public land in its natural state, or other uses, herein listed, which are compatible with the area.

Permitted Uses:
Accessory Buildings
Cemeteries
Community Recreation Services
Education Services
Government Services, General
Government Services, Retail
Natural Habitat Areas
Parks and playgrounds
Parking, non-accessory
Protective and Emergency Services
Recreation facilities
Religious Assembly
Utility Services, Minor Impact

Discretionary Uses:
Alternate Energy Systems
Exhibition and Convention Services
Extended Medical Treatment Services
Indoor Recreation Services
Libraries and Cultural Exhibits
Public and quasi-public uses
Utility Services, Major Impact
Signs
Tourist Campsite
Any use that is similar, in the opinion of the Development Authority, to their permitted or discretionary uses described above.

The following regulations apply to permitted uses and public and quasi-public uses:

Minimum Front Yard: 9.0 m.

Minimum Side Yard: 3.0 m.

Minimum Rear Yard: 6.0 m.

Maximum Parcel Coverage: 70%

Outdoor Storage & Display:	1. Outdoor storage shall be screened 2. Outdoor display is not allowed
Maximum Building Height:	12.0 m.
Sewage Pump out System:	Where a private sewage pump out system is involved, proof of pump out must be provided to the Town of Sundre on a semi-annual basis. Failure to provide proof will involve Alberta Environment.
Flood Plain Provision:	All development within the 1:100 year floodplain of the Red Deer River, as shown on the Land Use District Map, being Schedule A, shall be flood proofed as per the definition to the satisfaction of the Development Authority

Additional Development Regulations For Permitted And Discretionary Uses:

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

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

Building Orientation and Design shall be provided in accordance with Part Three, Section 1.2 of this Bylaw.

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

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

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

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

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

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**March 18, 2019**
SUBJECT	**2019 Four Year Operating Budget & 10 Year Capital**
ORIGINATING DEPARTMENT	**Corporate Services**
AGENDA ITEM	**8.1**

BACKGROUND/PROPOSAL:
See Report to Council for further details

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:
See Report to Council for further details

ALIGNMENT WITH STRATEGIC PRIORITIES:
See Report to Council for further details

ADMINISTRATION RECOMMENDATIONS:
Administration recommends Council approve the Four-Year Operating Budget and Ten-Year Capital Plan in its entirety as presented, which results in cost increases of 3.33%, 4.97%, 12.19% and 2.84% in 2019, 2020, 2021 and 2022 respectively. Pending any further amendments resulting from discussions during the March 18, 2019 Regular Council Meeting.

COSTS/SOURCE OF FUNDING:
See Report to Council for further details

MOTION:
The Town of Sundre Council adopts the 2019 Four-Year Operating Budget and Ten-Year Capital Plan as amended with total expenditures of $_____, $_____, $_____, $_____ and total operational revenues of $_____, $_____, $_____, $_____ in 2019, 2020, 2021 and 2022 respectively. With the remaining $_____, $_____, $_____, $_____ in 2019, 2020, 2021, 2022 respectively to be funded through taxation, Fortis Franchise Fee, MSI Operating Grant and Restricted Surplus Accounts where identified.

Alternative Actions:
Council may choose to amend the motion to adopt the 2019 portions of the Four-Year Operating Budget and Ten-Year Capital Plan, and receive the subsequent three years for information purposes.

Attachments:
Report to Council: 2019 Four-Year Operating Budget and Ten-Year Capital Plan
2019 Four-Year Operating Budget
2019 Ten-Year Capital Plan

Date Reviewed: March 15, 2019 CAO: [signature]

REPORT TO COUNCIL

COUNCIL DATE	**March 18, 2019**
SUBJECT	**2019 Four Year Operating Budget & 10 Year Capital**
ORIGINATING DEPARTMENT	**Corporate Services**
AGENDA ITEM	**8.1**

BACKGROUND/PROPOSAL:

Town of Sundre *Policy No. B-012 Multi-Year Business Planning and Budgeting* sets out the following purpose and policy statement:

Purpose

The purpose of this policy is to establish a multi-year budget and business-planning process that incorporates all legal obligations required of municipalities in the Province of Alberta and that directs the effective management of the Town of Sundre financial resources.

Policy Statement

The Town of Sundre will establish a multi-year approach to planning and budgeting. Benefits expected include the following:

- Provide a longer-term funding plan so that strategic goals can be identified and achieved.
- Provide residents and businesses with more certainty about the direction of Council, Town services, finances, and tax levels.
- Create the opportunity for Council and Administration to be more strategically focused during the budget process.
- Ensure spending plan changes are adequately identified and managed.

The scope of the multi-year planning and operating and capital budgeting extends to all Town departments and municipal partners whose budget requests are included in the corporate business plan and budget document including FCSS, the Sundre Municipal Library, the Sundre Historical Society, the Sundre Aquaplex and the Visitor Information Centre.

Preparing a Four-Year Operating Budget and Ten-Year Capital Plan has involved a lot of work from Council and Administration over the previous months. During the summer and the fall, Administration worked on implementing a new budgeting software, updating policies and creating a new Financial Framework, and on September 19th we held a Special Meeting entitled Budget 101 to introduce Council and the public to the new process. The weekend of October 19 to 21, 2018 was Council's Fall Workshop, where each department presented their Business Plans for the upcoming years. Administration then went back to work, transforming those business plan concepts in to cost estimates, and on November 26, 2018 a first draft of the 2019 Four-Year Budget and Ten-Year Capital Plan was presented to Council. The first draft was followed on December 9, 2018 with a Council Workshop where Administration presented

justification sheets on new items or significant changes and Council had opportunities to discuss a variety of issues, with changes being made to the budget and capital plan. Finally, on December 12, 2018 an all-day public consultation session was held, where residents had the opportunity to pick-up a copy of the latest draft of the budget and discuss any questions or concerns, they may have with both Council and Administration.

The public consultation session was attended by about seventeen individuals at various periods throughout the day and there were a number of good conversations had. Following the public consultation, Council has asked for a few revisions to the draft budget. The two revisions to the draft version presented at the public consultation section is the addition of $1,421 to each year of the Legislative Services costs for membership in the Red Deer River Watershed Alliance, as well as reclassing the Fire Departments request for an increase in honorariums to the General Corporate Stabilization Restricted Surplus Account pending a collaborative review of services with neighboring municipalities.

On March 9, 2019 Council held an afternoon workshop to address outstanding concerns and be provided with additional information with which to make a final decision. As a result of those conversations, amendments were made to the budget which had the effect of increasing costs. Most notably, the percentage increase for 2019 changed from 2.88% to 3.33% due to an estimation of increasing Council and CAO compensation.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Items for Council's consideration when deliberating the 2019 Four-Year Operating Budget and Ten-Year Capital Plan include the following:

- Assumptions – as indicated previously, Administration has incorporated some assumptions when determining future amounts in the operating budget. We have determined that a 2.75% inflationary increase is a reasonable factor to apply to certain 2018 amounts affected by inflation and a 2.50% increase is applicable for future years. In addition, it was determined a 3.00% inflation rate be applied to costs potentially affected by the carbon tax.
- Cost increases versus tax rate increases – Administration is presenting the budget in a new format which highlights the cost increases identified by departments in each year. A cost increase percentage is not completely indicative of a tax rate increase, pending unknown factors such as additional revenue sources, cost sharing alternatives, and increased new development. Therefore, Administration believes approving cost increases separate from tax rate determinations is a prudent approach to financial stability and transparency.
- Consistency and Predictability – Administration has introduced a budgeting policy which has a foundation in consistency and predictability, which is also our understanding of the recent changes to the MGA. Therefore, Administration would request that Council incorporate those concepts when considering the approval of the budget as presented or determining an alternate course of action.
- Effect of changes on subsequent years – the percentage cost increases presented as part of the summary schedule are a result of the costs in the year immediately preceding. Therefore, a cost reduction in a specific year that is not also reflected in future years will increase the percentage change in those subsequent years.

- Alternative actions to consider – At its discretion, Council may choose not to adopt the Four-Year Operating Budget and Ten-Year Capital Plan in its entirety. Options exist to allow Council to only adopt a portion of the budget and accept the remaining for information, thus deferring decisions on future years to a later date.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The budgeting process and the multi-year budget as presented align with Council's priorities of Improved Communication and Transparency, as well as Financial Stability. Individual projects and initiatives with each department's budget were identified as meeting various other Council priorities.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends Council approve the Four-Year Operating Budget and Ten-Year Capital Plan in its entirety as presented, which results in cost increases of 3.33%, 4.97%, 12.19% and 2.84% in 2019, 2020, 2021 and 2022 respectively. Pending any further amendments resulting from discussions during the March 18, 2019 Regular Council Meeting.

Town of Sundre
2019 Four-Year Operating Budget

SUMMARY

	2017 Actual	2017 Budget	2018 Actual to Date	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
11 - Legislative	(413,459)	(330,022)	(361,214)	(337,202)	(413,300)	(420,424)	(427,888)	(435,735)
12 - Corporate Services	(110,829)	(348,916)	(248,028)	(353,750)	(445,578)	(458,240)	(476,890)	(481,909)
17 - Census	-	-	-	-	-	-	-	-
18 - Elections	(3,505)	-	-	-	-	-	(4,000)	-
21 - Bylaw	(79,755)	(92,868)	(66,811)	(92,652)	(114,365)	(232,989)	(184,096)	(189,517)
23 - Fire	(14,251)	(50,712)	(28,425)	(37,251)	(68,308)	(59,507)	(63,541)	(66,367)
24 - Emergency Management	(38,328)	(43,837)	(25,950)	(42,705)	(44,823)	(45,003)	(45,782)	(46,569)
26 - Animal Control	(19,940)	(21,384)	(19,047)	(20,711)	(19,880)	(21,880)	(21,880)	(21,880)
32 - Roads	(348,105)	(425,089)	(438,014)	(430,688)	(412,223)	(430,953)	(442,728)	(458,639)
35 - Shop	23,060	184,020	(26,414)	173,520	(58,849)	(58,997)	(66,952)	(67,494)
41 - Water	439,982	262,216	384,706	299,570	336,034	324,008	324,376	327,713
42 - WasteWater	291,889	163,936	211,815	206,364	251,488	256,128	254,665	254,177
43 - Solid Waste	111,905	99,980	127,544	15,624	106,690	98,357	90,010	81,842
51 - FCSS	(32,770)	(32,770)	(32,770)	(32,770)	(32,770)	(32,770)	(32,770)	(32,770)
61 - Planning & Development	(273,116)	(502,943)	(130,545)	(363,931)	(433,320)	(343,281)	(357,978)	(373,529)
63 - Economic Development	(274,389)	(315,642)	(229,755)	(302,672)	(281,560)	(281,704)	(286,255)	(287,580)
75 - Library	(126,669)	(126,669)	(127,161)	(126,886)	(128,001)	(129,001)	(130,001)	(131,001)
77 - Sundre Community Centre	(20,084)	(37,365)	(41,131)	(39,669)	(35,996)	(37,953)	(66,613)	(73,115)
80 - Arena	(77,215)	(160,388)	(123,352)	(167,002)	(137,233)	(146,766)	(157,836)	(170,032)
82 - Greenwood Campground	(24,453)	(39,792)	(27,080)	(40,382)	(39,082)	(34,768)	(36,070)	(37,182)
84 - Parks	(222,000)	(300,792)	(271,218)	(302,756)	(151,496)	(157,410)	(167,193)	(175,588)
85 - Recreation & Culture	(54,270)	(54,269)	46,797	(54,784)	(68,881)	(68,881)	(68,881)	(68,881)
86 - Community Services	(88,775)	(101,574)	(90,004)	(97,665)	(126,277)	(137,470)	(132,061)	(134,909)
87 - Trails	(21,793)	(27,389)	(19,571)	(30,060)	(27,710)	(25,763)	(27,953)	(29,811)
89 - Outdoor Recreation	(55,373)	(54,898)	(56,383)	(57,271)	(50,369)	(59,858)	(57,531)	(60,653)
91 - Gas	348,056	226,053	288,565	151,127	253,144	233,516	229,616	131,163
	(1,084,186)	(2,131,114)	(1,303,447)	(2,084,602)	(2,142,666)	(2,271,609)	(2,356,231)	(2,548,268)
Debenture Payment Requirements	(513,618)	(513,618)	(581,268)	(592,785)	(659,824)	(730,659)	(1,103,801)	(1,027,688)
Transfers to Restricted Surplus Accounts								
Municipal - New Projects	(216,499)	(30,640)	(86,913)	(53,140)	(100,000)	(100,000)	(100,000)	(100,000)
Utilities - New Projects	-	-	-	-	-	-	-	-
Municipal - Lifecycling	(680,500)	(125,646)	(324,015)	(227,826)	(100,000)	(100,000)	(100,000)	(100,000)
Utilities - Lifecycling	(696,780)	(445,451)	(460,183)	(428,445)	(485,000)	(455,000)	(455,000)	(455,000)
Fire Services	(133,420)	(112,500)	(126,158)	(112,500)	(115,000)	(115,000)	(115,000)	(115,000)
General Corporate Stabilization					(13,250)	(23,250)	(28,250)	(33,250)
Cash Requirements		**(3,358,969)**		**(3,499,298)**	**(3,615,739)**	**(3,795,518)**	**(4,258,283)**	**(4,379,206)**
percentage increase (over previous budget year)				4.18%	3.33%	4.97%	12.19%	2.84%
Non-Operating Revenues								
Property Taxes		3,267,984		3,398,028	3,425,739	3,600,518	4,058,283	4,204,206
Fortis Francise Fee		141,762		159,482	160,000	165,000	170,000	175,000
MSI		29,500		29,900	30,000	30,000	30,000	-
		3,439,246		**3,587,410**	**3,615,739**	**3,795,518**	**4,258,283**	**4,379,206**
Budget Surplus (Deficit)					-	-	-	-
Other Budget information:								
Non-Cash Budget Items								
Amortization					(1,900,000)	(2,050,000)	(2,200,000)	(2,350,000)
Total Cash Expenditures					(8,719,052)	(8,961,138)	(9,482,619)	(9,662,068)
Total Cash Revenues					5,103,313	5,165,621	5,224,336	5,282,862
Total Cash Requirements					(3,615,739)	(3,795,518)	(4,258,283)	(4,379,206)

Town of Sundre
2019 Four-Year Operating Budget

11 - Legislative Services

	2017		2018		2019	2020	2021	2022
	Actual	Budget	Est. Actual	Budget	Budget	Budget	Budget	Budget
Revenues	-	-	3,385	-	-	-	-	-
Expenses								
Salaries	(267,902)	(244,924)	(290,406)	(249,681)	(310,300)	(317,424)	(324,888)	(332,735)
Contracted Services	(58,676)	(15,055)	(21,950)	(21,905)	(24,500)	(24,500)	(24,500)	(24,500)
Materials & Supplies	(86,881)	(70,043)	(52,243)	(65,616)	(78,500)	(78,500)	(78,500)	(78,500)
Utilities	-	-	-	-	-	-	-	-
Surplus (Deficit)	(413,459)	(330,022)	(361,214)	(337,202)	(413,300)	(420,424)	(427,888)	(435,735)
Expenditures					(413,300)	(420,424)	(427,888)	(435,735)
Revenues					-	-	-	-

Town of Sundre
2019 Four-Year Operating Budget

12 - Corporate Services

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	273,758	85,378	193,942	87,398	114,000	109,000	104,000	99,000
Expenses								
Salaries	(171,214)	(179,341)	(115,146)	(180,535)	(166,253)	(175,490)	(184,996)	(194,353)
Contracted Services	(116,292)	(119,200)	(145,856)	(126,918)	(160,700)	(161,000)	(161,500)	(162,000)
Materials & Supplies	(76,855)	(114,428)	(161,155)	(111,517)	(211,300)	(208,800)	(211,800)	(201,300)
Utilities	(20,226)	(21,325)	(19,813)	(22,178)	(21,325)	(21,950)	(22,594)	(23,256)
Surplus (Deficit)	(110,829)	(348,916)	(248,028)	(353,750)	(445,578)	(458,240)	(476,890)	(481,909)
Expenditures					(559,578)	(567,240)	(580,890)	(580,909)
Revenues					114,000	109,000	104,000	99,000

Town of Sundre
2019 Four-Year Operating Budget

18 - Elections

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	-	-	-	-	-	-	-	-
Expenses								
Salaries	-	-	-	-	-	-	-	-
Contracted Services	(2,083)	-	-	-	-	-	(2,500)	-
Materials & Supplies	(1,422)	-	-	-	-	-	(1,500)	-
Utilities	-	-	-	-	-	-	-	-
Surplus (Deficit)	(3,505)	-	-	-	-	-	(4,000)	-
Expenditures					-	-	(4,000)	-
Revenues					-	-	-	-

Town of Sundre
2019 Four-Year Operating Budget

21 - Bylaw

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	18,618	13,300	23,646	13,433	13,500	30,000	30,000	30,000
Expenses								
Salaries	(73,153)	(74,370)	(74,595)	(75,307)	(108,035)	(178,684)	(183,271)	(187,942)
Contracted Services	(7,484)	(10,668)	(1,465)	(10,545)	(550)	(30,550)	(550)	(550)
Materials & Supplies	(17,736)	(21,130)	(14,397)	(20,233)	(19,280)	(53,755)	(30,275)	(31,025)
Utilities	-	-	-	-	-	-	-	-
Surplus (Deficit)	(79,755)	(92,868)	(66,811)	(92,652)	(114,365)	(232,989)	(184,096)	(189,517)
Expenditures					(127,865)	(262,989)	(214,096)	(219,517)
Revenues					13,500	30,000	30,000	30,000

Town of Sundre
2019 Four-Year Operating Budget

23 - Fire Services

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	328,949	312,530	323,178	321,805	336,070	325,370	327,170	328,970
Expenses								
Salaries	(102,220)	(106,875)	(108,556)	(107,565)	(108,512)	(109,687)	(110,801)	(111,692)
Contracted Services	(69,652)	(70,941)	(70,514)	(70,999)	(77,893)	(80,743)	(83,593)	(86,443)
Materials & Supplies	(157,289)	(171,641)	(158,209)	(166,128)	(203,609)	(180,083)	(181,953)	(182,838)
Utilities	(14,039)	(13,785)	(14,324)	(14,364)	(14,364)	(14,364)	(14,364)	(14,364)
Surplus (Deficit)	(14,251)	(50,712)	(28,425)	(37,251)	(68,308)	(59,507)	(63,541)	(66,367)
Expenditures					(404,378)	(384,877)	(390,711)	(395,337)
Revenues					336,070	325,370	327,170	328,970

Town of Sundre
2019 Four-Year Operating Budget

24 - Emergency Management

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	1,935	-	23,780	-	-	-	-	-
Expenses								
Salaries	(27,706)	(26,418)	(25,822)	(26,757)	(27,523)	(29,203)	(29,982)	(30,769)
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(12,557)	(17,419)	(23,908)	(15,948)	(17,300)	(15,800)	(15,800)	(15,800)
Utilities	-	-	-	-	-	-	-	-
Surplus (Deficit)	(38,328)	(43,837)	(25,950)	(42,705)	(44,823)	(45,003)	(45,782)	(46,569)
Expenditures					(44,823)	(45,003)	(45,782)	(46,569)
Revenues					-	-	-	-

Town of Sundre
2019 Four-Year Operating Budget

26 - Animal Control

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	6,882	6,378	6,793	6,496	6,700	6,700	6,700	6,700
Expenses								
Salaries	(348)	-	-	-	-	-	-	-
Contracted Services	(25,350)	(25,350)	(25,134)	(25,590)	(25,350)	(27,350)	(27,350)	(27,350)
Materials & Supplies	(1,123)	(2,412)	(706)	(1,617)	(1,230)	(1,230)	(1,230)	(1,230)
Utilities	-	-	-	-	-	-	-	-
Surplus (Deficit)	(19,940)	(21,384)	(19,047)	(20,711)	(19,880)	(21,880)	(21,880)	(21,880)
Expenditures					(26,580)	(28,580)	(28,580)	(28,580)
Revenues					6,700	6,700	6,700	6,700

Town of Sundre
2019 Four-Year Operating Budget

32 - Roads

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	199,789	167,009	179,973	168,594	168,500	168,500	168,500	168,500
Expenses								
Salaries	(229,063)	(239,445)	(237,765)	(249,389)	(302,083)	(313,088)	(320,813)	(327,866)
Contracted Services	(134,125)	(167,976)	(198,141)	(165,347)	(86,500)	(85,865)	(87,270)	(88,718)
Materials & Supplies	(33,726)	(42,527)	(30,696)	(40,546)	(42,140)	(45,500)	(43,145)	(45,556)
Utilities	(150,980)	(142,150)	(151,385)	(144,000)	(150,000)	(155,000)	(160,000)	(165,000)
Surplus (Deficit)	(348,105)	(425,089)	(438,014)	(430,688)	(412,223)	(430,953)	(442,728)	(458,639)
Expenditures					(580,723)	(599,453)	(611,228)	(627,139)
Revenues					168,500	168,500	168,500	168,500

Town of Sundre
2019 Four-Year Operating Budget

35 - Shop

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	23,060	453,876	254,648	451,739	165,000	165,000	165,000	165,000
Expenses								
Salaries	-	(21,054)	(23,281)	(22,069)	(22,457)	(24,124)	(24,682)	(25,257)
Contracted Services	-	(76,503)	(75,902)	(77,935)	(33,145)	(33,640)	(33,840)	(34,040)
Materials & Supplies	-	(156,009)	(173,678)	(157,696)	(160,747)	(158,433)	(165,331)	(164,797)
Utilities	-	(16,290)	(8,201)	(20,519)	(7,500)	(7,800)	(8,100)	(8,400)
Surplus (Deficit)	23,060	184,020	(26,414)	173,520	(58,849)	(58,997)	(66,952)	(67,494)
Expenditures					(223,849)	(223,997)	(231,952)	(232,494)
Revenues					165,000	165,000	165,000	165,000

Town of Sundre
2019 Four-Year Operating Budget

41 - Water

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	906,645	878,817	941,062	936,211	896,000	911,000	926,000	941,000
Expenses								
Salaries	(248,540)	(258,832)	(239,948)	(267,505)	(220,166)	(241,496)	(250,708)	(259,386)
Contracted Services	(63,887)	(178,648)	(177,608)	(188,071)	(171,200)	(172,460)	(173,143)	(172,190)
Materials & Supplies	(77,263)	(102,721)	(53,084)	(101,845)	(87,100)	(88,286)	(89,773)	(90,461)
Utilities	(76,972)	(76,400)	(85,716)	(79,220)	(81,500)	(84,750)	(88,000)	(91,250)
Surplus (Deficit)	439,982	262,216	384,706	299,570	336,034	324,008	324,376	327,713
Expenditures					(559,966)	(586,992)	(601,624)	(613,287)
Revenues					896,000	911,000	926,000	941,000

Town of Sundre
2019 Four-Year Operating Budget

42 - WasteWater

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	746,231	695,990	762,377	743,638	730,200	740,200	750,200	760,200
Expenses								
Salaries	(235,517)	(250,154)	(228,203)	(258,407)	(210,737)	(231,847)	(240,835)	(249,283)
Contracted Services	(106,049)	(167,856)	(197,315)	(161,566)	(159,125)	(141,625)	(141,700)	(141,740)
Materials & Supplies	(48,584)	(50,944)	(57,687)	(51,106)	(41,600)	(41,350)	(41,750)	(41,750)
Utilities	(64,192)	(63,100)	(67,357)	(66,195)	(67,250)	(69,250)	(71,250)	(73,250)
Surplus (Deficit)	291,889	163,936	211,815	206,364	251,488	256,128	254,665	254,177
Expenditures					(478,712)	(484,072)	(495,535)	(506,023)
Revenues					730,200	740,200	750,200	760,200

Town of Sundre
2019 Four-Year Operating Budget

43 - Solid Waste

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	322,397	321,568	334,001	321,568	323,200	323,200	323,200	323,200
Expenses								
Salaries	(47,780)	(50,910)	(46,033)	(52,974)	(50,160)	(51,993)	(53,840)	(55,508)
Contracted Services	(113,187)	(118,008)	(123,840)	(198,054)	(118,100)	(122,600)	(127,100)	(131,600)
Materials & Supplies	(6,747)	(8,499)	(1,025)	(8,562)	(250)	(250)	(250)	(250)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(42,778)	(44,171)	(35,559)	(46,354)	(48,000)	(50,000)	(52,000)	(54,000)
Surplus (Deficit)	111,905	99,980	127,544	15,624	106,690	98,357	90,010	81,842
Expenditures					(216,510)	(224,843)	(233,190)	(241,358)
Revenues					323,200	323,200	323,200	323,200

Town of Sundre
2019 Four-Year Operating Budget

51 - FCSS

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	139,903	121,936	133,488	122,009	2,750	2,750	2,750	2,750
Expenses								
Salaries	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	(2,594)	(2,451)	(3,003)	(2,524)	(2,750)	(2,750)	(2,750)	(2,750)
Utilities	-	-	-	-	-	-	-	-
Transfer to Local Organizations	(170,079)	(152,255)	(163,255)	(152,255)	(32,770)	(32,770)	(32,770)	(32,770)
Surplus (Deficit)	(32,770)	(32,770)	(32,770)	(32,770)	(32,770)	(32,770)	(32,770)	(32,770)
Expenditures					(35,520)	(35,520)	(35,520)	(35,520)
Revenues					2,750	2,750	2,750	2,750

Town of Sundre
2019 Four-Year Operating Budget

61 - Planning & Development

	2017		2018		2019	2020	2021	2022
	Actual	Budget	Est. Actual	Budget	Budget	Budget	Budget	Budget
Revenues	1,230,451	48,304	152,003	56,543	85,800	85,800	85,800	85,800
Expenses								
Salaries	(184,541)	(239,141)	(208,633)	(248,396)	(324,434)	(338,361)	(353,058)	(368,609)
Contracted Services	(1,304,745)	(284,105)	(68,657)	(142,750)	(173,066)	(69,100)	(69,100)	(69,100)
Materials & Supplies	(14,281)	(28,001)	(5,258)	(29,328)	(21,620)	(21,620)	(21,620)	(21,620)
Utilities	-	-	-	-	-	-	-	-
Surplus (Deficit)	(273,116)	(502,943)	(130,545)	(363,931)	(433,320)	(343,281)	(357,978)	(373,529)
Expenditures					(519,120)	(429,081)	(443,778)	(459,329)
Revenues					85,800	85,800	85,800	85,800

Town of Sundre
2019 Four-Year Operating Budget

63 - Economic Development

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	67,659	35,842	70,359	36,429	39,750	39,750	40,000	40,000
Expenses								
Salaries	(160,987)	(191,349)	(168,305)	(195,300)	(171,335)	(175,579)	(179,900)	(184,300)
Contracted Services	(53,012)	(26,575)	(15,540)	(9,106)	(16,000)	(18,000)	(11,000)	(11,000)
Materials & Supplies	(101,050)	(90,060)	(91,530)	(91,095)	(91,475)	(85,375)	(92,355)	(89,280)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(26,999)	(43,500)	(24,739)	(43,600)	(42,500)	(42,500)	(43,000)	(43,000)
Surplus (Deficit)	(274,389)	(315,642)	(229,755)	(302,672)	(281,560)	(281,704)	(286,255)	(287,580)
Expenditures					(321,310)	(321,454)	(326,255)	(327,580)
Revenues					39,750	39,750	40,000	40,000

Town of Sundre
2019 Four-Year Operating Budget

75 - Library

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	175,129	176,025	195,203	177,786	-	-	-	-
Expenses								
Salaries	(136,462)	(138,580)	(141,056)	(139,967)	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(165,336)	(164,114)	(181,308)	(164,705)	(128,001)	(129,001)	(130,001)	(131,001)
Surplus (Deficit)	(126,669)	(126,669)	(127,161)	(126,886)	(128,001)	(129,001)	(130,001)	(131,001)
Expenditures					(128,001)	(129,001)	(130,001)	(131,001)
Revenues					-	-	-	-

Town of Sundre
2019 Four-Year Operating Budget

77 - Sundre Community Centre

	2017		2018		2019	2020	2021	2022
	Actual	Budget	Est. Actual	Budget	Budget	Budget	Budget	Budget
Revenues	108,749	129,422	107,848	123,295	115,800	117,845	119,941	122,090
Expenses								
Salaries	(48,947)	(54,936)	(54,867)	(56,736)	(56,654)	(59,486)	(62,551)	(64,779)
Contracted Services	(7,768)	(17,000)	(8,302)	(9,000)	(9,500)	(9,738)	(9,981)	(10,230)
Materials & Supplies	(31,724)	(53,415)	(42,615)	(54,138)	(42,050)	(42,124)	(68,692)	(73,815)
Utilities	(40,395)	(41,436)	(43,195)	(43,090)	(43,591)	(44,451)	(45,330)	(46,380)
Surplus (Deficit)	(20,084)	(37,365)	(41,131)	(39,669)	(35,996)	(37,953)	(66,613)	(73,115)
Expenditures					(151,796)	(155,798)	(186,554)	(195,204)
Revenues					115,800	117,845	119,941	122,090

Town of Sundre
2019 Four-Year Operating Budget

80 - Arena

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	258,201	239,559	258,066	247,276	237,500	240,500	243,570	246,612
Expenses								
Salaries	(187,206)	(230,925)	(203,648)	(238,867)	(211,549)	(222,735)	(234,638)	(244,350)
Contracted Services	(20,796)	(42,163)	(37,183)	(42,644)	(20,770)	(21,289)	(21,971)	(22,520)
Materials & Supplies	(72,559)	(79,050)	(85,592)	(82,747)	(91,497)	(91,052)	(91,302)	(94,941)
Utilities	(54,855)	(47,809)	(54,995)	(50,020)	(50,917)	(52,190)	(53,495)	(54,832)
Surplus (Deficit)	(77,215)	(160,388)	(123,352)	(167,002)	(137,233)	(146,766)	(157,836)	(170,032)
Expenditures					(374,733)	(387,266)	(401,406)	(416,643)
Revenues					237,500	240,500	243,570	246,612

Town of Sundre
2019 Four-Year Operating Budget

82 - Greenwood Campground

	2017		2018		2019	2020	2021	2022
	Actual	Budget	Est. Actual	Budget	Budget	Budget	Budget	Budget
Revenues	45,494	33,181	51,125	33,843	54,700	56,068	57,469	58,906
Expenses								
Salaries	(24,661)	(27,003)	(26,671)	(28,089)	(27,389)	(28,731)	(30,139)	(31,285)
Contracted Services	(30,401)	(26,434)	(33,216)	(26,722)	(33,770)	(34,614)	(35,480)	(36,367)
Materials & Supplies	(8,078)	(12,536)	(10,369)	(12,164)	(25,340)	(20,025)	(20,269)	(20,594)
Utilities	(6,807)	(7,000)	(7,949)	(7,250)	(7,283)	(7,465)	(7,652)	(7,843)
Surplus (Deficit)	(24,453)	(39,792)	(27,080)	(40,382)	(39,082)	(34,768)	(36,070)	(37,182)
Expenditures					(93,782)	(90,835)	(93,539)	(96,088)
Revenues					54,700	56,068	57,469	58,906

Town of Sundre
2019 Four-Year Operating Budget

84 - Parks

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	20,418	1,250	10,157	1,250	72,050	72,145	72,242	72,342
Expenses								
Salaries	(134,155)	(170,512)	(153,653)	(176,039)	(152,771)	(157,289)	(165,945)	(172,680)
Contracted Services	(58,361)	(86,311)	(86,168)	(87,821)	(10,800)	(11,070)	(11,347)	(11,630)
Materials & Supplies	(49,902)	(45,219)	(41,554)	(40,146)	(59,975)	(61,196)	(62,144)	(63,620)
Utilities	-	-	-	-	-	-	-	-
Surplus (Deficit)	(222,000)	(300,792)	(271,218)	(302,756)	(151,496)	(157,410)	(167,193)	(175,588)
Expenditures					(223,546)	(229,555)	(239,435)	(247,930)
Revenues					72,050	72,145	72,242	72,342

Town of Sundre
2019 Four-Year Operating Budget

85 - Recreation & Culture

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	150,489	137,478	311,474	138,817	207,043	207,043	207,043	207,043
Expenses								
Salaries	-	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(204,758)	(191,747)	(264,677)	(193,601)	(275,924)	(275,924)	(275,924)	(275,924)
Surplus (Deficit)	(54,270)	(54,269)	46,797	(54,784)	(68,881)	(68,881)	(68,881)	(68,881)
Expenditures					(275,924)	(275,924)	(275,924)	(275,924)
Revenues					207,043	207,043	207,043	207,043

Town of Sundre
2019 Four-Year Operating Budget

86 - Community Services

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	61,450	55,795	53,714	56,298	81,700	81,700	81,700	81,700
Expenses								
Salaries	(84,574)	(89,349)	(82,520)	(93,413)	(83,877)	(87,508)	(91,022)	(94,279)
Contracted Services	(10,737)	(24,170)	(7,840)	(17,325)	(7,000)	(7,175)	(7,354)	(7,538)
Materials & Supplies	(32,986)	(21,850)	(28,255)	(21,225)	(47,600)	(57,488)	(48,385)	(47,792)
Utilities	-	-	-	-	-	-	-	-
Transfers to Local Organizations	(21,927)	(22,000)	(25,103)	(22,000)	(69,500)	(67,000)	(67,000)	(67,000)
Surplus (Deficit)	(88,775)	(101,574)	(90,004)	(97,665)	(126,277)	(137,470)	(132,061)	(134,909)
Expenditures					(207,977)	(219,170)	(213,761)	(216,609)
Revenues					81,700	81,700	81,700	81,700

Town of Sundre
2019 Four-Year Operating Budget

87 - Trails

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	23,408	23,085	25,536	23,313	25,000	25,000	25,000	25,000
Expenses								
Salaries	(34,266)	(34,086)	(31,302)	(35,703)	(32,830)	(34,795)	(36,895)	(38,659)
Contracted Services	(7,682)	(11,868)	(9,530)	(12,055)	(5,000)	(5,000)	(5,000)	(5,000)
Materials & Supplies	(3,255)	(4,520)	(4,275)	(5,615)	(14,880)	(10,968)	(11,059)	(11,151)
Utilities	-	-	-	-	-	-	-	-
Surplus (Deficit)	(21,793)	(27,389)	(19,571)	(30,060)	(27,710)	(25,763)	(27,953)	(29,811)
Expenditures					(52,710)	(50,763)	(52,953)	(54,811)
Revenues					25,000	25,000	25,000	25,000

Town of Sundre
2019 Four-Year Operating Budget

89 - Outdoor Recreation

	2017		2018		2019	2020	2021	2022
	Actual	Budget	Est. Actual	Budget	Budget	Budget	Budget	Budget
Revenues	20,641	20,197	20,763	20,422	36,300	36,300	36,300	36,300
Expenses								
Salaries	(67,892)	(66,794)	(69,595)	(69,319)	(68,729)	(72,070)	(75,590)	(78,556)
Contracted Services	(4,110)	(4,850)	(3,652)	(4,850)	(2,500)	(2,563)	(2,627)	(2,692)
Materials & Supplies	(4,012)	(3,451)	(3,899)	(3,524)	(14,600)	(20,665)	(14,732)	(14,800)
Utilities	-	-	-	-	(840)	(861)	(883)	(905)
Surplus (Deficit)	(55,373)	(54,898)	(56,383)	(57,271)	(50,369)	(59,858)	(57,531)	(60,653)
Expenditures					(86,669)	(96,158)	(93,831)	(96,953)
Revenues					36,300	36,300	36,300	36,300

Town of Sundre
2019 Four-Year Operating Budget

91 - Gas

	2017 Actual	2017 Budget	2018 Est. Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues	1,413,165	1,299,821	1,299,676	1,309,096	1,391,750	1,421,750	1,451,750	1,481,750
Expenses								
Salaries	(271,150)	(300,040)	(288,937)	(312,469)	(295,050)	(309,606)	(324,682)	(398,631)
Contracted Services	(86,268)	(140,560)	(150,353)	(131,978)	(119,250)	(128,375)	(128,963)	(142,537)
Materials & Supplies	(679,882)	(615,526)	(544,034)	(695,188)	(694,306)	(720,053)	(738,089)	(778,820)
Utilities	(27,808)	(17,642)	(27,787)	(18,334)	(30,000)	(30,200)	(30,400)	(30,600)
Surplus (Deficit)	348,056	226,053	288,565	151,127	253,144	233,516	229,616	131,163
Expenditures					(1,138,606)	(1,188,234)	(1,222,134)	(1,350,587)
Revenues					1,391,750	1,421,750	1,451,750	1,481,750

Town of Sundre
2019 - 2028 Capital Plan

2019	Projected Cost	Debenture Borrowings (maintain $4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding	MVC Fire
Opening Balance / Funds Available		**9,500,000**	-	**2,425,000**	-	**2,719,000**	**610,000**	-	-	-	-
Additions per Operating Budget		**400,000**	**100,000**	**100,000**	-	**485,000**	**115,000**	-	-	-	-
Gazebo - additional funding	3,000		(3,000)								
Way-Finding Signage	8,000		(8,000)								
Trail Signage and GIS Identification	20,000								(20,000)		
2005 Haulmark 27' Rescue Trailer Unit 590 (moved from 2020)	33,433						(6,687)				(26,747)
ATV Utility Cart Unit 581 (moved from 2023)	20,000						(10,000)				(10,000)
Solar Power Portable Message Sign (1)	30,280		(30,280)								
Facility Roofing Upgrades	80,000			(80,000)							
Old Town Shop Remediation	105,000			(105,000)							
Replace Unit No. 139 (moved from 2020)	40,000			(40,000)							
articulating blade for loader (new)	20,000		(20,000)								
Blue, Green, Black Bin Replacements - (New)	35,000					(35,000)					
fencing at Community Services shop area (new)	9,535		(9,535)								
replace Zamboni / ice resurfacer (new)	75,000			(75,000)							
Arena Compressor Overhaul (moved from 2021)	15,000			(15,000)							
Sewer Lagoon Critical Equipment Upgrade	920,000					(920,000)					
Main Ave Upgrade - Road Upgrade Phase II	1,987,265	(1,307,200)		(400,065)				(280,000)		-	
2019 Totals / Remaining Balances	3,401,513	8,592,800	29,185	1,809,935	-	2,249,000	708,313	(280,000)	(20,000)	-	(36,747)

Town of Sundre
2019 - 2028 Capital Plan

	Projected Cost	Debenture Borrowings (maintain $4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding	MVC Fire
2020											
Opening Balance / Funds Available		**8,592,800**	**29,185**	**1,809,935**	-	**2,249,000**	**708,313**	-	-	-	-
Additions per Operating Budget		**350,000**	**100,000**	**100,000**	-	**455,000**	**115,000**	-	-	-	-
Solar Power Portable Message Sign (1)	23,500		(23,500)								
Bearberry Creek Bridge Upgrades (moved from 2019)	50,225			(50,225)							
Gas Line Heater (moved from 2019)	80,000					(80,000)					
Gas Piping Change Out	50,000					(50,000)					
Enhanced Trail Connections	50,000								(50,000)		
general use van for fleet services (new)	27,000		(27,000)								
tractor for Community Services in fleet (new)	55,000		(55,000)								
Replace Kubota Unit No. 1160 A-K (moved from 2025)	55,000			(55,000)							
electrofusion welder replacement for Gas Dept (new)	11,000					(11,000)					
crack-sealing eqiupment (new)	50,000			(50,000)							
vehicle for 2nd Bylaw Officer (new)	70,000			(70,000)							
2004 Honda Quad Unit 570 (moved from 2023)	20,000						(10,000)				(10,000)
tree planting program (new)	20,000			(10,000)							
wood siding on Arena front (moved from 2023)	10,000			(10,000)							
install Port-a-Pottles	9,792			(9,792)							
replace Arena dressing room & lobby bathroom counter tops (new)	10,000			(10,000)							
upgrade Greenwood Campground power services (new)	100,000			(100,000)							
replace Arena ice plant (new)	1,000,000			(1,000,000)							
Sewer Lagoon Upgrade/Expansion	13,000,000	(4,000,000)				(1,650,000)			(150,000)	(7,200,000)	
2020 Totals / Remaining Balances	**14,691,517**	**4,942,800**	**23,685**	**544,918**	-	**913,000**	**813,313**	-	**(200,000)**	**(7,200,000)**	**(10,000)**

Town of Sundre
2019 - 2028 Capital Plan

	Projected Cost	Debenture Borrowings (maintain $4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding	MVC Fire
2021											
Opening Balance / Funds Available		**4,942,800**	**23,685**	**544,918**	**-**	**913,000**	**813,313**	**-**	**-**	**-**	**-**
Additions per Operating Budget		**350,000**	**100,000**	**100,000**	**-**	**455,000**	**115,000**	**-**	**-**	**-**	**-**
Replace Unit No. 110 (moved from 2020)	40,000			(40,000)							
Solar Power Portable Message Sign (1)	23,500		(23,500)								
upgrade Council Chambers IT (incl. broadcasting meetings) (new)	40,000		(40,000)								
tree planting program (new)	20,000			(10,000)							
Gas Piping Change Out	50,000					(50,000)					
Water Treatment Plant software upgrade (new)	20,000					(20,000)					
RMO Gas Piping Change	208,000					(208,000)					
2001 Superior Pumper Unit 521 Replacement	1,300,000						(925,000)				(375,000)
2021 Totals / Remaining Balances	**1,701,500**	**5,292,800**	**60,185**	**594,918**	**-**	**1,090,000**	**3,313**	**-**	**-**	**-**	**(375,000)**

Town of Sundre
2019 - 2028 Capital Plan

	Projected Cost	Debenture Borrowings (maintain $4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding	MVC Fire
2022											
Opening Balance / Funds Available		**5,292,800**	**60,185**	**594,918**	-	**1,090,000**	**3,313**	-	-	-	-
Additions per Operating Budget		**400,000**	**100,000**	**100,000**	-	**455,000**	**115,000**	-	-	-	-
Trail Signage	11,600								(11,600)		
Berm System Flood Control - Mail Lift Station	35,000		(35,000)								
Enhance Trail Connections	50,000								(50,000)		
Gas Piping Change Outs	50,000					(50,000)					
Blue, Green, Black Bin Replacements	40,000					(40,000)					
tree planting program (new)	20,000			(10,000)							
replace Community Centre gym floor (new)	30,000			(30,000)							
2007 Chev C5500 Duramax 4x4 Unit 531 (moved from 2023)	50,000						(50,000)				
2010 Chev 2500 Command Truck Unit 511 (moved from 2023)	50,000						(50,000)				
Highway 27 Water & Wastewater Upgrades (moved from 2020)	1,640,800	(1,430,800)				(210,000)					
2022 Totals / Remaining Balances	1,977,400	4,262,000	125,185	654,918	-	1,245,000	18,313	-	(61,600)	-	-

Town of Sundre
2019 - 2028 Capital Plan

	Projected Cost	Debenture Borrowings (maintain $4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding	MVC Fire
2023											
Opening Balance / Funds Available		**4,262,000**	**125,185**	**654,918**	-	**1,245,000**	**18,313**	-	-	-	-
Additions per Operating Budget		**200,000**	**100,000**	**100,000**	-	**455,000**	**115,000**	-	-	-	-
Foothills Gas Supply (moved from 2019)	320,000					(320,000)					
tree planting program (new)	20,000			(10,000)							
build permenant outdoor rink / multi-use space	300,000			(300,000)							
Lift Station No. 5 Upgrades	1,000,000					(1,000,000)					
Replace Playground Equipment	50,000			(50,000)							
Line Camera	14,000					(14,000)					
Gas Piping Change Outs	50,000					(50,000)					
2023 Totals / Reamining Balances	1,754,000	4,462,000	225,185	394,918	-	316,000	133,313	-	-	-	-

*** leave $4M
for 75% reason

Town of Sundre
2019 - 2028 Capital Plan

	Projected Cost	Debenture Borrowings (maintain $4M)	RSA Muni - New	RSA Muni - Life	RSA Util - New	RSA Util - Life	RSA Fire	MSI - Capital Funding	Gas Tax Grant	Other Funding	MVC Fire
2024 to 2028											
2024											
Replace Unit No. 149											
Replace Unit No. 146											
Replace Unit No. 148											
install Noblefern playground equipment											
Dog Park											
Replace Sweeper Unit No. 1138											
Enhance Trail Connections											
Trail Signage											
Water & Wastewater Main Replacement - 5th Ave to 6th Ave											
Project 1-10 Centre St East to Bridge											
Project No. 1-10 Centre St. Bearberry Ck to Greenwood PH I											
Upgrade Centre St. - 6th Ave to 2nd St.											
Water & Wastewater 6th Ave to 2nd St.											
East End Sign Project											
Red Deer River Boat Launch											
Replace Police Interceptor Unit No. 150											
2009 Freightliner Unit 561											
Extension of 1st Ave NW into Bearberry Creek Dev											
Water Grid Upgrade (Prairie Creek Crossing)											
Water Sales Station											
Underground Lift Station Upgrades											
Gas Piping Change Outs											
2025											
Replace Golf Cart											
Replace Lawn Mower Unit No. 1161											
Enhance Trail Connections											
Trail Signage											
Project No. 1-10 Centre St. Hwy 27 to Greenwood PH II											
Gas Piping Change Outs											
New Protective Services Facilities											
Planning for new Protective Services Bldg											
New Town Office & Public Works											
Well Expansion or Upgrades											
Ave											
Water & Wastewater Main Replacement - 5th Ave to 2nd Ave											
2026											
Replace Unit No. 151											
Replace Unit No. 152											
Enhanced Trail Connections											
Trail Signage											
Gas Piping Change Outs											
2027											
2012 Compressor & 12 SCBA (1504)											
Replace Unit No. 1125											
Replace Unit No. 1139											
Replace Unit No. 153											
2028											
road resurfacing (locations to be determined based on need)											
road twinning (locations to be determined based on need)											
New Sportsplex											

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**March 18, 2019**
SUBJECT	**December 2018 Cash Statement Report**
ORIGINATING DEPARTMENT	**Corporate Services**
AGENDA ITEM	**8.2**

BACKGROUND/PROPOSAL:

Attached is a schedule outlining the balances in all the bank accounts held by the Town of Sundre as at December 31, 2018.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

As at December 31, 2018, the Town held approximately $2.4M in operating funds, $825k in investments and almost $6.3M in Restricted Surplus Accounts for total holdings of approximately $9.5M

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends Council accept the attached December 2018 Cash Statement for information purposes

MOTION:

That the Town of Sundre Council accept the December 2018 Cash Statement, as information.

Date Reviewed: March 15, 2019 CAO: Linda Nelson

TOWN OF SUNDRE
CASH STATEMENT
Month Ending DECEMBER 2018

	TOTAL
Net Balance at End of Previous Month	1,524,464.04
ADD: Receipts for the Month	3,420,521.91
Sub-Total	4,944,985.95
LESS: Disbursements for the Month	2,519,055.54
Net Balance at End of Month	2,425,930.41
Bank Balance at End of Month	2,468,839.52
ADD: Outstanding Deposits	24,995.70
ADD: Outstanding Transfers to Bank	0.00
Sub-Total	2,493,835.22
LESS: Outstanding Cheques	67,904.81
LESS: Outstanding Transfers from Bank	0.00
Balance at End of Month	2,425,930.41

INVESTMENTS	
31 Day Municipal Notice Demand Account	100,688.58
90 Day Municipal Notice Demand Account	724,536.86
T-Bill 0.5% - OPEN (CB-25)-RESTRICTED for NOBLEFERN	2,758.74
TOTAL INVESTMENTS	827,984.18

RESTRICTED SURPLUS ACCOUNTS	
Account Name	Amount
GAS RESTRICTED SURPLUS	703,192.91
OFF-SITE LEVY RESTRICTED SURPLUS	305,659.55
GENERAL RESTRICTED SURPLUS	401,501.98
ARENA RESTRICTED SURPLUS	180,539.98
PARKS RESTRICTED SURPLUS	54,905.96
WATER/WASTEWATER RESTRICTED SURPLUS	695,009.35
RECREATION & CULTURE RESTRICTED SURPLUS	15,431.77
BYLAW RESTRICTED SURPLUS	21,822.85
OUTDOOR RECREATION RESTRICTED SURPLUS	29,723.76
ROADS RESTRICTED SURPLUS	512,187.32
FIRE DONATIONS RESTRICTED SURPLUS	23,038.74
COMMUNITY SERVICES RESTRICTED SURPLUS	10,322.47
GREENWOOD CAMPGROUND RESTRICTED SURPLUS	71,429.89
SUNDRE COMMUNITY CENTER RESTRICTED SURPLUS	64,132.36
TRAILS RESTRICTED SURPLUS	72,359.92
MOUNTAIN VIEW SENIORS' HOUSING RESTRICTED SURPLUS	21,230.08
ECONOMIC DEVELOPMENT RESTRICTED SURPLUS	97,957.86
SOLID WASTE RESTRICTED SURPLUS	238,278.94
JOINT PARK EQUIPMENT RESTRICTED SURPLUS	7,438.74
SUNDRE GOLF SOCIETY FUNDS	53,888.73
PLANNING & DEVELOPMENT	346,542.84
FIRE OPERATING RESTRICTED SURPLUS	55,653.47
FIRE (TOWN) RESTRICTED SURPLUS	522,702.22
FIRE (MVC) RESTRICTED SURPLUS	284,076.03
INFRASTRUCTURE RESTRICTED SURPLUS	251,201.32
FLEET RESTRICTED SURPLUS	341,651.13
MUNICIPAL RESTRICTED SURPLUS CASH-IN-LIEU RESTRICTED SURPLUS	62,248.17
TOTAL TOWN RESTRICTED SURPLUS	5,444,128.34
RIVER BANK STABILIZATION RESTRICTED SURPLUS	26,001.25
MSI CAPITAL RESTRICTED SURPLUS	671,041.54
FEDERAL GAS TAX FUND (FGTF) RESTRICTED SURPLUS	121,574.34
FRIAA FIRESMART RESTRICTED SURPLUS	35.57
MSI OPERATING RESTRICTED SURPLUS	29,856.86
TOTAL GRANT RESTRICTED SURPLUS	848,509.56
TOTAL RESTRICTED SURPLUS	6,292,637.90

TOTAL INVESTMENTS & RESTRICTED SURPLUS 7,120,622.08

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**March 18, 2019**
SUBJECT	**December 2018 Restricted Surplus Accounts Report**
ORIGINATING DEPARTMENT	**Corporate Services**
AGENDA ITEM	**8.3**

BACKGROUND/PROPOSAL:

Attached are two schedules outlining the balances of amounts categorized as Restricted Surpluses by the Town of Sundre as at December 31, 2018.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

For continuity purposes, the first schedule outlines the balances for each of the old classifications and the second schedule combines the amounts into the new classifications as identified by the Restricted Surplus Account Policy B-023-00 adopted by Council on November 5, 2018.

The balances reported are before any additional transfers which may be approved during the current Council Meeting. In total, the Town has approximately $7.0M in Restricted Surplus Accounts, with approximately $5.1M available for municipal and utility lifecycling programs.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends Council accept the attached 2018 Restricted Surplus Continuity Schedules for information purposes

MOTION:

That the Town of Sundre Council accept the 2018 Restricted Surplus Continuity Schedules, as information.

Date Reviewed: March 15, 2019 CAO: Amida Neber

TOWN OF SUNDRE
2018 Restricted Surplus Continuity Schedule
(old classifications - before finalized transfers)

RSA Designation	Resticted Surplus Account Name	Opening Balance	Interest	Increase	Decrease	Intra-Fund Transfer	Ending Balance
A.1	General	478,430.95	6,071.03	21,208.00	(49,500.00)	-	456,209.98
A.2	unspecified	-					-
A.3	unspecified	-					-
A.4	unspecified	-					-
A.5	unspecified	-					-
A.6	unspecified	-					-
A.7	unspecified	-					-
B.1	unspecified	-					-
B.2	unspecified	-					-
C.1	Infrastructure	742,106.93	9,094.39	-	(160,000.00)	-	591,201.32
C.1	Bylaw	21,475.96	346.89	6,000.00	-	-	27,822.85
C.1	Roads	701,636.69	10,550.63	134,808.00	(441,327.05)	-	405,668.27
C.1	Fleet	338,009.66	3,641.47	118,000.00	(40,000.00)	-	419,651.13
C.1	Planning & Development	341,811.94	4,730.90	-	-	-	346,542.84
C.1	Economic Development	96,604.18	1,353.68	15,250.00	(16,560.00)	-	96,647.86
C.1	Sundre Community Centre	63,112.92	1,019.44	9,050.00	(8,997.95)	-	64,184.41
C.1	Arena	177,592.81	2,947.17	10,400.00	-	-	190,939.98
C.1	Greenwood Campground	70,294.48	1,135.41	100.00	-	-	71,529.89
C.1	Parks	60,997.28	1,347.42	5,250.00	-	-	67,594.70
C.1	Recreation & Culture	15,279.53	152.24	-	-	-	15,431.77
C.1	Community Services	10,158.38	164.09	50.00	-	-	10,372.47
C.1	Trails	71,209.71	1,150.21	10,250.00	-	-	82,609.92
C.1	Recreation Fields	29,251.29	472.47	5,140.00	-	-	34,863.76
C.2	Water & Wastewater	1,377,646.54	17,362.81	285,310.00	(45,300.00)	-	1,635,019.35
C.2	Solid Waste	235,279.82	2,999.12	15,624.00	-	-	253,902.94
C.2	Gas	691,816.48	11,376.43	127,511.00	-	-	830,703.91
D.1	Municipal Cash-in-Lieu	61,258.69	989.48	-	-	-	62,248.17
D.2	Fire - Town Capital	514,604.80	8,097.42	63,750.00	-	-	586,452.22
D.2	Fire - MVC Capital	279,753.82	4,322.21	48,750.00	-	-	332,826.03
D.3	Fire - Donations	22,653.37	385.38	-	-	-	23,038.75
D.3	Fire - Operations	54,800.00	853.47	-	-	-	55,653.47
D.4	Sundre Golf Society	53,032.14	856.59	-	-	-	53,888.73
D.5	unspecified	-					-
D.6	Off-Site Levy	300,800.90	4,858.65	-	-	-	305,659.55
D.7	unspecified	-					-
D.8	unspecified	-					-
	Totals	**6,809,619.27**	**96,279.00**	**876,451.00**	**(761,685.00)**	**-**	**7,020,664.27**

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

TOWN OF SUNDRE
2018 Restricted Surplus Continuity Schedule
(new classifications - before finalized transfers)

RSA Designation	Resticted Surplus Account Name	Opening Balance	Interest	Increase	Decrease	Intra-Fund Transfer	Ending Balance
A.1	General Corporate Stabilization	478,430.95	6,071.03	21,208.00	(49,500.00)	-	456,209.98
A.2	Corporate Services Stabilization	-	-	-	-	-	-
A.3	Protective Services Stabilization	-	-	-	-	-	-
A.4	Municipal Operations Stabilization	-	-	-	-	-	-
A.5	Utilities Stabilization	-	-	-	-	-	-
A.6	Development Stabilization	-	-	-	-	-	-
A.7	Community Services Stabilization	-	-	-	-	-	-
B.1	Municipal "New" Projects	-	-	-	-	-	-
B.2	Utility "New" Projects	-	-	-	-	-	-
C.1	Municipal Infrastructure Lifecycling	2,739,541.76	38,106.41	314,298.00	(666,885.00)	-	2,425,061.17
C.2	Utility Infrastructure Lifecycling	2,304,742.84	31,738.36	428,445.00	(45,300.00)	-	2,719,626.20
D.1	Municipal Cash-in-Lieu	61,258.69	989.48	-	-	-	62,248.17
D.2	Shared Fire - Capital	794,358.62	12,419.63	112,500.00	-	-	919,278.25
D.3	Shared Fire - Operating	77,453.37	1,238.85	-	-	-	78,692.22
D.4	Sundre Golf Society	53,032.14	856.59	-	-	-	53,888.73
D.5	Transportation Off-Site Levy	-	-	-	-	-	-
D.6	Water Off-Site Levy	300,800.90	4,858.65	-	-	-	305,659.55
D.7	Wastewater Off-Site Levy	-	-	-	-	-	-
D.8	Storm Drainage Off-Site Levy	-	-	-	-	-	-
	Totals	**6,809,619.27**	**96,279.00**	**876,451.00**	**(761,685.00)**	**-**	**7,020,664.27**

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

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**March 18, 2019**
SUBJECT	**2018 Capital Spending Report**
ORIGINATING DEPARTMENT	**Corporate Services**
AGENDA ITEM	**8.4**

BACKGROUND/PROPOSAL:

Attached is a schedule outlining the capital projects approved by Council and the amounts spend for the year ended December 31, 2018.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

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

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends Council accept the attached 2018 Capital Project Listing for information

MOTION:

That the Town of Sundre Council accept the 2018 Capital Project Listing, as information.

Date Reviewed: March 15, 2019 CAO: Linda McBean

Town of Sundre Capital Project Listing

As at December 31, 2018

Approval Date	Motion #	Project Description	Source of Funding	Estimated Project Cost	Total Spent to Date	Comments
2011		Red Deer River Bank Stabilization	Provincial Municipal Affairs Grant	2,400,000.00	2,287,053.15	
		Fish Habitat Compensation Requirement	Provincial Municipal Affairs Grant		122,361.49	In-stream work completed. Applied for an extension to Sep 2021 and extension was granted. Additional testing & landscaping required in upcoming years.
				2,400,000.00	2,409,414.64	
Dec 1/14	264/14	Questica Budget & Reporting System	MSI Operating	20,000.00	44,017.00	Project Complete. Overbudget as new SQL server was needed and Muniware integration not included in estimation.
			General RSA	15,000.00	13,408.70	
			Roads RSA	10,000.00	5,903.66	
			Water/Wastewater RSA	10,000.00	5,903.66	
			Parks RSA	5,000.00	2,886.24	
			Gas RSA	5,000.00	2,886.24	
			Total	65,000.00	75,005.50	
Nov 21/16	366/16	Way-Finding Signage	Ec Dev RSA	27,000.00	5,964.16	Waiting for approval from Alberta Transportation to install signs along highways. To be completed in 2019.
Nov 21/16	366/16	Upgrade Centre Street	Infrastructure RSA	95,000.00	0.00	To be completed in 2019. Landscaping and small dificiencies still to be completed
			Storm Water RSA	150,000.00	0.00	
			Off-Site Levies	240,000.00	0.00	
			MSI Capital	715,000.00	462,829.64	
			Debenture	1,000,000.00	1,000,000.00	
			Total	2,200,000.00	1,462,829.64	
Mar 27/17	104/17	Dell Network Server	General RSA	22,500.00	22,637.61	Project Complete. Budget amount increased with motion 65/18 to adopt 2018-2022 Capital Budget
Feb 12/18	65/18	Gazebo	Infrastructure RSA	10,000.00	3,000.00	To be completed in 2019. Project lead turned over to local resident.
Feb 12/18	65/18	Underground Lift Station	Water / WW RSA	12,300.00	13,714.04	Project complete
Feb 12/18	65/18	Portable Message Sign	General RSA	27,000.00	28,400.55	Project complete. Cost overrun due to transportation costs
Feb 12/18	65/18	Replace Unit 143	Fleet RSA	40,000.00	34,487.06	Project complete, purchased unit 154
Feb 12/18	65/18	Enhanced Trail Connections	Federal Gas Tax Fund	50,000.00		on-going project, trail signage in 2019
Feb 12/18	65/18	Facility Roofing Upgrades	Infrastructure RSA	150,000.00	119,205.00	Shop & S.C.C roofs complete, Fire station & Town Office in 2019 with additional budgeted funds
Feb 12/18	65/18	Main Avenue West	Debentures	1,688,700.00	1,483,000.00	To be completed in 2019. Regional path, landscaping and small touches still to be done.
			RSA	420,014.00	86,198.66	
			MSI Capital	650,000.00	650,000.00	
				2,758,714.00	2,219,198.66	
May 7/18	206/18	Pedestrian Crossing Lights	Roads RSA	12,000.00	12,248.26	Project complete. Lights relocated from Hwy 27 to Centre St at school

Sept 24/18	385/18	Fire Dept AFRRCS Radios	Fire Capital RSAs	182,122.47	202,761.26	To be completed in 2019. Truck mounting still to be completed. Original quote did not include additional configuration and attachments requested by Fire Department
Nov 5/18	454/18	Salt Dogg Sander System	Roads RSA	9,313.05	9,643.75	Project complete.

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**March 18, 2019**
SUBJECT	**2018 Quarterly Financial Report**
ORIGINATING DEPARTMENT	**Corporate Services**
AGENDA ITEM	**8.5**

BACKGROUND/PROPOSAL:

Attached is a schedule outlining the revenues and expenses for each department for the year ended December 31, 2018.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The presented information was combined on a pro-forma basis and does not include any Restricted Surplus transfers approve after March 4, 2019.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends Council accept the attached 2018 Quarterly Pro-Forma Statement of Revenue and Expenses for information purposes

MOTION:

That the Town of Sundre Council accept the 2018 Quarterly Pro-Forma Statement of Revenue and Expenses, as information.

Date Reviewed: March 15, 2019 CAO: Linda Nelson

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

SUMMARY

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Taxes and Other Revenue							
Municipal Taxes	-	4,377,913	(34,926)	-	4,342,987	3,398,027	944,960
FortisAlberta Franchise Fee	-	-	-	163,226	163,226	159,482	3,744
MSI - Operating	-	-	-	32,200	32,200	29,900	2,300
Total Taxes and Other Revenue	**-**	**4,377,913**	**(34,926)**	**195,426**	**4,538,413**	**3,587,409**	
Less Requisitions and Transfers							
ASFF & MVSH Requisitions	(316,868)	(254,046)	(276,274)	(261,314)	(1,108,502)	-	(1,108,502)
2009 Annexation Costs - MVC	-	-	-	(34,926)	(34,926)	(34,926)	-
FortisAlberta Infrastructure Reserve Transfer	-	-	-	(54,409)	(54,409)	(53,161)	(1,248)
Total Taxes and Other Revenue for Operations	**(316,868)**	**4,123,867**	**(311,200)**	**(155,223)**	**3,340,576**	**3,499,322**	
Net Operational Excess/(Shortfall)							
11 - Legislative	(79,297)	(79,269)	(87,281)	(115,367)	(361,214)	(337,202)	(24,012)
12 - Corporate Services	3,400	(66,957)	(50,886)	(291,138)	(405,581)	(433,082)	27,501
17 - Census	-	-	-	-	-	-	-
18 - Elections	-	-	-	-	-	-	-
21 - Bylaw	(18,329)	(16,679)	(13,619)	(24,531)	(73,158)	(98,652)	25,494
23 - Fire	8,336	27,550	14,894	(205,363)	(154,583)	(149,751)	(4,832)
24 - Emergency Management	(5,064)	(17,384)	7,066	(10,568)	(25,950)	(42,704)	16,754
26 - Animal Control	1,376	(5,354)	(6,444)	(8,625)	(19,047)	(20,711)	1,664
32 - Roads	(114,831)	(84,025)	(146,804)	(354,158)	(699,818)	(757,632)	57,814
35 - Shop	(99,259)	(69,861)	(83,840)	49,385	(203,575)	-	(203,575)
41 - Water	14,897	112,707	(42,366)	14,836	100,074	-	100,074
42 - WasteWater	70,311	78,457	45,450	(206,130)	(11,912)	-	(11,912)
43 - Solid Waste	48,103	28,044	1,339	31,435	108,921	-	108,921
51 - FCSS	-	29,504	(62,274)	-	(32,770)	(32,770)	-
61 - Planning & Development	322,206	15,820	(41,310)	(437,839)	(141,123)	(333,929)	192,806
63 - Economic Development	(17,418)	(69,589)	(72,854)	(86,498)	(246,359)	(317,920)	71,561
75 - Library	(27,663)	(52,760)	(21,652)	(25,085)	(127,160)	(126,885)	(275)
77 - Sundre Community Centre	(8,456)	(30,509)	(21,313)	(27,301)	(87,579)	(90,557)	2,978
80 - Arena	(40,246)	(79,286)	(58,424)	59,327	(118,629)	(177,401)	58,772
82 - Greenwood Campground	(10,053)	(10,943)	14,994	(17,796)	(23,798)	(40,481)	16,683
84 - Parks	(36,258)	(59,793)	(46,521)	(53,922)	(196,494)	(308,006)	111,512
85 - Recreation & Culture	55,988	55,989	9,738	(74,769)	46,946	(54,784)	101,730
86 - Community Services	(25,512)	(41,949)	(34,736)	11,979	(90,218)	(97,716)	7,498
87 - Trails	(10,309)	(9,049)	(7,198)	4,620	(21,936)	(40,309)	18,373
89 - Outdoor Recreation	(16,542)	(17,816)	(21,827)	(5,810)	(61,995)	(62,411)	416
91 - Gas	185,022	22,378	14,860	(72,582)	149,678	23,617	126,061
Total Net Operational Excess/(Shortfall)	**200,402**	**(340,774)**	**(711,008)**	**(1,845,900)**	**(2,697,280)**	**(3,499,286)**	
Year End Surplus/(Deficit)	**(116,466)**	**3,783,093**	**(1,022,208)**	**(2,001,123)**	**643,296**	**36**	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

00 - General Services / Taxation

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues							
Municipal Taxes	-	4,377,913	(34,926)	-	4,342,987	3,398,027	944,960
FortisAlberta Franchise Fee	-	-	-	163,226	163,226	159,482	3,744
MSI - Operating	-	-	-	32,200	32,200	29,900	2,300
Expenses							
Requisitions	(316,868)	(254,046)	(276,274)	(261,314)	(1,108,502)	-	(1,108,502)
2009 Annexation Costs - MVC	-	-	-	(34,926)	(34,926)	(34,926)	-
FortisAlberta Infrastructure Reserve Transfer	-	-	-	(54,409)	(54,409)	(53,161)	(1,248)
Surplus (Deficit)	(316,868)	4,123,867	(311,200)	(155,223)	3,340,576	3,499,322	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

11 - Legislative Services

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	-	-	3,145	240	3,385	-	3,385
Expenses							
Salaries & Wages	(56,721)	(61,573)	(70,858)	(82,410)	(271,562)	(226,681)	(44,881)
Per Diems & Honorariums	(1,500)	(4,315)	(2,555)	(10,474)	(18,844)	(23,000)	4,156
Contracted Services	(10,201)	(1,482)	(8,452)	(1,815)	(21,950)	(21,905)	(45)
Materials & Supplies	(10,875)	(11,899)	(8,561)	(20,908)	(52,243)	(65,616)	13,373
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	-	-	-	-	-	-	-
Transfer to Grants & Operating	-	-	-	-	-	-	-
Surplus (Deficit)	(79,297)	(79,269)	(87,281)	(115,367)	(361,214)	(337,202)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

12 - Corporate Services

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	129,325	58,298	90,395	607,059	885,077	767,398	117,679
Expenses							
Salaries & Wages	(33,256)	(26,302)	(25,784)	(29,804)	(115,146)	(180,535)	65,389
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	(26,110)	(28,036)	(45,297)	(49,409)	(148,852)	(138,918)	(9,934)
Materials & Supplies	(30,762)	(45,258)	(35,613)	(46,525)	(158,158)	(99,517)	(58,641)
Utilities	(5,154)	(4,481)	(2,812)	(7,366)	(19,813)	(22,178)	2,365
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	(24,627)	(8,499)	(25,058)	(8,700)	(66,884)	(66,884)	-
Interest on LTD	(2,230)	(8,707)	(1,799)	(8,504)	(21,240)	(21,240)	-
Transfers to Restricted Surplus	(3,786)	(3,972)	(4,918)	(24,554)	(37,230)	(21,208)	(16,022)
Transfer to Grants & Operating	-	-	-	(723,335)	(723,335)	(650,000)	(73,335)
Surplus (Deficit)	3,400	(66,957)	(50,886)	(291,138)	(405,581)	(433,082)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

18 - Elections

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	-	-	-	-	-	-	-
Expenses							
Salaries & Wages	-	-	-	-	-	-	-
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	-	-	-	-	-	-	-
Transfer to Grants & Operating	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	-	-	-	-	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

21 - Bylaw

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	3,637	3,343	8,035	8,631	23,646	13,433	10,213
Expenses							
Salaries & Wages	(12,160)	(17,349)	(19,768)	(25,318)	(74,595)	(75,307)	712
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	(1,124)	-	(341)	-	(1,465)	(1,510)	45
Materials & Supplies	(8,608)	(2,595)	(1,453)	(1,741)	(14,397)	(29,268)	14,871
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	(74)	(78)	(92)	(6,103)	(6,347)	(6,000)	(347)
Transfer to Grants & Operating	-	-	-	-	-	-	-
Surplus (Deficit)	(18,329)	(16,679)	(13,619)	(24,531)	(73,158)	(98,652)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

23 - Fire Services

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	74,312	98,847	76,027	73,992	323,178	321,805	1,373
Expenses							
Salaries & Wages	(5,339)	(6,740)	(7,645)	(13,911)	(33,635)	(32,423)	(1,212)
Per Diems & Honorariums	(3,323)	(3,323)	(3,877)	(64,398)	(74,921)	(75,142)	221
Contracted Services	(16,013)	(18,778)	(18,288)	(17,435)	(70,514)	(70,999)	485
Materials & Supplies	(35,166)	(36,171)	(25,467)	(61,405)	(158,209)	(166,128)	7,919
Utilities	(3,317)	(3,330)	(2,164)	(5,513)	(14,324)	(14,364)	40
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	(2,818)	(2,955)	(3,692)	(116,693)	(126,158)	(112,500)	(13,658)
Transfer to Grants & Operating	-	-	-	-	-	-	-
Surplus (Deficit)	8,336	27,550	14,894	(205,363)	(154,583)	(149,751)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

24 - Emergency Management

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	-	-	23,780	-	23,780	-	23,780
Expenses							
Salaries & Wages	(4,349)	(5,992)	(6,766)	(8,715)	(25,822)	(26,757)	935
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-
Materials & Supplies	(715)	(11,392)	(9,948)	(1,853)	(23,908)	(15,947)	(7,961)
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	-	-	-	-	-	-	-
Transfer to Grants & Operating	-	-	-	-	-	-	-
Surplus (Deficit)	(5,064)	(17,384)	7,066	(10,568)	(25,950)	(42,704)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

26 - Animal Control

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	5,467	738	513	75	6,793	6,496	297
Expenses							
Salaries & Wages	-	-	-	(384)	(384)	-	(384)
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	(4,000)	(6,000)	(6,525)	(8,225)	(24,750)	(25,590)	840
Materials & Supplies	(91)	(92)	(432)	(91)	(706)	(1,617)	911
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	-	-	-	-	-	-	-
Transfer to Grants & Operating	-	-	-	-	-	-	-
Surplus (Deficit)	1,376	(5,354)	(6,444)	(8,625)	(19,047)	(20,711)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

32 - Roads

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	24,411	106,842	16,902	31,818	179,973	168,594	11,379
Expenses							
Salaries & Wages	(52,380)	(56,232)	(61,849)	(67,304)	(237,765)	(249,389)	11,624
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	(14,828)	(14,690)	(6,657)	(31,417)	(67,592)	(50,030)	(17,562)
Materials & Supplies	(10,418)	(14,744)	(33,640)	(21,130)	(79,932)	(155,863)	75,931
Utilities	(24,238)	(37,521)	(24,788)	(64,838)	(151,385)	(144,000)	(7,385)
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	(18,175)	(54,490)	(18,459)	(55,684)	(146,808)	(149,499)	2,691
Interest on LTD	(15,650)	(9,463)	(15,366)	(8,269)	(48,748)	(42,637)	(6,111)
Transfers to Restricted Surplus	(3,553)	(3,727)	(2,947)	(137,334)	(147,561)	(134,808)	(12,753)
Transfer to Grants & Operating	-	-	-	-	-	-	-
Surplus (Deficit)	(114,831)	(84,025)	(146,804)	(354,158)	(699,818)	(757,632)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

35 - Shop

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	305	2,322	1,948	250,073	254,648	451,739	(197,091)
Expenses							
Salaries & Wages	(4,549)	(5,405)	(5,904)	(7,423)	(23,281)	(22,069)	(1,212)
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	(20,776)	(15,034)	(24,989)	(15,103)	(75,902)	(77,935)	2,033
Materials & Supplies	(53,005)	(40,274)	(34,314)	(46,085)	(173,678)	(157,696)	(15,982)
Utilities	(2,196)	(2,122)	(450)	(3,433)	(8,201)	(20,519)	12,318
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	(9,177)	(3,946)	(9,391)	(4,049)	(26,563)	(26,563)	-
Interest on LTD	(9,556)	(5,081)	(9,342)	(4,978)	(28,957)	(28,957)	-
Transfers to Restricted Surplus	(305)	(321)	(1,398)	(119,617)	(121,641)	(118,000)	(3,641)
Transfer to Grants & Operating	-	-	-	-	-	-	-
Surplus (Deficit)	(99,259)	(69,861)	(83,840)	49,385	(203,575)	-	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

41 - Water

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	223,172	230,637	185,822	301,431	941,062	936,212	4,850
Expenses							
Salaries & Wages	(50,418)	(61,380)	(63,978)	(64,172)	(239,948)	(267,505)	27,557
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	(2,446)	(2,663)	(12,978)	(28,716)	(46,803)	(50,743)	3,940
Materials & Supplies	(34,298)	(34,348)	(29,486)	(4,443)	(102,575)	(239,173)	136,598
Utilities	(18,269)	(19,539)	(18,902)	(29,006)	(85,716)	(79,220)	(6,496)
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	(66,247)	-	(67,678)	-	(133,925)	(140,322)	6,397
Interest on LTD	(36,597)	-	(35,166)	-	(71,763)	(80,304)	8,541
Transfers to Restricted Surplus	-	-	-	(78,945)	(78,945)	(78,945)	-
Transfer to Grants & Operating	-	-	-	(81,313)	(81,313)	-	(81,313)
Surplus (Deficit)	14,897	112,707	(42,366)	14,836	100,074	-	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

42 - WasteWater

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	167,810	193,354	157,041	244,172	762,377	888,935	(126,558)
Expenses							
Salaries & Wages	(48,343)	(58,608)	(60,887)	(60,365)	(228,203)	(258,407)	30,204
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	(7,851)	(27,692)	(15,656)	(43,861)	(95,060)	(39,853)	(55,207)
Materials & Supplies	(25,320)	(7,572)	(19,700)	(26,036)	(78,628)	(172,819)	94,191
Utilities	(11,727)	(16,560)	(10,000)	(29,070)	(67,357)	(66,195)	(1,162)
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	(4,258)	(4,465)	(5,348)	(209,657)	(223,728)	(206,365)	(17,363)
Transfer to Grants & Operating	-	-	-	(81,313)	(81,313)	(145,296)	63,983
Surplus (Deficit)	70,311	78,457	45,450	(206,130)	(11,912)	-	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

43 - Solid Waste

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	80,929	80,936	58,785	113,351	334,001	321,568	12,433
Expenses							
Salaries & Wages	(10,311)	(10,614)	(11,913)	(13,195)	(46,033)	(52,974)	6,941
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	(12,969)	(32,834)	(35,352)	(38,168)	(119,323)	(118,389)	(934)
Materials & Supplies	(222)	(101)	(308)	(394)	(1,025)	(13,079)	12,054
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	(8,890)	(8,889)	(8,890)	(8,890)	(35,559)	(46,354)	10,795
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	(434)	(454)	(983)	(16,752)	(18,623)	(15,624)	(2,999)
Transfer to Grants & Operating	-	-	-	(4,517)	(4,517)	(75,148)	70,631
Surplus (Deficit)	48,103	28,044	1,339	31,435	108,921	-	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

51 - FCSS

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	25,872	45,707	45,706	16,203	133,488	122,009	11,479
Expenses							
Salaries & Wages	-	-	-	-	-	-	-
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-
Materials & Supplies	(3,003)	-	-	-	(3,003)	(2,524)	(479)
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	(22,869)	(16,203)	(107,980)	(16,203)	(163,255)	(152,255)	(11,000)
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	-	-	-	-	-	-	-
Transfer to Grants & Operating	-	-	-	-	-	-	-
Surplus (Deficit)	-	29,504	(62,274)	-	(32,770)	(32,770)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

61 - Planning & Development

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	367,438	80,620	81,620	118,572	648,250	86,545	561,705
Expenses							
Salaries & Wages	(38,622)	(41,814)	(56,435)	(63,076)	(199,947)	(234,232)	34,285
Per Diems & Honorariums	(2,126)	(2,123)	(2,476)	(1,961)	(8,686)	(14,164)	5,478
Contracted Services	(752)	(18,075)	(59,757)	(478,314)	(556,898)	(134,275)	(422,623)
Materials & Supplies	(1,671)	(625)	(1,290)	(9,677)	(13,263)	(37,803)	24,540
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	(2,061)	(2,163)	(2,972)	(3,383)	(10,579)	-	(10,579)
Transfer to Grants & Operating	-	-	-	-	-	-	-
Surplus (Deficit)	322,206	15,820	(41,310)	(437,839)	(141,123)	(333,929)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

63 - Economic Development

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	34,493	3,514	1,411	30,941	70,359	36,431	33,928
Expenses							
Salaries & Wages	(31,343)	(40,941)	(43,157)	(52,864)	(168,305)	(195,300)	26,995
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	(189)	(102)	(108)	(15,141)	(15,540)	(9,106)	(6,434)
Materials & Supplies	(17,643)	(29,207)	(24,660)	(20,020)	(91,530)	(91,095)	(435)
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	(2,500)	(2,605)	(5,934)	(13,700)	(24,739)	(43,600)	18,861
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	(236)	(248)	(406)	(15,714)	(16,604)	(15,250)	(1,354)
Transfer to Grants & Operating	-	-	-	-	-	-	-
Surplus (Deficit)	(17,418)	(69,589)	(72,854)	(86,498)	(246,359)	(317,920)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

75 - Library

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	40,611	32,068	50,936	71,588	195,203	177,786	17,417
Expenses							
Salaries & Wages	(30,944)	(33,704)	(40,798)	(35,609)	(141,055)	(139,966)	(1,089)
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	(37,330)	(51,124)	(31,790)	(61,064)	(181,308)	(164,705)	(16,603)
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	-	-	-	-	-	-	-
Transfer to Grants & Operating	-	-	-	-	-	-	-
Surplus (Deficit)	(27,663)	(52,760)	(21,652)	(25,085)	(127,160)	(126,885)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

77 - Sundre Community Centre

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	28,872	18,864	17,630	42,482	107,848	123,296	(15,448)
Expenses							
Salaries & Wages	(11,187)	(12,661)	(14,694)	(16,325)	(54,867)	(56,736)	1,869
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	(1,870)	(2,851)	(914)	(2,667)	(8,302)	(9,000)	698
Materials & Supplies	(13,662)	(6,391)	(16,618)	(5,944)	(42,615)	(54,138)	11,523
Utilities	(10,390)	(9,051)	(6,449)	(17,305)	(43,195)	(43,090)	(105)
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	-	(15,363)	-	(15,691)	(31,054)	(31,054)	-
Interest on LTD	-	(2,827)	-	(2,498)	(5,325)	(5,325)	-
Transfers to Restricted Surplus	(219)	(229)	(268)	(9,353)	(10,069)	(9,050)	(1,019)
Transfer to Grants & Operating	-	-	-	-	-	(5,460)	5,460
Surplus (Deficit)	(8,456)	(30,509)	(21,313)	(27,301)	(87,579)	(90,557)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

80 - Arena

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	59,531	2,988	3,334	192,213	258,066	247,277	10,789
Expenses							
Salaries & Wages	(44,430)	(48,158)	(49,188)	(61,872)	(203,648)	(238,867)	35,219
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	(3,434)	(4,797)	(2,836)	(8,046)	(19,113)	(24,574)	5,461
Materials & Supplies	(36,021)	(18,190)	(4,531)	(26,850)	(85,592)	(100,817)	15,225
Utilities	(15,240)	(10,444)	(4,448)	(24,863)	(54,995)	(50,020)	(4,975)
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	(652)	(685)	(755)	(11,255)	(13,347)	(10,400)	(2,947)
Transfer to Grants & Operating	-	-	-	-	-	-	-
Surplus (Deficit)	(40,246)	(79,286)	(58,424)	59,327	(118,629)	(177,401)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

82 - Greenwood Campground

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	243	11,879	38,665	338	51,125	33,844	17,281
Expenses							
Salaries & Wages	(5,687)	(6,285)	(6,599)	(8,100)	(26,671)	(28,089)	1,418
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	-	(11,628)	(10,998)	(6,073)	(28,699)	(22,205)	(6,494)
Materials & Supplies	(3,405)	(3,100)	(3,286)	(578)	(10,369)	(16,681)	6,312
Utilities	(961)	(1,553)	(2,490)	(2,945)	(7,949)	(7,250)	(699)
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	(243)	(256)	(298)	(438)	(1,235)	(100)	(1,135)
Transfer to Grants & Operating	-	-	-	-	-	-	-
Surplus (Deficit)	(10,053)	(10,943)	14,994	(17,796)	(23,798)	(40,481)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

84 - Parks

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	384	402	2,916	6,455	10,157	1,250	8,907
Expenses							
Salaries & Wages	(31,169)	(36,713)	(40,485)	(45,286)	(153,653)	(176,039)	22,386
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	(83)	(615)	(2,393)	(1,764)	(4,855)	(6,508)	1,653
Materials & Supplies	(5,015)	(22,464)	(6,293)	(7,782)	(41,554)	(121,459)	79,905
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	(375)	(403)	(266)	(5,545)	(6,589)	(5,250)	(1,339)
Transfer to Grants & Operating	-	-	-	-	-	-	-
Surplus (Deficit)	(36,258)	(59,793)	(46,521)	(53,922)	(196,494)	(308,006)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

85 - Recreation & Culture

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	102,246	102,247	102,301	265,899	572,693	138,817	433,876
Expenses							
Salaries & Wages	-	-	-	-	-	-	-
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	-	-	-	-	-	-	-
Materials & Supplies	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	(46,250)	(46,250)	(92,500)	(79,525)	(264,525)	(193,601)	(70,924)
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	(8)	(8)	(63)	(73)	(152)	-	(152)
Transfer to Grants & Operating	-	-	-	(261,070)	(261,070)	-	(261,070)
Surplus (Deficit)	55,988	55,989	9,738	(74,769)	46,946	(54,784)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

86 - Community Services

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	235	2,599	44	50,836	53,714	56,297	(2,583)
Expenses							
Salaries & Wages	(17,760)	(19,936)	(20,818)	(24,006)	(82,520)	(93,413)	10,893
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	(786)	(2,008)	(3,311)	(1,735)	(7,840)	(17,325)	9,485
Materials & Supplies	(6,866)	(12,067)	(2,933)	(6,389)	(28,255)	(21,225)	(7,030)
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	(300)	(10,500)	(7,675)	(6,628)	(25,103)	(22,000)	(3,103)
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	(35)	(37)	(43)	(99)	(214)	(50)	(164)
Transfer to Grants & Operating	-	-	-	-	-	-	-
Surplus (Deficit)	(25,512)	(41,949)	(34,736)	11,979	(90,218)	(97,716)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

87 - Trails

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	247	258	303	24,728	25,536	23,314	2,222
Expenses							
Salaries & Wages	(6,709)	(8,354)	(7,198)	(9,041)	(31,302)	(35,703)	4,401
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	-	(495)	-	-	(495)	(3,020)	2,525
Materials & Supplies	(3,600)	(200)	-	(475)	(4,275)	(14,650)	10,375
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	(247)	(258)	(303)	(10,592)	(11,400)	(10,250)	(1,150)
Transfer to Grants & Operating	-	-	-	-	-	-	-
Surplus (Deficit)	(10,309)	(9,049)	(7,198)	4,620	(21,936)	(40,309)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

89 - Outdoor Recreation

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	101	1,302	165	19,195	20,763	20,422	341
Expenses							
Salaries & Wages	(12,718)	(17,699)	(20,115)	(19,063)	(69,595)	(69,319)	(276)
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	(100)	(1,157)	(1,737)	(658)	(3,652)	(4,850)	1,198
Materials & Supplies	(3,724)	(155)	(16)	(4)	(3,899)	(3,524)	(375)
Utilities	-	-	-	-	-	-	-
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	(101)	(107)	(124)	(5,280)	(5,612)	(5,140)	(472)
Transfer to Grants & Operating	-	-	-	-	-	-	-
Surplus (Deficit)	(16,542)	(17,816)	(21,827)	(5,810)	(61,995)	(62,411)	

Town of Sundre
2018 Quarterly Pro-Forma Statement of Revenue and Expenses

91 - Gas

	Q1	Q2	Q3	Q4	YTD	Budget	Variance (Budget V. Actual) Over / (Under) Budget
Revenues	437,311	246,315	140,179	475,871	1,299,676	1,309,097	(9,421)
Expenses							
Salaries & Wages	(55,672)	(67,789)	(76,937)	(88,539)	(288,937)	(312,469)	23,532
Per Diems & Honorariums	-	-	-	-	-	-	-
Contracted Services	(10,213)	(243)	(1,401)	(15,580)	(27,437)	(13,666)	(13,771)
Materials & Supplies	(182,730)	(152,437)	(43,449)	(230,704)	(609,320)	(826,500)	217,180
Utilities	(1,182)	(855)	(591)	(1,476)	(4,104)	(5,334)	1,230
Transfers to Local Organizations	-	-	-	-	-	-	-
Debenture & Lease Payments	-	-	-	-	-	-	-
Interest on LTD	-	-	-	-	-	-	-
Transfers to Restricted Surplus	(2,492)	(2,613)	(2,941)	(130,841)	(138,887)	(127,511)	(11,376)
Transfer to Grants & Operating	-	-	-	(81,313)	(81,313)	-	(81,313)
Surplus (Deficit)	185,022	22,378	14,860	(72,582)	149,678	23,617	

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**March 18, 2019**
SUBJECT	**Non-budgeted Restricted Surplus Transfers**
ORIGINATING DEPARTMENT	**Corporate Services**
AGENDA ITEM	**8.6**

BACKGROUND/PROPOSAL:
See attached Report to Council

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:
See attached Report to Council

ALIGNMENT WITH STRATEGIC PLAN
Strategic Plan Priorities

1.1 Improve communication and transparency with our stakeholders.
4. Financial Stability

ADMINISTRATION RECOMMENDATIONS:
Administration recommends Council approve the transfers as outlined

MOTION:
The Town of Sundre Council approves the allocation of $635,000 of operational funds for transfer as follows, $115,000 to Development Services Stabilization RSA, $100,000 to Community Services Stabilization RSA, $100,000 to Utilities Stabilization RSA, $220,000 to Utilities Lifecycling RSA, and $100,000 to General Corporate Stabilization RSA.

The Town of Sundre Council approves the allocation of $207,536.26 of Restricted Surplus funds for transfer to operational purposes as follows, $103,768.13 from Shared Fire Capital RSA for the Town and $103,768.13 from Shared Fire Capital RSA for Mountain View County.

Date Reviewed: March 15, 2019 CAO: Linda Mahan

REPORT TO COUNCIL

COUNCIL DATE	**March 18, 2019**
SUBJECT	**Non-budgeted Restricted Surplus Transfers**
ORIGINATING DEPARTMENT	**Corporate Services**
AGENDA ITEM	**8.6**

BACKGROUND/PROPOSAL:

In the development of annual or multi-year operational budgets, administration provides recommendations for transfers to and from reserve funds. In approving the operational budget Council provides the authority to administration to allocate the appropriate funds to and from reserves in accordance with the approved budget. A similar process occurs in the development of the Capital Plan. Once the capital plan is approved, administration has the authority to allocate funds from reserve accounts to fund capital projects as identified in the capital plan.

In addition to these budgeted transfers, there may be a need to utilize reserves for authorized capital or operational expenditures that did not include specifications for the amount or Restricted Surplus Account within the authorizing motion. As well, as part of finalizing the annual financial statements Council determines the allocation of any surplus funds.

Per the attached schedule of estimated surpluses, the attached invoice for the purchase of the AFRRCS Radios for the Fire Department, and the recently adopted Restricted Surplus Account Policy B-023-00 the following transfers to/from the operating funds are recommended.

FROM	Shared Fire – Capital (Town) RSA	$103,768.13
FROM	Shared Fire – Capital (MVC) RSA	$103,768.13
TO	Development Services Stabilization RSA	$115,000.00
TO	Community Services Stabilization RSA	$100,000.00
TO	Utilities Stabilization RSA	$100,000.00
TO	Utilities Infrastructure Lifecycling RSA	$220,000.00
TO	General Corporate Stabilization RSA	$100,000.00

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council must decide on the allocation of funds to and from reserve accounts at the March 18, 2019 meeting to enable administration to close out the 2018 fiscal year in preparation of the 2018 audited financial statements.

The transfer to the Development Services Stabilization RSA is specified as it resulted from the 2018 budget approval to conduct a study which was started but is only now nearing completion and the costs are still to be expended in 2019.

The transfer to the Community Services Stabilization RSA is specified as it resulted from additional Recreation and Culture funding received from Mountain View County, which we would like to set aside and earmark for future projects that Council deems valuable but are outside the current budgeted items.

The transfers to the two Utility RSA's are consistent with the newly adopted policy, as well as past practice, of returning any budget surplus to those departments. Adhering strictly to the new policy, the full $320,000 would be transferred to the Stabilization RSA, but given the upcoming projects it was determined that it would be prudent to transfer a portion to lifecycling.

The transfer to the General Corporate Stabilization RSA is, in part, consistent with the guidelines of the newly adopted policy. As the 2018 budget which generated the surplus is not consistent with the current RSA Policy, it did not appear to be prudent to fully adopt the policy and transfer the funds into the individual departmental RSA's. The majority of the $100,000 overall corporate surplus came from two sources, $35,000 was from un-budgeted development fees collected mostly from the Candre development and $65,000 was from un-budgeted revenue collected in the form of tax penalties and interest.

ALIGNMENT WITH STRATEGIC PRIORITIES:
This supports Council's strategic priorities of improved communication and transparency with our stakeholders, as well as financial stability.

ADMINISTRATIVE RECOMMENDATION:
Administration recommends Council approve the transfers as outlined

COSTS/SOURCE OF FUNDING:
There are sufficient funds within the accounts to cover the proposed transfers

ALTERNATIVE ACTIONS:
Council can choose to authorize adjustments of transfers into or out of reserves at a level different than proposed by administration.

ATTACHMENTS:
Mountain View County invoice #253965 for AFRRCS Radios
Mountain View County invoice #254038 for additional AFRRCS Radio equipment
2018 Estimated Surplus Summary

Mountain View
COUNTY

10 - 1408 Twp. Rd. 320
Postal Bag 100
Didsbury, AB T0M 0W0
Ph: 403.335.3311

I N V O I C E

Page # 1

Invoice Date	Customer #	Invoice #	GST Registration #
2018/12/31	C 275	253965	R121758056

16 -01- 2019

Invoice Total: $ 212,899.32

Account Holder:
TOWN OF SUNDRE

Invoice Description	Quantity	Unit Price	Tax Cd	GST	Amount
AFRRCS RADIO TRANSITION Town of Sundre portion	1.000	101,380.63	T	5,069.03	106,449.66
AFRRCS RADIO TRANSITION Mountain View County portion	1.000	101,380.63	T	5,069.03	106,449.66

---

to be funded from the Reserve
held by the Town of Sundre

10,138.06 212,899.32

Invoice Note:

Messages:
TERMS NET 30 DAYS. INTEREST CHARGE OF 2.0% PER MONTH WILL BE ADDED ON ACCOUNTS THAT REMAIN UNPAID AFTER 30 DAYS FROM DATE OF INVOICE.

Mountain View
COUNTY

Please make cheques payable to:
Mountain View County

Invoice Date	Customer #	Invoice #	Amount Due
2018/12/31	C 275	253965	$ 212,899.32

TOWN OF SUNDRE
BOX 420
SUNDRE AB T0M 1X0

Amount Paid
$

275

Mountain View
COUNTY

10 - 1408 Twp. Rd. 320
Postal Bag 100
Didsbury, AB T0M 0W0
Ph: 403.335.3311

I N V O I C E

Page # 1

Invoice Date	Customer #	Invoice #	GST Registration #
2019/02/01	C 275	254038	R121758056

04-02-19

Invoice Total: $ 5,013.75

Account Holder:
TOWN OF SUNDRE

Invoice Description	Quantity	Unit Price	Tax Cd	GST	Amount
AFRRCS RADIO TRANSITION TOWN OF SUNDRE PORTION FUNDED FROM TOWN OF SUNDRE RESERVE - FINAL - $ 2387.50 MOUNTAIN VIEW PORTION $ 2387.50	1.000	4,775.00	T	238.75	5,013.75

Town of Sundre

DEPT.	CODE	AP	AMOUNT
223	76213	RE	~~5013.75~~
			4775.00
Approval	CA		

238.75 5,013.75

Invoice Note:

Messages:
TERMS NET 30 DAYS. INTEREST CHARGE OF 2.0% PER MONTH WILL BE ADDED ON ACCOUNTS THAT REMAIN UNPAID AFTER 30 DAYS FROM DATE OF INVOICE.

Mountain View
COUNTY

Please make cheques payable to:
Mountain View County

Invoice Date	Customer #	Invoice #	Amount Due
2019/02/01	C 275	254038	$ 5,013.75

Amount Paid
$

TOWN OF SUNDRE
BOX 420
SUNDRE AB T0M 1X0

275

TOWN OF SUNDRE
2018 ESTIMATED SURPLUS
SUMMARY

	2018 Estimated Year End	2018 Approved Budget	Variance (Budget V. Actual) Over / (Under) Budget	After Shop Allocation & add'l Utility RSA Adj
Revenues				
Municpal Taxes	3,234,485	3,398,027	(163,542)	(163,542)
ASFF & MVSH Requistions	1,108,502	-	1,108,502	1,108,502
FortisAlberta Franchise Fee	163,226		3,744	3,744
MSI - Operating	32,200		2,300	2,300
Total Taxes and Other Income	**4,538,413**	**3,587,409**	**951,004**	**951,004**
Less Requistions and Transfers				
ASFF & MVSH Requistions	1,108,502	-	(1,108,502)	(1,108,502)
2009 Annexation Costs - MVC	34,926		-	-
FortisAlberta Infrastructure Reserve Transfer	54,409		(1,248)	(1,248)
Total Taxes and Other Revenue for Operations	**3,340,576**	**3,499,322**	**(158,746)**	**(158,746)**
Net Operational Excess/(Shortfall)				
General	132,595	67,970	(64,625)	(64,625)
Legislative Services	(361,214)	(337,202)	24,012	24,012
	-	-	-	-
				-
				-
				-
			-	-

Analysis of Variance Total

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**March 18, 2019**
SUBJECT	**Sundre RCMP Detachment Year End Comparisons & 4th Quarter Statistics**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**8.7**

BACKGROUND/PROPOSAL:

Sgt. Jody Achtymichuk, of the Sundre RCMP Detachment has provided the 2018 Year-end Comparisons and the Statistics for the 4th Quarter for Council's review and information.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attached reports.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Goal 1.1 in the Strategic Plan:

1. Sustainable Governance
   1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the Sundre RCMP Detachment Detailed Crime Comparisons 2018 4th Quarter; and the 4th Quarter Statistics, as information.

MOTION:

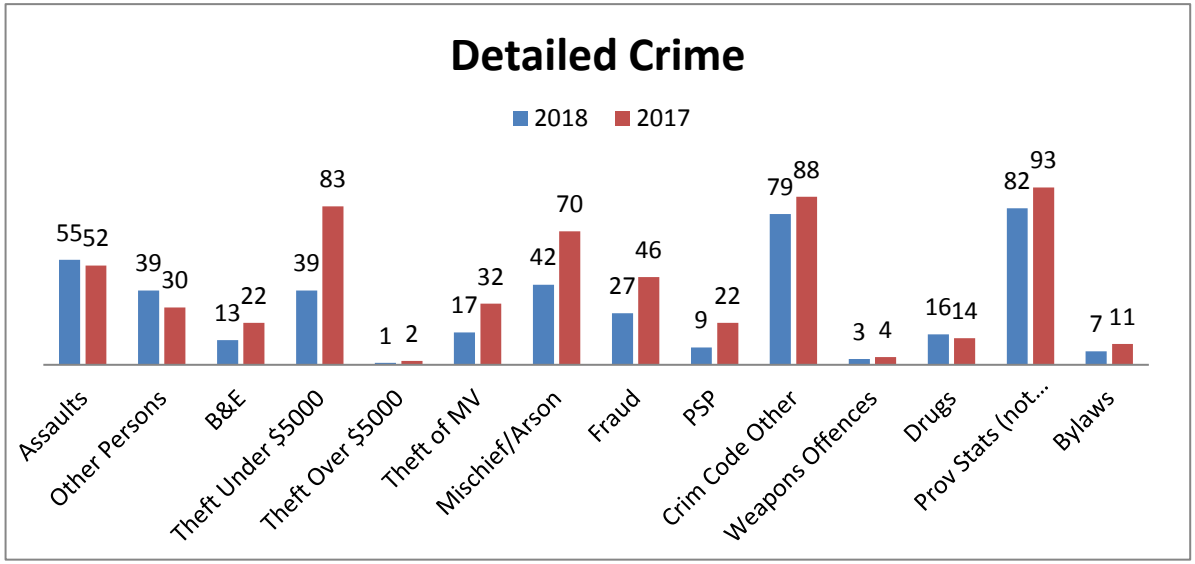
That the Town of Sundre Council approve the Sundre RCMP Detachment Detailed Crime Comparisons 2018 - 4th Quarter report, as information.

That the Town of Sundre Council accept the Sundre RCMP Detachment 4th Quarter 2018 Statistics report, as information.

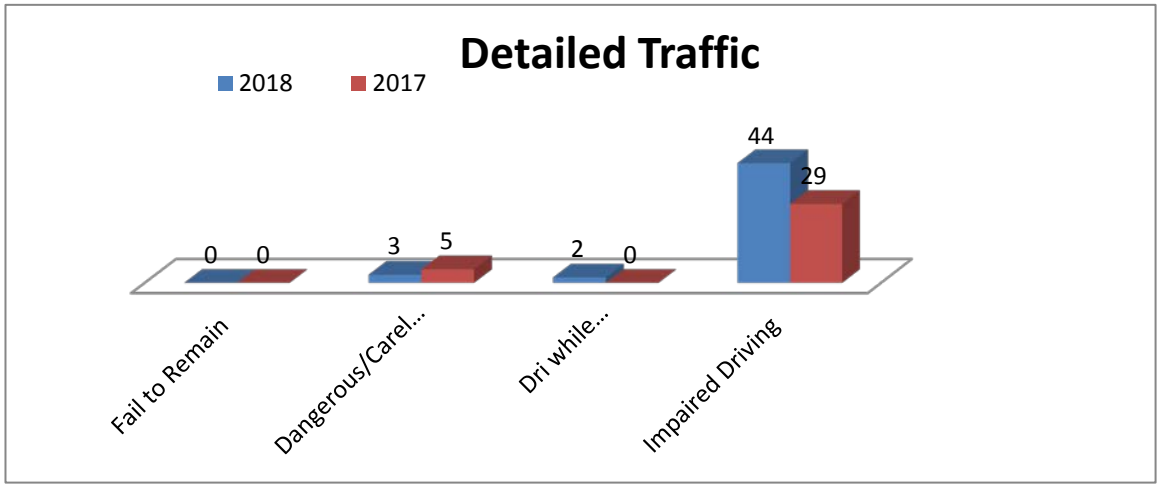
Date Reviewed: March 15, 2019 CAO: Lynda Nelson

Sundre Det. – 4TH Quarter 2018 Stats (Jan – Dec) for Town

Detailed Crime	2018	2017
Assaults	55	52
Other Persons	39	30
B&E	13	22
Theft Under $5000	39	83
Theft Over $5000	1	2
Theft of MV	17	32
Mischief/Arson	42	70
Fraud	27	46
PSP	9	22
Crim Code Other	79	88
Weapons Offences	3	4
Drugs	16	14
Prov Stats (not traffic)	82	93
Bylaws	7	11



Criminal Code Traffic	2018	2017
Fail to Remain	0	0
Dangerous/Careless	3	5
Dri while Disqualified	2	0
Impaired Driving	44	29

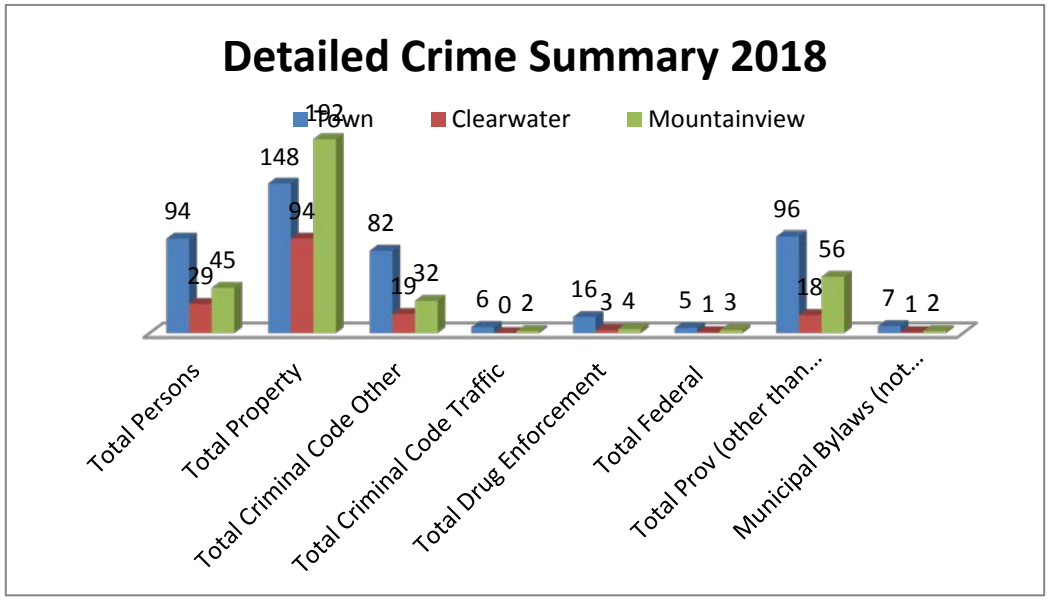


Provincial Traffic	2018	
*Total Tickets	629	
*Total Written Warnings	323	

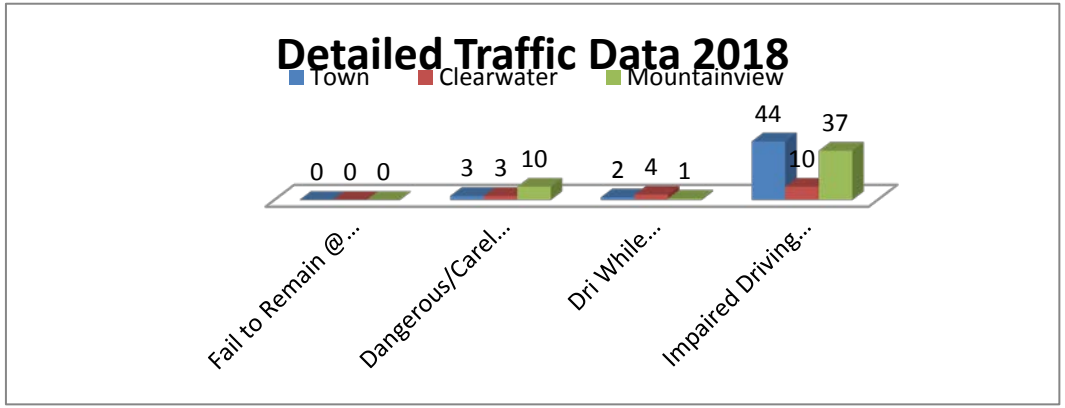
*total detachment area

DETAILED CRIME COMPARISONS 2018 4TH QUARTER (JAN - DEC)

Detailed Crime for 2018	Town	CWC	MVC	Det
Total Persons	94	29	45	170
Total Property	148	94	192	442
Total Criminal Code Other	82	19	32	137
Total Criminal Code Traffic	6	0	2	9
Total Drug Enforcement	16	3	4	23
Total Federal	5	1	3	9
Total Prov (other than traffic)	96	18	56	172
Municipal Bylaws (not traffic)	7	1	2	10

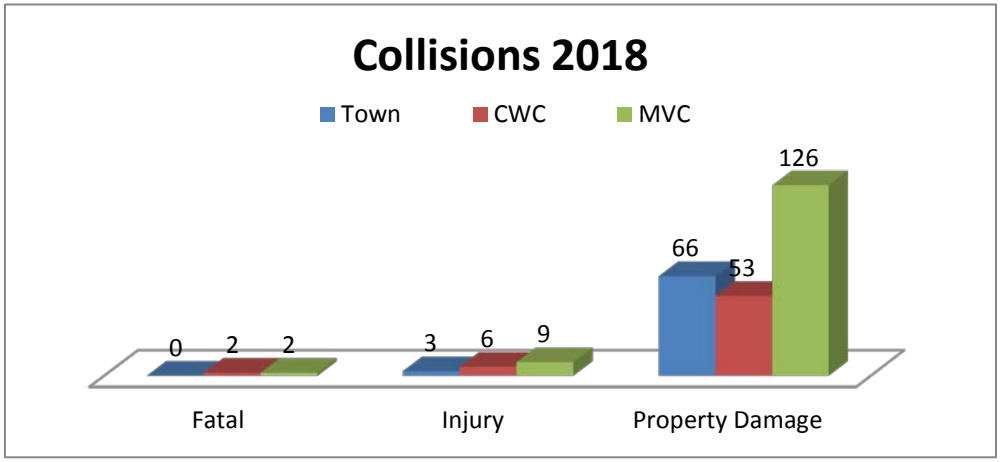


Detailed Criminal Code Traffic Data for 2018	Town	CWC	MVC	Det
Fail to Remain @ mvc	0	0	0	0
Dangerous/Careless Driving	3	3	10	2
Dri While Disqualified	2	4	1	16
Impaired Driving complaints	44	10	37	92

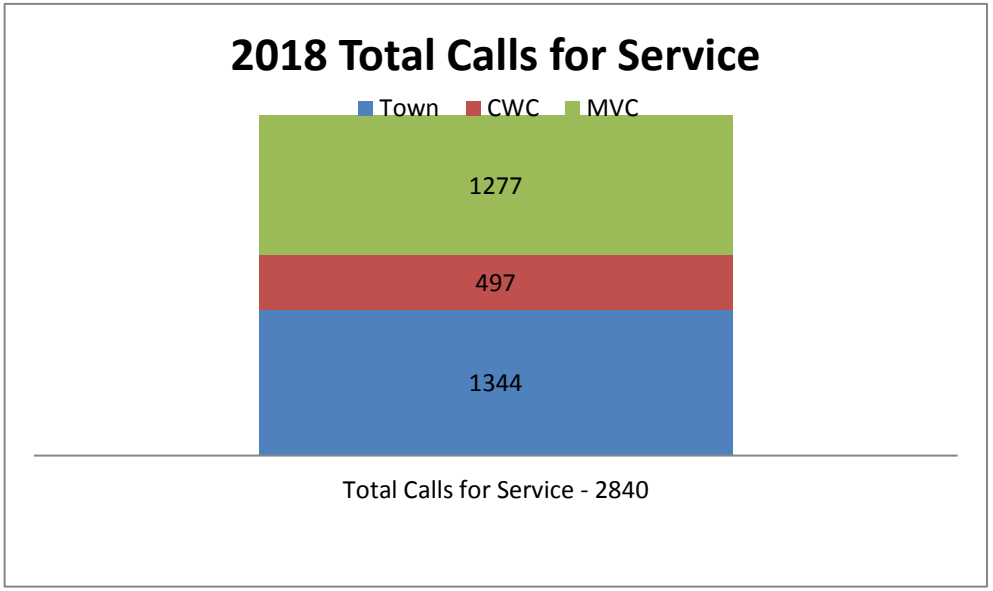


DETAILED CRIME COMPARISONS 2018 4TH QUARTER (JAN - DEC)

Collisions	Town	CWC	MVC	Det
Fatal	0	2	2	4
Injury	3	6	9	19
Property Damage	66	53	126	251
Totals	69	61	137	274

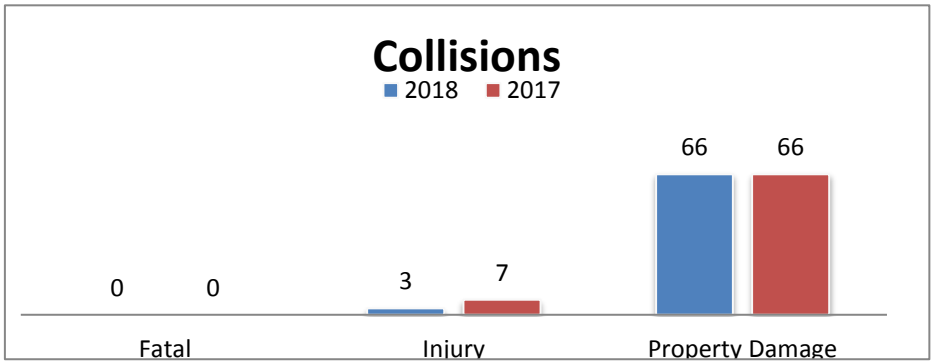


Calls for Service	Town	CWC	MVC	Det
2018	**1344**	**497**	**1277**	**3186**

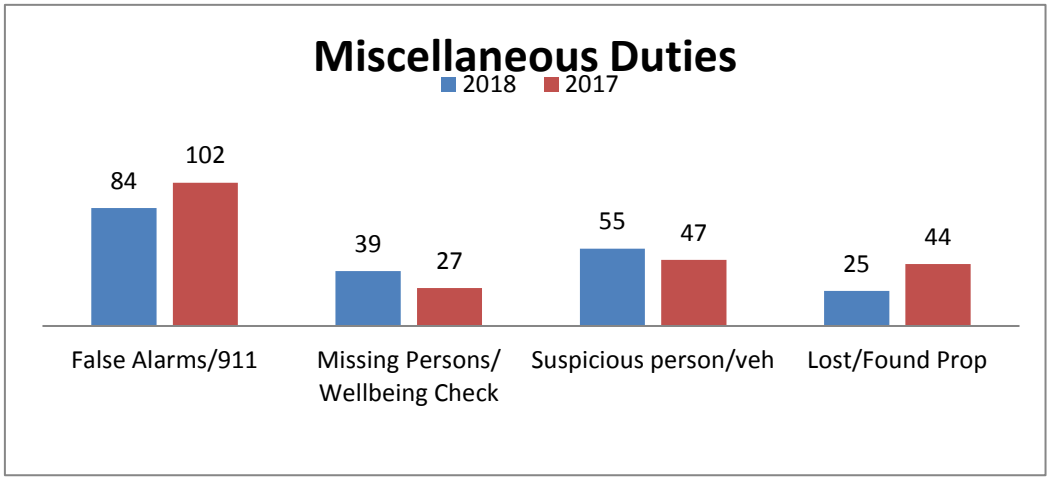


Sundre Det. – 4TH Quarter 2018 Stats (Jan – Dec) for Town

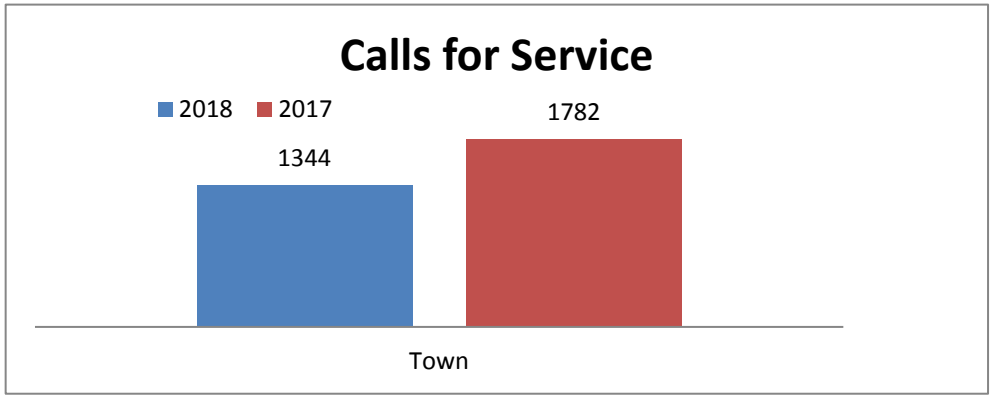
Collisions	2018	2017
Fatal	0	0
Injury	3	7
Property Damage	66	66



Miscellaneous Duties	2018	2017
False Alarms/911	84	102
Missing Persons/ Wellbeing Check	39	27
Suspicious person/veh	55	47
Lost/Found Prop	25	44



Total Calls for Service	2018	2017
Town	1344	1782



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TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**March 18, 2019**
SUBJECT	**Rodeo and Race Association Request**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**8.8**

BACKGROUND/PROPOSAL:

The Sundre Rodeo & Race Association are making a few requests of Council for their 2019 Sundre Pro Rodeo.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Sundre Rodeo & Race Association have asked Council to consider the following:

1. Council waive the Development Permit Fee of $340.60 for an Accessory Building (permanent beer garden) to be constructed;
2. Council members agree to participate in the Breakfast and Parade on Saturday, June 22, 2019.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with the Strategic Plan Priority 3 - Community Well-being 3.1, Continue to work with and value community groups.

ADMINISTRATION RECOMMENDATIONS:

That Council approve to waive the Development Permit Fee for the Association's Accessory Building and that Council members agree to participate in the Breakfast and Parade.

MOTION:

That the Town of Sundre Council approve the request to waive the Development Permit Fee of $340.60 for #2019-D07 for the Sundre Rodeo & Race Association for the Accessory building to be constructed.

That the Town of Sundre Council agrees to participate in the 2019 Sundre Pro Rodeo Breakfast and Parade on Saturday, June 22, 2019.

Date Reviewed: March 15, 2019 CAO: Derek Neburn

Town of Sundre
717 Main Avenue W. PO Box 420
Sundre, AB T0M 1X0
e-mail: townmail@sundre.com
Phone: 403-638-3551 Fax: 403-638-2100

SUPERIOR SAFETY CODES INC.
TOWN OF SUNDRE
Permit #TSD B 0003 19 MU

BUILDING PERMIT APPLICATION

To be completed by Town Staff		Development Fee (if applicable)	340	60
Development Permit # 2019-D07		Building Permit Fee	222	50
Building Permit # TSD B 000319 MU		Safety Codes Council Fee	8	90
Date: Feb 8/19		**Total Amount Payable**	572	00
Complete Application ☑	Roll 1137.000			

To be completed by Owner or applicant

Estimated Start Date of Construction: 01/25/2019 Estimated Completion Date of Construction 02/25/2019.

Project Civic Address: SUNDRE RODEO & RACE ASSOC. BOX 1218 SUNDRE ALTA T0M 1X0

Legal Address: Lot | Block 2 | Plan 8611359

Construction Value $ 30,000 | Area (ft² or m²): Upper _____, Main _____, Basement _____, Garage _____

TYPE OF PROJECT (check applicable box)

☐ Residential New Single Family Dwelling	☐ Addition/Attached Garage	☐ Park Model
☐ Residential Semi-Detached / Duplex Dwelling(s)	☐ Basement Development	☐ Deck
☐ Residential Manufactured / Modular Home	ned	☑ ~~Detached Garage~~ Accessory Building
☐ Residential Multi-family _____# of dwelling units	☐ Hot Tub/Swimming Pool	☐ Wood Burning Appliance

☐ Commercial A. ☑ New building ☐ Renovation B. ☐ Office/Personal Service ☐ Retail ☐ Assembly (restaurant/lounge)

☐ Industrial A. ☐ New Building ☐ Renovation B. ☐ F3 Light Hazard ☐ F2 Medium Hazard

☐ Other (if not listed above): describe project

Description of Work: Construction of accessory Building at Rodeo Grounds (Shattered Beer Garden)

OWNER NAME: SUNDRE RODEO & RACE ASSOCIATION.

Address: BOX 1218		Phone: 403 638-2239.
City: SUNDRE		Cell: 403 638-9618
Prov: ALTA.	Postal Code: T0M 1X0	Fax:
E-mail address:		

CONTRACTOR / BUILDER NAME: APPLICANT.

Address:			Phone:
City:	Prov.	P.Code	Cell:
Home Warranty Certificate ☐	Builders License#:		Fax:
E-mail address:			

APPLICANT NAME: GORDON CROUCH.

Address: BOX 141		Phone: 403 638-2239
City: SUNDRE		Cell: 403 638-9618
Prov: ALTA.	Postal Code: T0M 1X0	Fax:
E-mail address:		

COPY

List of Contractors Resp...ible for the Following Disciplines (if applicab.		
HVAC	Name: N/A.	Ph #
Electrical	Name:	Ph #
Plumbing	Name: N/A.	Ph #
Gas	Name: N/A.	Ph #

I authorize the appropriate officers of the Town of Sundre the right to access the property for the purpose of any necessary inspection in conjunction with this application. The undersigned hereby agrees to build according to the approved permits, information above, Plan Examination Report, and plans and specifications herewith submitted and agrees to comply with all Town Bylaws and Safety Code requirements.

I (print name), GORDON CROUCH		hereby certify that:
	I am the owner.	
GC	I have been designated as the representative or agent of the owner, and I am aware that it is my responsibility to obtain all approvals from the land owner.	
I have read and understand this application in its completed form.		
SIGNATURE: Gordon Crouch.		DATE: 01/16/2019.

DECISION

This Permit is valid for one year from the date of issuance. If this project is not complete within the one-year time limit, an extension must be applied for or the Permit will be deemed to be expired and a new Permit will be required.

Date of Issuance of Permit:_____

Safety Codes Officer:_____

Designation Number:_____

Permit Conditions:

_____

_____

_____

The Town of Sundre is the Authority Having Jurisdiction and the Issuing Municipality

Protection of Privacy - The personal information requested on this form is collected under the authority of the *Safety Codes Act*, the *Municipal Government Act* and Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act*. It will be used for the purpose of issuing permits, Safety Codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is public information and will be released to the public upon request. Direct any questions about this collection to the Town of Sundre FOIP Coordinator at 403-638-3551, weekdays.

COPY

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

DEVELOPMENT PERMIT

Application / Permit Number: 2019D-07	Date of Decision: February 11, 2019
	Date of Issue: **February 11, 2019**

Applicant	Sundre Rodeo and Race Association	
Mailing Address	PO Box 1218, Sundre AB T0M 1X0	
Municipal Address	410 – 2 AV NW	
Legal Description:	Block 2, Plan 8611359	
Proposed Use:	Accessory Building (Beer Garden)	
Land Use District:	Public Service District (PS)	Roll #: 1137.000

Development Application 2019D-07 has been APPROVED as described above, subject to the following conditions:

CONDITIONS:

1. The development must be constructed in accordance with the approved plans as submitted and the conditions stated below. Any changes to the approved plans will require the approval of the Development Authority.
2. An accessory building shall not be used as a dwelling.
3. No accessory building may be used for the purpose of sheltering livestock or poultry.
4. Maximum height of accessory building not to exceed 4.5 meters.
5. No part of an accessory structure will be located on or over a natural gas service line, an easement or utility-right-of-way.

Notes:

1. Development must commence within twelve (12) months of issuance of the Development permit, unless an extension has been granted.
2. Applicant / Contractor to contact Alberta One Call 1(800) 242-3447 to have all underground utilities located before construction commences
3. Construction materials, equipment, and garbage bins, shall be stored on site and must not create a nuisance to neighbouring properties.
4. Any damage to the streets, curbs or landscaped boulevards caused by this development shall be the full responsibility of the applicant/owner to restore to the satisfaction of the Development Authority.
5. The Applicant must obtain all necessary permits, including but not limited to Building, Plumbing, Gas and Electrical permits prior to installation of these services.
6. This is NOT a Building Permit. A Building Permit must be obtained before any work or construction on any building(s) or lands may commence.

APPEAL PROCESS

A person affected by this permit or any conditions of this permit may appeal to the Subdivision and Development Appeal Board as prescribed by Section 685 of the *Municipal Government Act, R.S.A. 2000* as amended, and Section 1.16 of the Town of Sundre Land Use Bylaw 2018-10. An Appeal, in writing, must be accompanied by the Appeal fee of $200.00. Appeals are to be addressed to: The Clerk of the Subdivision and Appeal Board, PO Box 420, 717 Main Avenue W. Sundre AB T0M 1X0.

All appeals must be received by 4:00 p.m., March 4, 2019.

Please call Planning and Development, (403) 638-3551 if you have any questions with respect to this approval or the process.

B. Fountain

Betty Ann Fountain
Development Officer
/file

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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.

Town of Sundre
410 – 2 AV NW
Sundre Rodeo & Race Association
Plan 8611359, Block 2
Accessory Building (Beer Garden)
DP: 2019-D07
BP: TSD B 0003 19 MU

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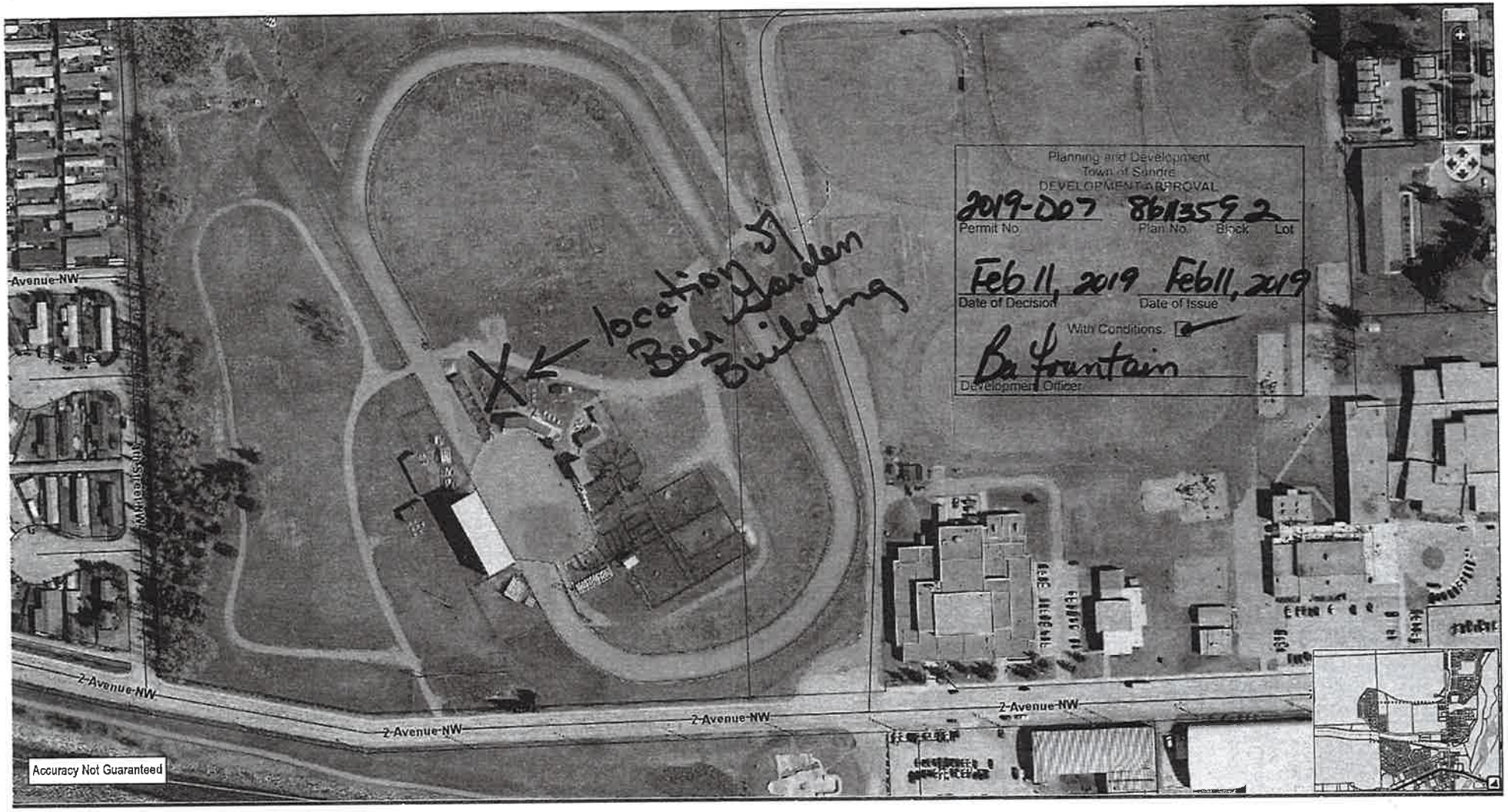

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**March 18, 2019**
SUBJECT	**Sundre Rodeo and Race Association** **2019 Cowboy Cabaret Arena Rental**
ORIGINATING DEPARTMENT	**Community Services**
AGENDA ITEM	**8.9**

BACKGROUND/PROPOSAL:

The Sundre Rodeo and Race Association has rented the Arena for many years to host the Cowboy Cabaret during the Sundre Pro Rodeo. The event is like a "Home-Coming" for many Sundre Residents and with the event also come many challenges. With an attendance capacity of 1,000, this is the one of the largest events held in the facility every year. The past couple years Town Staff, RCMP and an Association Representative have met to ensure the liquor license requirements and regulations of a Special Event Public Resale license are all in place, including a detailed security plan prior to signing the Arena Booking Contract.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

With the various times and access to the building communication between Town and the Association is important as to not leave the building unattended. With the nature of the event the building is required to be armed, only staff has access to the arming system.

There is a variety of pre-event meetings and tasks required as well as staffing requirements throughout the arena rental. Staff are scheduled to work the event, Saturday 7:00pm to Sunday 4:00am., to monitor the facility and ensure it is locked and armed when everyone is out. Staff are then required to come Sunday morning and open the facility for clean up as everything needs to be out Sunday night to be ready for the next rental at Noon Monday, for the 2019 Sundre High School Grad Celebration.

The rental fees cover the cost of staffing to accommodate the requirements of the Associations Event, including removal of the rink corner boards to accommodate the 1,000 occupancy, janitorial supplies, electricity, heat, and use of clubroom, referee room and dressing rooms.

ALIGNMENT WITH STRATEGIC PLAN:

This item aligns with the Strategic Plan Priority 3 – Community Well-being 3.1, Continue to work with and value community groups.

COSTS/SOURCE OF FUNDING:

The Schedule of Fees and Charges effective January 1, 2019, Schedule E1 – Arena Rates are attached to this RFD.

In 2016, 2017, and 2018 the Association was charged the *Adult and For-Profit* rate. Prior to 2016 the Association was charged the Youth and Not for Profit rate.

The reason for the *Youth Not-For Profit* rate was that there is no Adult Not-For Profit Rate.

As this event is a Cabaret it is an Adult Event and Administration believes the rate should be charged as Adult For-Profit Rate.

Please see attached Booking Forms providing information on both rates.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends supporting the Sundre Rodeo and Race Association by waiving the Rental Fee of the 2019 Sundre Arena for the Cowboy Cabaret June 22, 2019.

MOTION:

The Town of Sundre Council approves to waive the Arena Rental at the Arena Summer Adult/For Profit Rate in the amount of $1,474.16 for the 2019 Sundre Rodeo & Race Association Cowboy Cabaret.

OR

That the Town of Sundre Council approves to waive the Arena Rental at the Arena Summer Youth/Not-For Profit Rate in the amount of $969.21 for the 2019 Sundre Rodeo & Race Association Cowboy Cabaret.

OR

That the Town of Sundre Council accept the request for waiver of the Arena Rental for the 2019 Sundre Rodeo & Race Association Cowboy Cabaret at Council's discretion.

ATTACHMENTS:

Arena Booking Contract: A 2019.003A For Profit Rate
Arena Booking Contract A 2019.003B Not for Profit Rate
Schedule E1 – Arena Rates.

Date Reviewed: March 15, 2019 CAO: Lonnie Nelson

TOWN OF SUNDRE

ARENA #1, 101 - 2nd AV NW

RENTAL DATE:	**June 21, 22, & 23, 2018**
GROUP/ORG:	Sundre Rodeo & Race Association
	Clubroom - Counting Cash 11:00 to 2:00
TYPE OF USE:	Arena Summer Adult / For Profit Hour Rate
Contact Name(s):	
Contact Phone/E-mail:	info@sundrerodeo.com
Billing Address:	Box 1218, Sundre, AB T0M 1X0

Date:	Friday, June 21	Date:	Sunday, June 23
Start Time:	**8:00am**	Start Time:	
End Time:		End Time:	**8:00 PM**

Arena Fees:

Rental Fee:	**$331.60**	x	3	days	$994.80
Deposit:	**$497.40**				
Subtotal:	**$994.80**	PALS Required:	**Yes**		
GST:	**$49.74**	Bartenders Cert:	**Yes**		
Arena Total:	**$994.80**	Insurance:	**Yes**		

Club Room Fees:

Rental Fee:	**$22.10**	x	3	Hours	$66.30
Deposit:	**$33.15**				
Subtotal:	**$66.30**	Sat. June 22			
GST:	**$3.32**	Staff Required:	Yes		
Clubroom Total:	**$66.30**	$40/Hour 7:00 pm to 4:00am		9	$360.00

Sub Total:	**$1,421.10**
Plus GST:	**$53.06**
TOTAL:	**$1,474.16**

RENTAL DEPOSIT: $530.55

Special Notes: Please review booking contract to ensure information is correct. Please sign and return the contract to facilitybookings@sundre.com Payment is required prior to rental. Payment can be made at the Town Office 717 Main Ave West 8 AM to 4 PM Mon thru Fri. Event security and review of Bylaw No. 2018-16 Cannabis Consumption meeting required between CS Manager, RCMP, and SRRA President, prior to contract approved by the Town. Pre and post inspection required.

Confirmation / Cancellation

The User must contact the Community Services Department at least two weeks prior to the event to confirm and indicate any other special requirements and / or to confirm the booking.

Damage Deposit **$530.55**

Spot Rental (less than 6 consecutive bookings) User is required to submit a deposit to be used as a retainer for the use and occupancy of Sundre Arena. The Deposit shall be 50% of the rental fee. The deposit fee shall be withheld until inspection of the facility. *Some exemptions* Contracts (more than six consecutive bookings) and Major rental groups (user contract)

Refund

Cancellations of booking will result in an administration fee to be withheld from the rental payment. Cancellation of booking less than 72 hours prior to the event shall result in a total loss of the rental payment. Any damages to the Arena (including confetti) could result in deposit funds withheld.

Cleaning Fee

The User agrees to be responsible for any cleaning fees as laid out in the fee schedule if the facility is not left in the state required. (Cigarette/garbage mess outside in parking lot included in this cleaning fee.)

Liability

This contract is subject to the understanding and agreement that the Town of Sundre shall not be held responsible nor liable for any injuries or losses to any person(s) or property by reason of or as a result of the acts of it's servants, agents, employees or workers. The Town of Sundre will not be held responsible for the loss or theft of any personal property left at the Sundre Arena by the User or their guests. The permit holder or designate must be available at the arena for the entire rental period.

Room Capacities

For Maximum occupancy of rooms at the Sundre Arena, please contact the Community Services Department at 403.994.7061.

I have read, understood and agree to the terms and conditions and rules and regulations of this rental contract.

Renter/Date	**Town of Sundre/Date**

PRIVACY: The personal information on this form is collected under the authority of the Municipal Government Act (Section 3) and is protected under the provisions of the Freedom of Information & Protection of Privacy (FOIP) Act. The information collected will be used for the purpose of administering Town facility bookings. If you have any questions about the collection, use and protection of this information please contact the Town of Sundre Community Services Department, #4 - 96 2nd Avenue NW, Sundre, AB T0M1X0, (403) 638-2042.

Other Notes: Please submit time line of events and use of arena, example Friday stage put in arena, bar tops, ATM Machine, Saturday band set up and sound check, tables and chairs arrive at noon, final set up for cabaret, door open for event, lock up facility end of event? Sunday clean up starts, tables & chairs removed.

TOWN OF SUNDRE

Booking # A 2019.003B

ARENA #1, 101 - 2nd AV NW

RENTAL DATE: **June 21, 22, & 23, 2018**
GROUP/ORG: Sundre Rodeo & Race Association
Clubroom - Counting Cash 11:00 to 2:00
TYPE OF USE: Arena Summer Youth / Not For Profit Day Rate
Contact Name(s):
Contact Phone/E-mail: info@sundrerodeo.com
Billing Address: Box 1218, Sundre, AB T0M 1X0

Date:	Friday, June 21	Date:	Sunday, June 23
Start Time:	**8:00am**	Start Time:	
End Time:		End Time:	**8:00 PM**

Arena Fees:

Rental Fee:	**$176.80**	x	3	days	$530.40
Deposit:	**$265.20**				
Subtotal:	**$530.40**	PALS Required:	**Yes**		
GST:	**$26.52**	Bartenders Cert:	**Yes**		
Arena Total:	**$530.40**	Insurance:	**Yes**		

Club Room Fees:

Rental Fee:	**$16.60**	x	3	Hours	$49.80
Deposit:	**$24.90**				
Subtotal:	**$49.80**	Sat. June 22			
GST:	**$2.49**	Staff Required:	Yes		
Clubroom Total:	**$49.80**	$40/Hour 7:00 pm to 4:00am		9	$360.00

Sub Total:	**$940.20**
Plus GST:	**$29.01**
TOTAL:	**$969.21**

RENTAL DEPOSIT: $290.10

Special Notes: Please review booking contract to ensure information is correct. Please sign and return the contract to facilitybookings@sundre.com Payment is required prior to rental. Payment can be made at the Town Office 717 Main Ave West 8 AM to 4 PM Mon thru Fri. Event security and review of Bylaw No. 2018-16 Cannabis Consumption meeting required between CS Manager, RCMP, and SRRA President, prior to contract approved by the Town. Pre and post inspection required.

Confirmation / Cancellation

The User must contact the Community Services Department at least two weeks prior to the event to confirm and indicate any other special requirements and / or to confirm the booking.

Damage Deposit $290.10

Spot Rental (less than 6 consecutive bookings) User is required to submit a deposit to be used as a retainer for the use and occupancy of Sundre Arena. The Deposit shall be 50% of the rental fee. The deposit fee shall be withheld until inspection of the facility. *Some exemptions* Contracts (more than six consecutive bookings) and Major rental groups (user contract)

Refund

Cancellations of booking will result in an administration fee to be withheld from the rental payment. Cancellation of booking less than 72 hours prior to the event shall result in a total loss of the rental payment. Any damages to the Arena (including confetti) could result in deposit funds withheld.

Cleaning Fee

The User agrees to be responsible for any cleaning fees as laid out in the fee schedule if the facility is not left in the state required. (Cigarette/garbage mess outside in parking lot included in this cleaning fee.)

Liability

This contract is subject to the understanding and agreement that the Town of Sundre shall not be held responsible nor liable for any injuries or losses to any person(s) or property by reason of or as a result of the acts of it's servants, agents, employees or workers. The Town of Sundre will not be held responsible for the loss or theft of any personal property left at the Sundre Arena by the User or their guests. The permit holder or designate must be available at the arena for the entire rental period.

Room Capacities

For Maximum occupancy of rooms at the Sundre Arena, please contact the Community Services Department at 403.994.7061.

I have read, understood and agree to the terms and conditions and rules and regulations of this rental contract.

Renter/Date	**Town of Sundre/Date**

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Other Notes: Please submit time line of events and use of arena, example Friday stage put in arena, bar tops, ATM Machine, Saturday band set up and sound check, tables and chairs arrive at noon, final set up for cabaret, door open for event, lock up facility end of event? Sunday clean up starts, tables & chairs removed.

Schedule of Fees and Charges
Effective January 1, 2019
SCHEDULE E1 - ARENA RATES

Note: GST Applies to All Rental Charges

ARENA
Winter Surface

	2019
Rates (per hour):	
Youth Ice User Groups	$82.90
Youth Ice User Groups - Out of Service Area	$110.50
Adult Ice User Groups	$127.10
Adult Ice User Groups - Out of Service Area	$210.00
*As per Ice Allocation	
*Includes clubroom public use	
Public Skating Fees (per use):	
Adult (18+)	$5.50
Youth (5+)	FREE
Child (under 5)	FREE
Senior (55+)	$3.25

Summer Surface - Accommodates 820 People

Rates:		
Youth and Not for Profit - Hour Rate	$22.10	
Youth - Out of Service Area Hour Rate	$44.20	
Youth and Not for Profit - Day Rate	$176.80	A 2019.003B
Adult and For Profit - Hour Rate	$44.20	
Adult - Out of Service Area Hour Rate	$66.30	
Adult and For Profit - Day Rate	$331.60	A 2019.003A

Annual Arena Rental Rates:

*September to June - must contact Community Services Department to book	
Sundre High School	$4,421.25
River Valley School	$4,421.25

CLUBROOM
Clubroom - Accommodates 70 People (40 seated at tables)

Rates:		
Youth or Not for Profit - Hour Rate	$16.60	A 2019.003B
Youth or Not for Profit - Day Rate (8hrs)	$110.50	

Adult or For Profit - Hour Rate	$22.10 A 2019.003A
Adult or For Profit - Day Rate (8hrs)	$165.80
1 meeting / month (total of 12 meetings/year)	$331.60
2 meetings / month (total of 24 meetings/year)	$663.20
1 AGM / season (up to 8hrs) (per season)	$55.30
Cleaning Fee (per event) *If regular cleaning checklist duties have not been done	$110.50
Deposit * 1/2 of your contract rental fee - on separate cheque, not deposited until after walk-through	varies - see contract
Cancellation Fee (per event) *With less than 1 week notice	$27.60
ADVERTISING RATES	
Wall (per board)	$190.65
Boards (per board)	$299.65
Olympia (per unit)	$326.85
Centre Ice Logo (per logo)	$1,307.40
Blue Line Ice Logo's (per logo)	$980.55
Re-installation Fee (per logo)	$54.50
Storage Fee (items left in facility post-rental)	$26.90/day

NOTE: When booking facility please take into account set-up and take-down time

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**March 18, 2019**
SUBJECT	**Departmental Reports**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**9.1**

BACKGROUND/PROPOSAL:

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

- 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
- Jon Allen, Economic Development Officer
- Marty Butts, Fire Chief

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 accept the Departmental Reports for the February 2019, as information.

ATTACHMENTS:

CAO Report - Schedule A and B
Planning & Development Monthly Building Report for February 2019
Sue Nelson, Reservation Summary Spreadsheet
Sue Nelson, 2019 Greenwood Campground Reservation chart
Peace Officer/Emergency Management
Mountain View Regional Fire Chief Totals by Geographic Location

Date Reviewed: March 15, 2019 CAO: Amida Nelson

DEPARTMENTAL REPORT

DEPARTMENT: Office of the CAO

SUBMITTED BY: Chief Administrative Officer

DATE: March 18, 2018

FOR MONTH OF: February 2019 to date

2019 To Date Council Expenses

Please see attached spreadsheet attached as Schedule "A".

ISSUES: None

RESOLUTIONS/SUCCESSES:

1. **Sustainable Governance**
   1.1 Improve communication and transparency with our stakeholders.

2019 To Date Motion Log and Actions

Please see attached spreadsheet attached as Schedule "B".

ISSUES: None

RESOLUTIONS/SUCCESSESS:

2. **Sustainable Governance**
   1.1 Improve communication and transparency with our stakeholders.

SCHEDULE "A"

	Terry Leslie - Mayor		
Date	**Description**	**Expense**	**Cost**
17-Jan-19	Red Deer River Municipal Users Group AGM	Per Diem	$ 175.00
24-Jan-19	Meeting with other Town Councillors in our Region	Per Diem	$ 90.00
04-Feb-19	ICC & MVSH Meeting with Deputy Minister (Olds)	Per Diem	$ 175.00
06-Feb-19	Emerging Trends Travel (Calgary)	Per Diem	$ 90.00
07-Feb-19	Emerging Trends Law Seminar	Per Diem	$ 175.00
17-Jan-19	Red Deer River Municipal Users Group AGM	Mileage	$ 178.10
24-Jan-19	Meeting with other Town Councillors in our Region	Mileage	$ 57.61
25-Jan-19	Planning Conference Red Deer	Conference Registration	$ 500.00
04-Feb-19	MVSH Meeting with Deputy Minister (Olds)		$ 36.67
07-Feb-19	Emerging Trends Law Seminar	Mileage	$ 138.29
01-Mar-19	Municipal Area Partnership (MAP) MVC Office	Per Diem	$ 90.00
01-Mar-19	MAP Mileage to MVC Office	Mileage	$ 51.92
	2019 Total to Date		**$ 1,757.59**

	Paul Isaac-Councillor		
Date	**Description**	**Expense**	**Cost**
24-Jan-19	Meeting with other Town Councillors in our Region	Per Diems	$ 90.00
24-Jan-19	Meeting with other Town Councillors in our Region	Mileage	66.29
	2019 Total to Date		**$ 156.29**

	Richard Warnock - Councillor		
Date	**Description**	**Expense**	**Cost**
24-Jan-19	Meeting with other Town Councillors in our Region	Per Diems	$ 90.00
	2019 Total to Date		**$ 90.00**

	Cheri Funke - Councillor		
Date	**Description**	**Expense**	**Cost**
24-Jan-10	Didsbury Meeting at Town Office	Mileage	52.97
25-Jan-19	Planning Conference Red Deer	Conference Registration	$ 500.00
04-Feb-19	Intermunicipal Collaboration Committee	Per Diem	$ 90.00
	2019 Total to Date		**$ 642.97**

	Charlene Preston - Councillor		
Date	**Description**	**Expense**	**Cost**

	Todd Dalke - Councillor		
Date	**Description**	**Expense**	**Cost**

	Rob Wolfe - Councillor		
Date	**Description**	**Expense**	**Cost**
24-Jan-19	Meeting in Didsbury	Per Diem	$56.90
	2019 Total to Date		**$ 56.90**

SCHEDULE B

2019 MOTION LOG

Motion #	Action Description	Action/Status
	January 7, 2019 RM	
01-19-01-21	MOVED by Councillor Wolfe that the agenda be adopted as amended	
	Emergent Item: 8.2 Bighorn Initiative (Support for a Letter to Minister Phillips)	
	Emergent Item: 8.2 Bighorn Initiative (Support for a Letter to Minister Phillips)	
	In Camera Item: 15.2 Disclosure Harmful to Business Interests of a Third Party, FOIPP Section 16	
02-19-01-21	MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on December 17, 2018 be approved as presented.	
03-19-01-21	MOVED by Councillor Preston that Council accept the presentaion from Alberta Transportation, as information	
04-19-01-21	MOVED by Councillor Funke that Council support the extension of the pilot program to the time of Hwy. 27 Overlay.	
05-19-01-21	MOVED by Councillor Wolfe that Council accept the WQBELS Report (Lagoon Study) as information.	
06-19-01-21	MOVED by Councillor Funke that Council acccept the Mountain View Seniors' Housing Key Messages as information.	
07-19-01-21	MOVED by Councillor Funke that the Town of Sundre Coucil condemns the Provncial Government for cancelling the Open House scheduled for January 14, 2019 in Sundre, and that a letter be sent to Minister Phillips stating our motion and the dissatiscation with our belief their consultation process is unsatisfactory and there are too many unanswered questions to proceed with the proposed timeline.	*Letter to Minister/Premier/MLA mailed & emailed Jan. 9/19. TL/ba*
08-19-01-21	MOVED by Councillor Funke that Council authorize administration to proceed with the upgrads necessary to mitigate imminent failures.	Ongoing - 1st phase: Engineering & Suppliers; 2nd phase Design & Schedule
09-19-01-21	MOVED by Councillor Dalke to accept the Mayor Terry Leslie's Council Report as information.	
10-19-01-21	MOVED by Councillor Warnock that Council accept the correspondence from Hope 4 MVC Kids Society as information.	
11-19-01-21	MOVED by Councillor Preston that Council accept the CAO's correspondence to Mountain View County regarding the Sundre Recycle Centre as information.	
12-19-01-21	MOVED by Councillor Isaac that Council accept the email from the Beam-Team Club Sundre High School as information.	
13-19-01-21	MOVED by Councillor Funke that Council accept the response to Mr. Ray Shar regarding Local Improvement Tax concerns as information.	
14-19-01-21	MOVED by Councillor Funke that Council go in-camera at 8:05 pm	
15-19-01-21	MOVED by Councillor Wolfe that Council return to open meeting at 8:40 pm.	
16-19-01-21	MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 8:40 pm.	

Motion #	Action Description	Action/Status
	January 21, 2019 RM	
17-19-01-21	MOVED by Councillor Funke tht the Agenda be approved as presented with the following changes:	
	Council Reports - supplemental to the agenda, December 2018, 2018, C Funke.	
	In-Camera Advance from Officials - FOIPP Section 24	
18-19-01-21	MOVED by Councillor Warnock that the Minutes of the Regular Council Meeting held January 7, 2019 be approved as presented	
19-19-01-21	MOVED by Councillor Preseton that Council accept the presentation from Sundre Rodeo and Race Association as information.	
20-19-01-21	MOVED by Councillor Warnock that Concil give First Reading to Bylaw 2019-01 being a Bylaw to establish Procedures for Council and Council Committee Meetings.	
21-19-01-21	MOVED by Councillor Funke that Council give Second Reading to Bylaw 2019-01 being a Bylaw to establish Procedures for Council and Council Committee Meetings.	
22-19-01-21	MOVED by Councillor Dalke that Concil give Unanimous consent for third and Final reading to Bylaw 2019-01 being a Bylaw to establish Procedures for Council and Council Committee Meetings.	
23-19-01-21	MOVED by Councillor Wofe that Council give Third & Final Reading to Bylaw 2019-01 Being a BylawEstablish Procedures for Council and Council Committee Meetings.	
24-19-01-21	MOVED by Councillor Funke that Council Rescind Bylaw 14.17 and amendments thereto.	
25-19-01-21	MOVED by Councillor Isaac that Council approve a discount to all user groups proportionate to their individual ice schedules in an amount not to exceed $3,250 to be disbursed accordingly.	*Letter to Sue Nelson to inform groups. 22/19. ls*
26-19-01-21	MOVED by Councillor Funke that Council accepts the report in regard to the change to the traffic movement for the rear lane located south of Main Avenue West between 6th Street and 7th Street SW as information.	
27-19-01-21	MOVED by Councillor Warnock that Council appoint Ms. Shelley Kohut to the Intermunicipal Subdivision and Development Appreal Board for a one (1) year term.	*Letter to Ms. Kohut January 22/19 & training Feb. 4/19. ba*
28-19-01-21	MOVED by Councillor Wolfe that Council appointment Mr. Jon Allan as Clerk of the Intermunicipal Subdivision and Development Appreal Board for a term of one (1) year.	*Letter to Mr. Allan January 22/19 & Traihning Feb. 4/19. ba*
29-19-01-21	MOVED by Councillor Wolfe that Council waive the $169.10 Community Centre Rental Fee for "House Calls with the Dean" event scheduled for May 2, 2019.	*Letter to GNP & S.Nelson 22/19. ls*
30-19-01-21	MOVED by Councillor Issac that Council accepts the December 2018 Department Reports as inforamation	
31-19-01-21	MOVED by Councillor Preston that Council accept Councillor Cheri Funke's Council Report as inforamation.	
32-19-01-21	MOVED by Councillor Funke that Council accept the correspondence sent to Minister Shannon Phillips, Cancellation of Sundre Open House (Bighorn Park Proposal) as information.	

Motion #	Action Description - *January 21, 2019 continued*	Action/Status
33-19-01-21	MOVED by Councillor Wanock that Council accept the correspondence from Hon. Shaye Anderson, Minister of Municipal Affairs as information.	
34-19-01-21	MOVED by Councillor Dalke that Council accept the correspondence from Hon. Lori Sigurdson, Minister of Seniors' Housing (Minister'sSernors Service Awards) as information.	
35-19-01-21	MOVED by Couoncillor Wolfe that Council accept the Parkland Regional Library Board Report from Ms. Pat Toone as information.	
36-19-01-21	MOVED by Councillor Warnock that Council determine a response to the "AG for Life" correspondence at Council's discretion.	
37-19-01-21	MOVED by Councillor Preston that Council acccept the Mountain Rose Women's Shelter Assocaiton as informaiton and direct Administration to invite them to present as a delegataion to Council.	*Letter inviting as delegataion to Council 22/19. ls*
38-19-01-21	MOVED by Councillor Funke that Council accept the Alberta Order of Excellence correspondence as information.	
39-19-01-21	MOVED by Councillor Isaac that Council go in-camera at 7:40 pm	
40-19-01-21	MOVED by Councillor Dalke that Council return to open meeting at 8:30 pm	
41-19-01-21	MOVED by Councillor Wolfe that being that the agenda matters have been concluded the meeting adjourned at 8:30 pm	
	February 5, 2019 RM	
42-19-02-05	MOVED by Councillor Wolfe that the Agenda be approved, with the following changes: Broadband Update moved to February 19, 2019 Regular Council Meeting; Trails/Pathways Update moved to February 19, 2019 Regular Council Meeting; Gazebo Project Update moved to February 19, 2019 Regular Council Meeting; Supplemental - New Business 8.2: Bighorn Open House Report	
43-19-02-05	MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on January 21, 2019 be approved as presented.	
44-19-02-05	MOVED by Councillor Funke that the Town of Sundre Council give First Reading to Bylaw 2019-02 "Boards and Committees Bylaw", being a Bylaw to establish Committees and Boards of Council.	
45-19-02-05	MOVED by Councillor Preston that the Town of Sundre Council give Second Reading to Bylaw 2019-02 "Boards and Committees Bylaw", being a Bylaw to establish Committees and Boards of Council.	
46-19-02-05	MOVED by Councillor Funke that the Town of Sundre Council give Unanimous consent for Third Reading to Bylaw 2019-02 "Boards and Committees Bylaw", being a Bylaw to establish Committees and Boards of Council.	
47-19-02-05	MOVED by Councillor Wolfe that the Town of Sundre Council give Third Reading to Bylaw 2019-02 "Boards and Committees Bylaw", being a Bylaw to establish Committees and Boards of Council.	
48-19-02-05	MOVED by Councillor Preston that the Town of Sundre Council give First Reading to Bylaw 2019-03, being a bylaw to change the boundaries of an environmental reserve in order to recitfy an encroachment problem.	
49-19-02-05	MOVED by Councillor Funke that the Town of Sundre Council give First Reading to Bylaw 2019-03 "Redesignation of Lands Use PS to C1.	
50-19-02-05	MOVED by Councillor Wolfe that the Town of Sundre Council set Tuesday, February 19, 2019 as the Public Hearing for Bylaws 2019-03 and 2019-04.	

Motion #	Action Description - *February 5, 2019 continued*	Action/Status
51-19-02-05	MOVED by Councillor Funke that the Town of Sundre Council accepts the Bighorn Open House Report, as information.	
52-19-02-05	MOVED by Councilor Funke that the Town of Sundre Council accepts Mr. William (Willie) Logan's Resignation from the Intermunicipal Subdivision and Development Appeal Board	
53-19-02-05	MOVED by Councillor Funke that the Town of Sundre accept the report from Mayor Leslie, as information	
54-19-02-05	MOVED by Councillor Preston that the Town of Sundre Council accept the correspondence from Hon. Shaye Anderson, Minister of Municipal Affairs, regarding Gas Tax Fund (GTF) funding to assist with Trail Signage and GIS Identification, as information	
55-19-02-05	MOVED by Councillor Funke that the Town of Sundre Council accept the correspondence from Hon. Shaye Anderson, Minister of Municipal Affairs inviting the Town to provide submissions for the 18th Annual Ministers Awards for Municipal Excellence, as information	
56-19-02-05	MOVED by Councillor Wolfe that the Town of Sundre Council accept the correspondence from Hon. Shannon Phillips, Minister of Environment and Parks responding to proposed West Country Public Lands Use Zone (PLUZ) (Bighorn Country Proposal), as information	
57-19-02-05	MOVED by Councillor Wolfe that the Town of Sundre Council accept the email correspondence from the Premier's office, as information	
58-19-02-05	MOVED by Councillor Funke that Council fo in to Closed Meetig at 6:28 p.m.	
59-19-02-05	MOVED by Councillor Funke that Council return to Open Meeting at 6:45 p.m.	
60-19-02-05	MOVED by Councillor Funke that being that the agenda matters have been concluded the meeting adjourned at 6:45 p.m.	
	February 19, 2019 RM	
61-19-02-19	MOVED by Councillor Wolfe that the Town of Sundre Council close Public Hearing 2019-02 pertaining to Bylaw 2019-03, being a to change the boundaries of the Environmental Reseve parcel described as Lot 10ER, Block 1, Plan 871 1392 to rectify a parking lot encroachment.	
62-19-02-19	MOVED by Councilor Funke that the Town of Sundre Council close Public Hearing 2019-03 pertaining to Bylaw 2019-04, being a Bylaw to amend the Land Use Bylaw District Map by chaning the land use designation of a portion of Lot 10ER Block1 Plan 871 1392 (0.106 hectare) from Public Service (PS) to Central Commercial District (C-1).	
63-19-02-19	MOVED by Councillor Funke that the Town of Sundre Council recess Public Hearing 2019-01 to a date to be determined by Administration, as per the Municipal Government Act, Sections 606(2) and 636(1)(a-b), provide the required notification of the Public Hearing date; and that the Town of Sundre Council refer Bylaw 2018-19, being a bylaw to adopt the Southwest Area Structure Plan, back to Administration and the Inter-municipal Planning Commission for further discussion with stakeholders and the Applicant and any ncessary modifications before return to Council for second and third reading.	
64-19-02-19	MOVED by Councillor Funke that the Agenda be approved as presented.	
65-19-02-19	MOVED by Councilllor Wolfe that the Minutes of the Regular Meeting of Council held on February 5, 2019 be approved as presented.	

Motion #	Action Description - *February 19, 2019 continued*	Action/Status
66-19-02-19	MOVED by Councillor Dalke that the Town of Sundre Council accept the presentation from Melany Sealy as information and directs the Chief Administrative Officer to review the petition and bring back a report within 45 days to Council.	CAO to bring back report within 45 days.
67-19-02-19	MOVED by Councillor Funke that the Town of Sundre Council give second Reading to Bylaw 2019-03 "To change the boundaries of an Environmental Reserve."	
68-19-02-19	MOVED by Councillor Wolfe that the Town of Sundre Council give third reading to Bylaw 2019-03 "To change the boundaries of an Envrionmental Reserve"	
69-19-02-19	MOVED by Councillor Warnock that the Town of Sundre Council give Second Rreading to Bylaw 2019-04 to amned the Land Use District Map by chaning the land use designation of a portion of Lot 10ER, Block 1, Plan 8711392 (0.106 hectare) from Public Reserve District (PS) to Central CommercialDistrict (C-1)"	
70-19-02-19	MOVED by Councillor Preston that the Town of Sundre Council give Third Rreading to Bylaw 2019-04 to amned the Land Use District Map by chaning the land use designation of a portion of Lot 10ER, Block 1, Plan 8711392 (0.106 hectare) from Public Reserve District (PS) to Central CommercialDistrict (C-1)"	
71-19-02-19	MOVED by Councillor Funke that the Town of Sundre Council accept the verbal update from Staff on Broadband Service in the Community as information.	
72-19-02-19	MOVED by Councillor Warnock that the Town of Sundre Council accept the verbal update from Staff on the Trails/Pathway Project as information.	
73-19-02-19	MOVED by Councillor Wolfe that the Town of Sundre Council accept the verbal update on the Gazebo Project from Administration as information.	
74-19-02-19	MOVED by Councillor Issac that the Town of Sundre Council endorse and procliam March 6, 2019 as "Hospital Futures Day" in Sundre.	
75-19-02-19	MOVED by Councillor Dalke that the Town of Sundre Council approaves the Town's Intergrity Management Program and the Rural Utilities Branch Quality Management Plan as presented.	*Signed agreement sent to Federation of Alberta Gas Co-op.*
76-19-02-19	MOVED by Councillor Preston that the Town of Sundre Council direct Administration to provide a report to the Minister as required under the Muncipal Government Act, Sections 627.1(4), 627.3 and the Subdivision and Development Appeal Board Regulation, Albe	*Letter to Minister once certificates have been received.*
77-19-02-19	MOVED by Councillors Issac that the Town of Sundre accept the January 2019 Departmental Reports as information.	
78-19-02-19	MOVED by Councillor Wolfe that the Town of Sundre Council accept the corrrespondence from the Hon. Shaye Anderson pertaining to MSI Capital Program as information.	
79-19-02-19	MOVED by Councillor Funke that the Town of Sundre Council accept the letter of support for Greenwood Neighbourhood Place as information.	
80-19-02-19	MOVED by Councillor Funke that the Town of Sundre Council determine a response to Parkland Airshed Management Zone at Cuoncil's discretion.	

Motion #	Action Description - *February 19, 2019 continued*	Action/Status
81-19-02-19	MOVED by Councillor Preston that the Town of Sundre Council accept the corrrespondence from Sundre Rodeo and Race Association pertaining to the annual "message from the Mayor and photo" as information.	*Letter written by Mayor…*
82-19-02-19	MOVED by Councillor Issac that the Town of Sundre Council determine a response to Mountain View Publishing Inc. (Sundre Roundup) at Council's discretion	Photo sent in…
83-19-02-19	MOVED by Councillor Funke that the Town of Sundre Council accept the correspondence sent to the Hon. Shannon Phillips, Minister of Environment and Parks, in regard to the Bighorn Park Initiative Open House, held Febraury 4, 2019 in Sundre as information.	
84-19-02-19	MOVED by Councillor Warnock that the Town of Sundre Council accept the correspondence from Alberta Recreation & Parks Association - Support for Bighorn Country Proposal as information.	
85-19-02-19	MOVED by Councillor Dalke that Council go into Closed Meeting at 8:10 p.m.	
86-19-02-19	MOVED by Councillor Warnock that Council return to open meeting at 9:25 pm	
87-19-02-19	MOVED by Councillor Issac that being that the agenda matters have been concluded the meeting adjourned at 9:25 p.m.	
	March 4, 2019 RM	
88-04-03-19	MOVED by Councillor Preston that the Town of Sundre Council appoint Councillor Richard Warnock as the Acting Deputy Mayor in the absense of Mayor Terry Leslie, and Deputy Mayor Paul Issac.	
89-04-03-19	MOVED by Councillor Funke that the Agenda be approved as presented.	
90-04-03-19	MOVED by Councillor Preston that the Minutes of the Regular Council Meeting held on Febraury 19, 2019 be approved as presented.	
91-04-03-19	MOVED by Councillor Funke that the Town of Sundre Council thank Colt Needham for presentation on the Bergen 4-H Club and accept it as informaiton.	
92-04-03-19	MOVEVD by Councillor Funke that the Town of Sundre Council set the March 9, 2019 Budget Plan Meeting to begin at 12:00 p.m. with no lunch provided.	
93-04-03-19	MOVED by Councillor Dalke that the Town of Sundre Council thank Leona Bennett and Cindy Orr for their service to the community and accept their resignation from the Downtown Area Revitalization Committee with our deep appreciation.	*LS to send letters to with appreciation. LN Terms of Reference.*
94-04-03-19	MOVED by Councillor Funke that the Town of Sundre Council appoint Ms. Wendy Botheras to the Sundre Municipal Library Board for a Term of three (3) years ending at the Organizational Meeting in 2022.	*LS to send letter to Library Board Chair & Ms. Botheras on appointment.*

Motion #	Action Description - *March 4, 2019 continued*	Action/Status
95-04-03-19	MOVED by Councillor Preseton that the Town of Sundre Council have all requests for funding go to the the Council Review Committee.	*LS to send letter to groups. LN/CA to Disucss further at Budget Mtg.*
96-04-03-19	MOVED by Councillor Funke that the Town of Sundre Council direct Administration to proceed with the process to sell ± 0.127 ha (.0314 acres) of municipally owned land located on a portion of SE ¼ Sec. 4, Twp. 33, Rge. 5, W5M, based on the apprised fair market value of the land.	*LN to get appraisal.*
97-04-03-19	MOVED by Councillor Preston WHEREAS responsible resource development is essential for the future of Canadian Municipalities. WHEREAS there is a need to coordinate the Canadian municipal voice to: 1. Advocate for a responsible resource industry. 2. Ensure municipal perspectives are being heard on issues impacting resource development. 3. Share factual information regarding resource development interest. WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada have created a Resource Communities of Canada Coalition to facilitate a coordinated approach to represent municipal resource development interests across the country. WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada are asking municipalities to support the Resource Communities of Canada Coalition. NOW THEREFORE BE IT RESOLVED THAT the Town of Sundre Council approve to support the Resource Communities of Canada Coalition. (DEFEATED)	
98-04-03-19	MOVED by Councillor Preston that the Town of Sundre Council direct AUMA President Barry Morishita to provide a clear statement and clarification for the Terms of Reference of the Resource Communities of Canada Coalition.	*LS to do up letter to President Morishita giving Council's request.*
99-04-03-19	MOVED by Councillor Dalk that the Town of Sundre Council approve and direct Mayor, Leslie and Chief Administrative Officer, Linda Nelson to sign the Municipal Sustainability Initiative (MSI) Memorandum of Agreement to receive funding for the planned conclusion of the program in 2021-2022	*Mayor & LN to sign.*
100-04-03-19	MOVED by Councillor Preston that the Town of Sundre Council approve to send Councillor Dalke to attend the 2019 Leadership Caucus in Edmonton,Alberta March 27-28, 2019.	*BA to change hotel room booking.*
101-04-03-10	MOVED by Councillor Funke that the Town of Sundre Councl accept the verbal update from CAO Linda Nelson regarding the March 1, 2019 Municipal Area Partnership meeting, as informaiton.	
102-04-03-19	MOVED by Councillor Funke that the Town of Sundre Council accept the Report Council submitted by Mayor Terry Leslie, as information.	
103-04-03-19	MOVED by Councillor Funke that the Town of Sundre Council accept the request for the Town of Sundre Council to pass a bylaw to stop the pet trade for exotic speicies in Alberta from Nadine Cardon, as information.	

Motion #	Action Description - *March 4, 2019 continued*	Action/Status
104-04-03-19	MOVED by Councillor Funke that the Town of Sundre Council accept the Subdivision and Development Appeal Board Training Board correspondence by Brownlee LLP on February 26, 2019, as information.	*LN to inform M.A. of those who passed training.*
105-04-03-19	MOVED by Councillor Dalke that the Town of Sundre Council accept the Correspondence from Hon. Shaye Anderson, Minister of Municipal Affairs regarding MSI funding planned conclusion of the program in 2021-22, as information.	
106-04-03-19	MOVED by Councillor Preston that the Town of Sundre Council accept the Parkland Regional Library 2018 Statisitcal Review, as information.	
107-04-03-19	MOVED by Councillor Dalke that the Town of Sundre Council accept the Mountain View Seniors' Housing Key Messagees from the February 7, 2019 Regular Board Meeting, as information.	
108-04-03-19	MOVED by Councillor Dalke that the Town of Sundre Council go into closed meeting at 6:43 pm.	
109-04-03-19	MOVED by Councillor Dalke that the Town of Sundre Council return to open meeting at 7:03 pm.	
110-04-03-19	MOVED by Councillor Funke that the Town of Sundre Council accept the CAO's response to the Performance Review, as information.	
111-04-03-19	MOVED by Councillor Funke that the Town of Sundre Council approve the following CAO Goals for 2019: Priority 1. Work with CIMA on initiating Grant Process for lagoons - 2019-2020 Priority 2 Continue to work on sub-agreements within the ICF - Ongoing Priority 3 Work with Emergency Management to ensure completiton of CEMP - by January 2020. Priority 4 Ongoing • Continue working with Eagle Ridge Developer, • Continue working on a solution to the East side storm drainage, • Continue working on solutions to various past development related issues, • Research historical information on Aqua-plex to facilitate discussion moving forward, • Work with Economic Development on Broadband. Priority 5. Work with Planning & Development to create an Overlay Bylaw for the downtown and highway area to address beautification, parking and walkability - 2019-2020 Priority 6. Complete Bylaw Rewrite Project - by end of 2019 Priority 7. Initiate Policy Review and Rewrite, with Review substantially complete by end of 2019, and Rewrite proceeding into 2020. Priority 8. Continuing pursuing professional development opportunities to comply with professional association requirements - Ongoing	
112-04-03-19	MOVED by Councillor Funke that being that the agenda matters have been concluded the meeting adjourned at 7:05 pm.	

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March 5, 2019

Barry Morishita, President
Alberta Urban Municipalities Association
Alberta Municipal Place
300 - 8616 – 51 Avenue
Edmonton AB T6E 6E6

Dear President Morishita

RE: Resource Communities of Canada Coalition

Your letter requesting the Town of Sundre Council to pass a motion to support the Resource Communities of Canada Coalition to ensure our municipal voice is heard was presented to the Town of Sundre Council at the March 4, 2019 Regular Council Meeting.

Council made the following resolution regarding your letter of resolution:

Res. 97-04-03-19

MOVED by Councillor Preston

WHEREAS responsible resource development is essential for the future of Canadian Municipalities.

WHEREAS there is a need to coordinate the Canadian municipal voice to:

1. Advocate for a responsible resource industry.
2. Ensure municipal perspectives are being heard on issues impacting resource development.
3. Share factual information regarding resource development interest.

WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada have created a Resource Communities of Canada Coalition to facilitate a coordinated approach to represented municipal resource development interests across the country.

WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada are asking municipalities to support the Resource Communities of Canada Coalition.

NOW THEREFORE BE IT RESOLVED THAT the Town of Sundre Council approve to support the Resource Communities of Canada Coalition.

The motion was defeated.

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Council passed the following motion:

Res. 98-04-03-19

MOVED by Councillor Preston that the Town of Sundre Mayor contact AUMA President Barry Morishita to provide a clear statement and clarification for the Terms of Reference of the Resource Communities of Canada Coalition.

The motion was carried.

Council felt that there was not enough information on this coalition for the Town of Sundre Council to approve the resolution provided by the AUMA.

If you have any questions, please contact me at 403.638.3551or email linda.n@sundre.com.

Warm regards,

Linda Nelson

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

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March 5, 2019

Leona Bennett
PO Box 467
Sundre AB T0M 1X0

Dear Ms. Bennett

RE: Resignation from Downtown Revitalization Committee (DARC)

Your letter was presented to the Town of Sundre Council at the March 4, 2019 Regular Council Meeting.

Council made the following resolution regarding your letter of resignation:

Res. 93-04-03-19

MOVED by Councillor that the Town of Sundre Council thank Leona Bennett and Cindy Orr for their service to the community and accept their resignations from the Downtown Area Revitalization Committee with our deep appreciation.

The motion was carried.

Once again, we would like to thank you for your commitment to the Downtown Revitalization Committee, and the Town of Sundre.

If you have any questions, please contact me at 403.638.3551or email linda.n@sundre.com.

Warm regards,

Linda Nelson

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

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March 5, 2019

Lindsay Ord
Festival Fundraiser
Olds & District Kiwanis Music Festival Society
Lindsayord77@gmail.com

Dear Ms. Ord

RE: Request for Funding Olds & District Kiwanis Music Festival Society

Your letter requesting funding for the 2019 Festival of the Performing Arts being held on March 18 and 19, 2019 was presented to the Town of Sundre Council at the March 4, 2019 Regular Council Meeting.

Council made the following resolution regarding your letter of resolution:

Res. 95-04-03-19

MOVED by Councillor Preston that the Town of Sundre Council have all requests for funding go to the Council Grants Review Committee.

The motion was carried.

The Council Grants Review Committee's (Bylaw 2019-02) purpose is to consider, review all applications/requests for funding and provide recommendations to Council of the Town of Sundre, based on available funds.

No meeting has been set -up at this time; your request will be included in the first meeting of the Committee.

If you have any questions, please contact me at 403.638.3551or email linda.n@sundre.com.

Warm regards,

Linda Nelson

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

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March 5, 2019

Merrell and Clare Dickie
Royal LePage Wildrose Real Estate
#4, 4530 – 49 Avenue
Olds AB T4H 1A4

Dear Merrell and Clare

RE: **Request for Funding/Sponsorship Mountain View Emergency Shelter Society**

Your letter requesting support for funding for the Mountain View Emergency Shelter Society Suitcase Party, being held on May 3, 2019 at the Pomeroy Inn and Suites, Olds, Alberta was presented to the Town of Sundre Council at the March 4, 2019 Regular Council Meeting.

Council made the following resolution regarding your letter of resolution:
Res. 95-04-03-19

MOVED by Councillor Preston that the Town of Sundre Council have all requests for funding go to the Council Grants Review Committee.

The motion was carried.

The Council Grants Review Committee's (Bylaw 2019-02) purpose is to consider, review all applications/requests for funding and provide recommendations to Council of the Town of Sundre, based on available funds.

No meeting has been set -up at this time; your request will be included in the first meeting of the Committee.

If you have any questions, please contact me at 403.638.3551or email linda.n@sundre.com.

Warm regards,

Linda Nelson

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

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March 5, 2019

Mr. Gerald Ingeveld
Chair, Sundre Hospital Futures
709 – 1st Street
Sundre AB T0M 1X0

Dear Mr. Ingeveld

RE: **Request for Funding/Support Sundre Hospital Futures**

Your letter requesting support for funding for the Sundre Hospital Futures was presented to the Town of Sundre Council at the March 4, 2019 Regular Council Meeting.

Council made the following resolution regarding your letter of resolution:

Res. 95-04-03-19

MOVED by Councillor Preston that the Town of Sundre Council have all requests for funding go to the Council Grants Review Committee.

The motion was carried.

The Council Grants Review Committee's (Bylaw 2019-02) purpose is to consider, review all applications/requests for funding and provide recommendations to Council of the Town of Sundre, based on available funds.

No meeting has been set -up at this time; your request will be included in the first meeting of the Committee.

If you have any questions, please contact me at 403.638.3551or email linda.n@sundre.com.

Warm regards,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

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March 5, 2019

Cindy Orr
Cynthia.a.orr@gmail.com

Dear Ms. Orr

RE: Resignation from Downtown Revitalization Committee (DARC)

Your letter was presented to the Town of Sundre Council at the March 4, 2019 Regular Council Meeting.

Council made the following resolution regarding your letter of resignation:

Res. 93-04-03-19

MOVED by Councillor that the Town of Sundre Council thank Leona Bennett and Cindy Orr for their service to the community and accept their resignations from the Downtown Area Revitalization Committee with our deep appreciation.

The motion was carried.

Once again, we would like to thank you for your commitment to the Downtown Revitalization Committee, and the Town of Sundre.

If you have any questions, please contact me at 403.638.3551or email linda.n@sundre.com.

Warm regards,

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

/file

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March 5, 2019

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

Attention: Anton Walker
Chair of the Sundre Library Board

RE: Appointment to the Town of Sundre Municipal Library Board

Dear Mr. Walker

The Town of Sundre Council, at the Regular Council Meeting, held on March 4, Ms. Wendy Botheras to the Sundre Municipal Library Board for a Term of three (3) years as per the Libraries Act Section (5).

If you require additional information, please contact our Legislative Services Department at (403) 638-3551, ext. 114.

Yours truly,

Linda Nelson

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer
Town of Sundre

/file

DEPARTMENTAL REPORT

DEPARTMENT: Corporate Services

SUBMITTED BY: Chris Albert

DATE: March 13, 2019

FOR MONTH OF: February 2019

Brief Outlines Please

TOPIC # 1:
Staffing:
Administrative Assistant – Front Desk vacant position: received approximately 30 resumes and conducted 5 interviews. Jill Fee was selected and began work on Feb 27/19

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.

ISSUES: None

RESOLUTIONS/SUCCESSES:
Front Desk position filled, Coordinator position a work in progress

TOPIC # 2:
Financial Policies update:
Continued working with Tracey Polowich of Contigo Business Services on reviewing and updating financial policies. The next policy up for review is the Procurement Policy.

Drafted a revised policy to conform more with current requirements and we are currently adapting the wording as appropriate for approval by Council in April or May of 2019.

ISSUES: None

RESOLUTIONS/SUCCESSESS: Work in progress.

TOPIC # 3:
Professional Development:
Attended a Law Seminar which discussed a variety of legal issues surrounding topics such as human resources, procurement, delinquent tax rolls, and constitutional challenges to bylaws.

Viewed a webinar promoted by GFOA Alberta in regard to developing a long-term tax strategy.

ISSUES: None

RESOLUTIONS/SUCCESSES: Professional development is ongoing.

TOPIC # 4:
2019 – 2022 Budgeting:
Preparing for an afternoon Council Workshop session scheduled for March 9, 2019 to answer outstanding concerns and provide information in order to progress adoption of the full Four-Year Operating Budget and Ten-Year Capital Plan.

In addition, a weekend Council Spring Workshop has been scheduled for April 6th and 7th to begin discussions regarding 2020, including levels of service requirements for departments and anticipated future projects.

ISSUES: None

RESOLUTIONS/SUCCESSES: Work in Progress.

TOPIC # 5:
2019 Tax Sale:
Identified properties subject to possible tax sale in 2019 due to delinquent tax accounts. As at the end of February there are 7 properties subject to the regulations, which is the same number as 2018 but of course different properties. Information will be brought forward to Council in late May or Early June to establish a tax sale date and minimum bids for any properties still delinquent at that time.

ISSUES: None

RESOLUTIONS/SUCCESSES:
Conversations are ongoing with property owners in order to settle accounts.

TOPIC # 6:
Fiscal 2018 and audit:
Continued progress towards completing Fiscal 2018 reporting and gathering a variety of information, in preparation for the audit to occur in March 2019.

ISSUES: None

RESOLUTIONS/SUCCESSES: Work in progress.

TOPIC # 7:
Information Technology:
There are daily minor issues related to technology support, including loss of connectivity, e-mail problems, server access, password changes and software updates. There are also some on-going major issues as listed below.

Anticipated changes in staff will allow an opportunity to re-configure some systems based on new uses and to re-allocate resources.

ISSUES:
- Older software versioning
- Older operating systems
- Inconsistencies with individual computer setups and locations of user files creating issues for staff.

- A worldwide shortage of Intel processor chips has created significant delays in delivery of PC systems by up to one month.

RESOLUTIONS/SUCCESSES: Ongoing diagnostics and testing**.**

DEPARTMENTAL REPORT

DEPARTMENT: Planning & Development

SUBMITTED BY: Mike Marko, Director of Planning & Economic Development

DATE: March 01, 2019

FOR MONTH OF: February 2019

Brief Outlines Please

Topic #1: Development and Building Permits (February)

- Development Permits – 4
  - three (3) home occupations and one (1) Rodeo Ground accessory building
- Building Permits – 1
  - demolition and removal of manufactured home
- Electrical Permits – 1
  - Hospital upgrades
- Gas Permits – 0
- Plumbing Permits – 0

TOPIC # 2: Real Property Reports

One (1) real property report with request for Stamp of Compliance was reviewed and processed to assist in the completion of a private real estate transaction.

Topic #3: Policy Plans

Southwest Industrial Area Structure Plan

A Council Public Hearing for the Southwest Industrial ASP was held on February 19. After presentations by Town Administration and MVC on the ASP, the Public Hearing was recessed to allow Administration to meet with MVC to further discuss their comments. No other persons or organizations appeared in support or opposition at the Public Hearing to discuss or express concerns regarding the ASP.

RESOLUTIONS/SUCCESSES:

The Administration is developing a timeline and agenda to discuss MVC issues with a view to have the Public Hearing rescheduled to a later date for conclusion and bringing the ASP forward for Council consideration. The process will engage county discussion on the plan prior to finalizing the ASP for Council consideration.

TOPIC # 4: Subdivision of Land

1. Sundre Hills

Endorsement documents for the Sundre Hills subdivision involving the creation of a 4.55 ha parcel in NE ¼ 9-33-5-W5 were finalized for the applicant's signature to complete the registration process.

2. Subdivision of ER lands affecting IGA Parking Lot

A subdivision application to subdivide out the area of ER lands occupied by the IGA parking lot was approved by the subdivision authority.

3. A subdivision application for 966 1st Ave NE to create a new residential lot was circulated for comment.

RESOLUTIONS/SUCCESSES:

Once registered at Land Titles Office, the subdivisions will result in the following:

- creation of a new titled parcel for consolidation with the adjacent food store;
- creation of a new titled parcel to allow developer financing for the development of a 56 residential unit bare land condominium subdivision;
- creation of a new residential lot for a single detached house.

TOPIC # 5: Disposition of Environmental Reserve

ISSUES:

Council Public Hearing was held on February 19 regarding removal and disposition of a portion of ER affecting the IGA parking lot. A concurrent redesignation and subdivision application was also in process to facilitate the final land transfer of parking lot lands to IGA.

RESOLUTIONS/SUCCESSES:

Approval of the ER bylaws were necessary to complete the land transfer required to complete this transaction (see item #3 above).

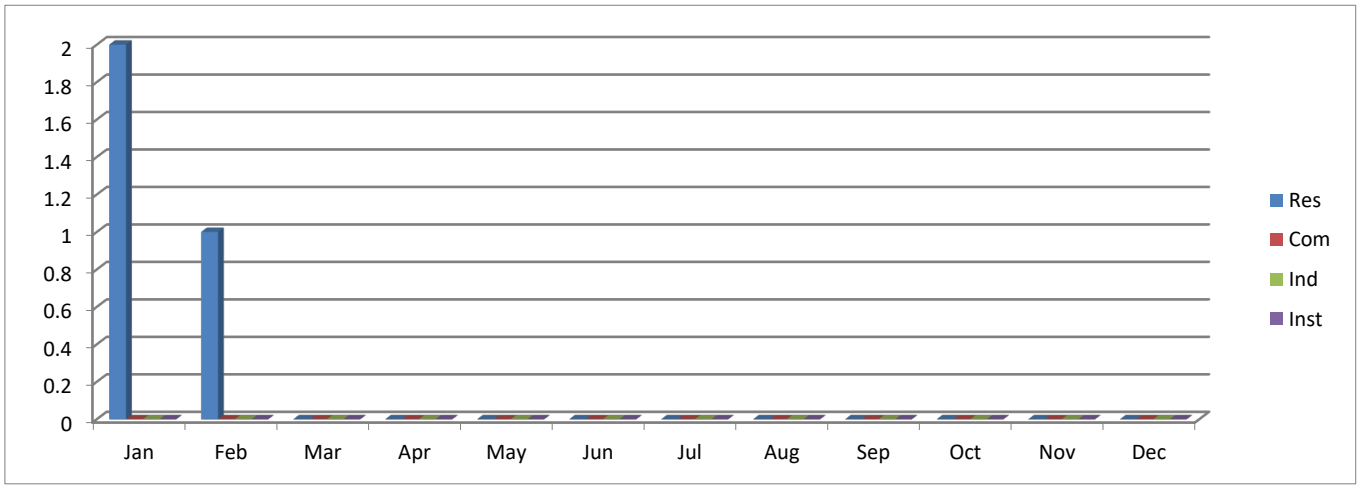
LIST & PROVIDE ATTACHMENTS:

(Project documents/reports/graphs/correspondence)

1. Monthly Building Report for February 2019

MONTHLY BUILDING REPORT
FOR THE MONTH OF FEBRUARY 2019

		Feb. 2019		2019 Year To Date			2018 Year to Date		
	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Units	No. of Permits	Building Value
RESIDENTIAL									
Two-Storey	0	0	$ -	0	0	$ -			
Bungalows	0	0	$ -	0	0	$ -			
Bi-Level				0	0	$ -			
				0	0	$ -	0	0	$ -
Duplex/Semi Det.	0	0	$ -	0	0	$ -			
Multi-Family				0	0	$ -			
Mobile Homes				0	0	$ -	0	0	$ -
Accessory Buildings		0	$ -	0	0	$ -			
Renovation/Addition		1	$ 2,000	0	3	$ 8,300		2	$ 77,500
Sub-Total	0	1	$ 2,000	0	3	$ 8,300	0	2	$ 77,500
		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
COMMERCIAL									
Building Starts		0	$ -		0	$ -		0	$ -
Renovation/Addition		0	$ -		0	$ -		0	$ -
		0	$ -		0	$ -		0	$ -
		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
INDUSTRIAL									
Building Starts					0	$ -			
Renovation/Addition		0	$ -		0	$ -			
		0	0		0	$ -			
		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
INSTITUTIONAL									
Building Starts					0	$ -		0	
Renovation/Addition		0	$ -		0	$ -		0	
		0	0		0	$ -			
TOTAL	**Dwelling Units**	**No. of Permits**	**Building Value**	**Dwelling Units**	**No. of Permits**	**Building Value**	**Dwelling Units**	**No. of Permits**	**Building Value**
	0	**1**	**$ 2,000**	**0**	**3**	**$ 8,300**	0	2	$ 77,500



DEPARTMENTAL REPORT

DEPARTMENT: Community Services

SUBMITTED BY: Sue Nelson

DATE: March 07, 2019

FOR MONTH OF: February 2019

Brief Outlines Please

TOPIC # 1:
Community Centre

RESOLUTIONS/SUCCESSES:

A busy month with our regular users: Taekwondo, Gymnastics, Parent Link, Pickle Ball and Indoor Walking Group. The walking group added another day during the week. The weekends were quiet with just a few bookings. There was one big event booked this month, the Sundre Trappers Banquet was on Feb 2nd everything went well. On Feb. 24th we had a Birthday party booked. The conference room had 2 bookings, WHOAS meeting and Fish & Wildlife.

TOPIC # 2:
Arena

ISSUES:
On February 1-3rd, the Rec Hockey team had their tournament, unfortunately there was an error on the Google calendar as to the times of the tournament, and on January 16, Sundre Minor Hockey booked a provincial game for February 2 at 7:00pm. Barb had approved the booking request not knowing that the Rec hokey had ice requested tournament ice until 9:00pm.

RESOLUTIONS/SUCCESSES:
With a lot of talking back and forth to both user groups, at the end our Department made a final decision regarding this matter. Going forward we are working on improving our communication with the Arena Users.

This month was very busy with provincials and regular league games play offs.

TOPIC # 3:
Administrative

RESOLUTIONS/SUCCESSES:
I have been working on a power point document that includes of all the different tasks and responsibility of the Community Services Department.

Working on a DMO (Daily Method Operations). Descriptors of the use and class of service to support the Parks, Open Space & Trials Plan.

Also working on spreadsheets of every green space, parks, sports fields and Facilities the Community Services Department looks after which will be presented at the spring workshop.

Made up Yearly Maintenance schedule data spreadsheets

Attended the SPOG meeting

The volunteer appreciation event is all lined up with collaboration with GNP, Alberta Health Services Tina Richards for Tuesday March 26th

Working on the spring work shop

Getting ready for the next season (Spring) ☺

TOPIC # 4:
Out Door Rink

RESOLUTIONS/SUCCESSES:
I would like to take this opportunity to give thanks to Brad Frank for all the hard work he has done on the outdoor rink this winter. From helping me fix the crack in the ice to getting it flooded so we could open the rink. Also, he made sure that when it snowed, he was out at the rink blowing the snow off so the public could us it.

Brad also did an awesome job this winter at clearing the snow off the 2 bridges, Town Office, Fire Hall and the Community Centre. Every time it snowed. (With help from Christine, Doug and Dean).

TOPIC # 5:
Greenwood Campground

ISSUES:
Gazebo planning
2019 reservations

RESOLUTIONS/SUCCESSES:

The Gazebo planning is Going good so far had a couple meetings and few emails back and forth with Moe Fahey;

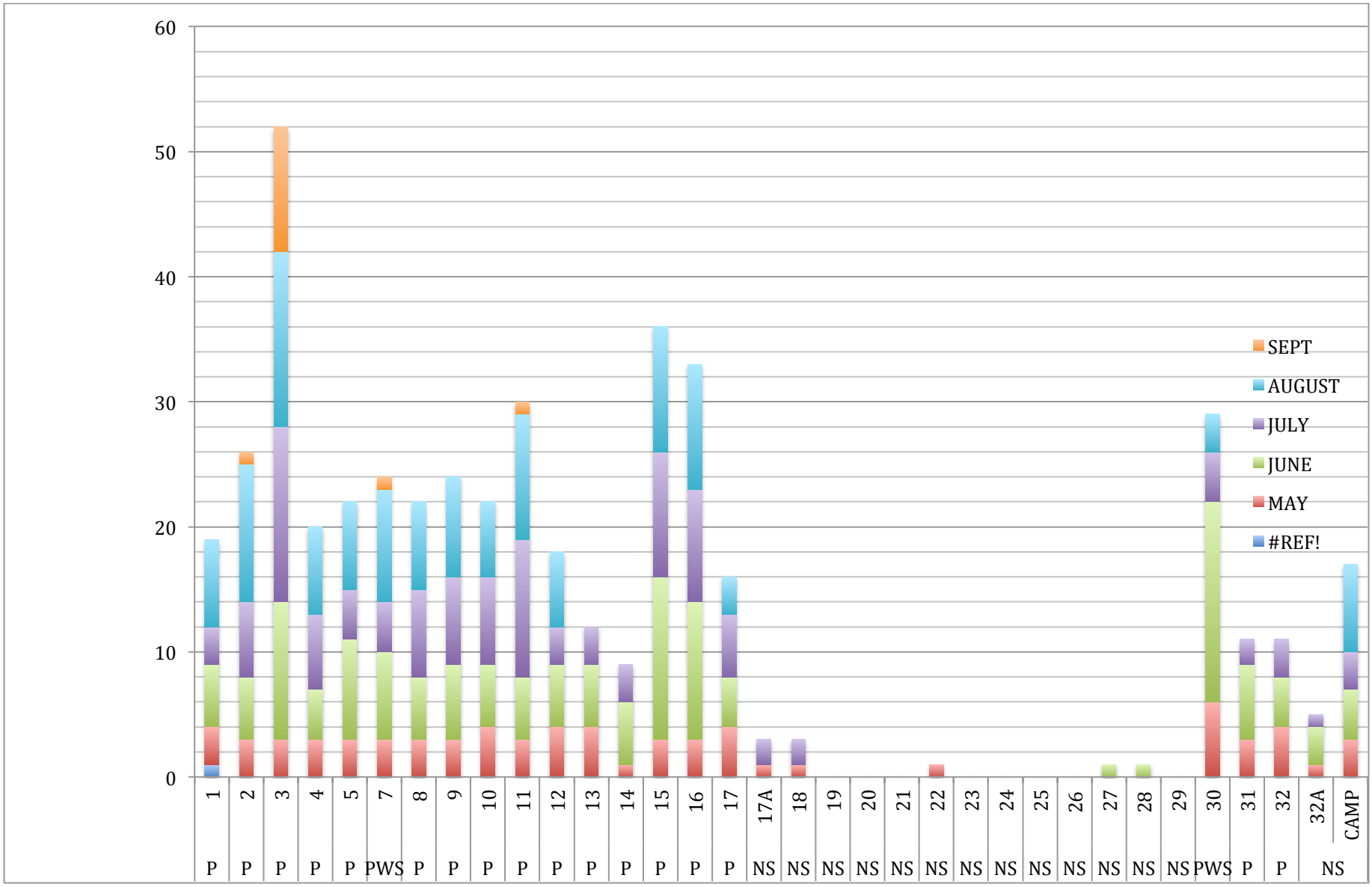
2019 Greenwood Campground Reservations, total 470. End of January there were 394 reservations, had 21 cancellations, and 97 new reservations. Camp Host had several phone call inquiries regarding the campground. Approx. 63 emails and estimate

LIST & PROVIDE ATTACHMENTS:
(TOPIC/PROJECT DOCUMENTS/REPORTS/GRAPHS/ CORRESPONDENCE)
Attachment # 1:
February 2019 Reservation Summary spreadsheet.
Attachment # 2:
February 2019 Greenwood Campground Reservations chart.

January/February 2019 Reservation Summary

SERVICES	SITE	Season Totals	MAY	JUNE	JULY	AUGUST	SEPT
P	1	18	3	5	3	7	0
P	2	26	3	5	6	11	1
P	3	52	3	11	14	14	10
P	4	20	3	4	6	7	0
P	5	22	3	8	4	7	0
Host	6	0	0	0	0	0	0
PWS	7	24	3	7	4	9	1
P	8	22	3	5	7	7	0
P	9	24	3	6	7	8	0
P	10	22	4	5	7	6	0
P	11	30	3	5	11	10	1
P	12	18	4	5	3	6	0
P	13	12	4	5	3	0	0
P	14	9	1	5	3	0	0
P	15	36	3	13	10	10	0
P	16	33	3	11	9	10	0
P	17	16	4	4	5	3	0
NS	17A	3	1	0	2	0	0
NS	18	3	1	0	2	0	0
GAZEBO	19	0	0	0	0	0	0
NS	20	0	0	0	0	0	0
NS	21	0	0	0	0	0	0
NS	22	1	1	0	0	0	0
NS	23	0	0	0	0	0	0
NS	24	0	0	0	0	0	0
NS	25	0	0	0	0	0	0
NS	26	0	0	0	0	0	0
NS	27	1	0	1	0	0	0
NS	28	1	0	1	0	0	0
NS	29	0	0	0	0	0	0
PWS	30	29	6	16	4	3	0
P	31	11	3	6	2	0	0
P	32	11	4	4	3	0	0
NS	32A	5	1	3	1	0	0
NS	ROCK	0	0	0	0	0	0
NS	PG	0	0	0	0	0	0
NS	DU	0	0	0	0	0	0
NS	DU	4	0	4	0	0	0
	CAMP HOUSE	17	3	4	3	7	0
	TOTAL RENTAL	470	70	143	119	125	13
	Days Open	136	16	30	31	31	28

2019 Greenwood Campground Reservations, total 470. End of January there were 394 reservations, had 21 cancellations, and 97 new reservations. Camp Host had several phone call inquiries regarding the campground. Approx. 63 emails and estimate about 90 phone calls.



DEPARTMENTAL REPORT

DEPARTMENT: Emergency Management / Peace Officer

SUBMITTED BY: Kevin Heerema

DATE: March 06, 2019

FOR MONTH OF: February 2019

Brief Outlines Please

TOPIC # 1:
Regional ERP Update

ISSUES:
None

RESOLUTIONS/SUCCESSES:
Met with representative from ERMC regarding the final draft of the Regional ERP.

TOPIC # 2:
Attended the Annual AACPO Training

ISSUES:
None

RESOLUTIONS/SUCCESSESS:
Training and courses attended included:

- Violence Treat Assessment Planning and Response;
- How to Predict Violence & Influence Outcomes;
- Dynamics of Street Engagements; and Situational Awareness;
- Active Killer Events; and
- Peace Officer Program update from the Solicitor General

TOPIC # 3:
Part Time Administrative Assistant

ISSUES:
None

RESOLUTIONS/SUCCESSES:
Michelle Smith is on a steep learning curve getting up to speed with the job requirements but is doing very well.

TOPIC # 4:
Monthly Shop Safety Meeting

ISSUES:
None

RESOLUTIONS/SUCCESSES:
None

What happens when the gas goes out?

Municipality stages surprise emergency drill for staff

BY Simon Ducatel, *MVP Staff*

Sundre's council chamber became a temporary emergency operations centre last week during a crisis preparedness drill.

"We're required to run a tabletop exercise from time to time," said Kevin Heerema, Sundre's director of emergency management and community peace officer.

"Our scenario was that we had a disruption in the town's gas supply," he said.

The mock situation involved a sudden drop of pressure in the municipality's gas system that left the furnaces in many homes unable to generate heat in extreme sub-zero temperatures. The drill involved investigating and identifying the cause of the drop in pressure and employing a temporary solution until the problem could be properly fixed, he said.

"Teams were delegated to head out and help residents relight furnaces and heating apparatus," he said.

However, as the exercise was a tabletop scenario, no one was actually physically deployed into the community, he added.

"It was all simulated in the meeting."

Everything went over well, he said, adding criteria outlined by provincial regulations were all met.

"We have an emergency call-out system in place to alert all of our staff," he said, adding staff were not previously informed of the staged scenario in order to adequately test the call-out system.

The drill is also designed to assist staff in learning how to set up a central communications and coordination hub in the event of a disaster as efficiently and effectively as possible. Part of the process involves spreading the word to the community about an unfolding situation, he said.

Some residents replied to a test on the town's social media page, indicating when they saw the alert, he said, also encouraging anyone with a smartphone to download the municipality's app.

"It's not just for emergencies," he added.

The downloadable software is also a convenient tool that can be useful for anything from filing concerns to finding information about the town, including some community event listings, he said.

While the municipality's own alert messaging in a real emergency would come in handy, the app is not intended to replace the Alberta Emergency Alert, he stressed, also recommending anyone who has not already done so to download that provincial app.

A few ideas emerged from the drill to enhance and streamline the overall response in the event of a real emergency, including avoiding the use of acronyms to reduce confusion and improve communications, he said.

Professionals who work in the gas industry, for example, are more familiar with terminology and definitions that not all town staff might necessarily be as well versed in, he said.

Although the threat of inundation is a possibility Sundre must be ready to face, Heerema said, "We're well versed in flood preparation. So it's nice to run a tabletop exercise that's different and outside the comfort zone of what we're used to."

The primary idea of doing drills is to ensure the municipality is in a position to respond to any emergency, regardless of what the situation might be, he said.

With new regulations coming into effect in 2020, a local authority's emergency management agency must engage in at least one such exercise per year. Additionally, a more comprehensive mock scenario in which participants carry out actions as if the significant emergency or disaster was actually occurring, but without deploying personnel or other resources, will also have to be carried out once every four years, he said.

For future drills, Heerema said the goal will be to focus on scenarios that could potentially happen in Sundre. That could include a variety of emergencies such as a flood, wildfire or drought.

"It's really quite endless, aside from trains, because we don't have tracks," he said with a laugh.

Even so, Highway 27 is a high load corridor with many trucks hauling dangerous goods, he said, adding a major crash would not be dissimilar to a derailment with the potential to have large quantities of hazardous materials spilling out.

When asked what words of advice he had for people in the community, the director of emergency management encouraged everyone to visit the municipality's website for information on preparing emergency kits as well as detailing residents' responsibilities when disasters strikes.

Visit www.sundre.com and click on Protective Services under the Your Government tab to find details under Emergency Management Services.

"There's great information from the town and the province on getting ready with 72-hour kits and what your responsibility is to help look after yourself and your family."

Correction

The artist rendition of the community gazebo featured on page 9 of the Feb. 26 Round Up is an outdated design that was not chosen. Information in the article regarding contractor costs for the project relate to the outdated design. Contractor commitments are not yet concrete for the chosen design of a more

DEPARTMENTAL REPORT

DEPARTMENT: Economic Development and Communications
SUBMITTED BY: Jonathan Allan
DATE: March 13, 2019
FOR MONTH OF: February 2019

TOPIC # 1: Community Development, Business Development and Vacancy Rates

ISSUES/UPDATE:

- Estimated February C1 downtown vacancy (based on total square footage available, not numbers of units vacant): 9%. Based on units available, vacancy rate is approx. 10%.
- Submitted award nomination to EDA for consideration.
- Met with two new businesses to help them promote themselves (including via Proprietors' Series posts): Refit, and Greenwood Distillers.
- Dozens of business licenses processed.

TOPIC # 2: Tourism and Advertising

ISSUES/UPDATE:

- Continued preparing with media channels (radio, tv, magazine, etc.) for 2019 advertising campaign; prepared draft advertising schedule in preparation for grant submission.
- Had designed and ordered new trade show banners.
- Setup booth and attended Calgary Home and Garden Show which went into March.
- Continued work updating and maintaining tourism website.
- Received newly designed brochures and began distributing them.
- Conducted photoshoot using my own camera with Bike and Ski Club during Fat Bike ride.

TOPIC # 3: Broadband Development

ISSUES/UPDATE:

- Operational Services now coordinating with CCI Wireless as necessary to support their research into deploying into Sundre.

TOPIC # 4: Other Projects

ISSUES/UPDATE:

- Received printed trails map and distributed to various businesses and organizations across Town.
- Fielded a couple of inquiries from the public about Campus Alberta Central info.

TOPIC # 5: Committees, Meetings, Conferences and Professional Development

ISSUES/UPDATE:

- Postponed Downtown Area Revitalization Committee meeting.
- Attended SDAB clerk training in Calgary.
- Met with SPOG to discuss organization and planning of Neighbour's Day trade show.
- Attended Growing Rural Tourism conference in Camrose; from attendance there, learned new social media techniques which were applied to the Town's tourism social media, and we witnessed a spike in activity and followers of more than 1/3.
- Attended regional Economic Development meeting in Innisfail.

TOPIC # 6: Communications

ISSUES/UPDATE:

- Continued attempting to deal with issue created by Apple about mobile app development and Town app; Android app was re-launched and incorporated town trails – the hope is now to have the Apple App updated. App is constantly being improved and revised based on advice from this department.
- Maintained website as usual.

DEPARTMENTAL REPORT

DEPARTMENT	**Operations**
SUBMITTED BY:	**Jim Hall Operations Manager**
DATE:	**March 13, 2019**
FOR MONTH OF	**February 2019 to date**

Brief Outlines Please

TOPIC # 1: Wastewater Lagoon

ISSUES: The lagoon is now in the first stages of the critical infrastructure upgrades to meet operational status. Quotes and design are underway with CIMA

RESOLUTIONS/SUCCESSES: This process is undertaken by both operations and CIMA to ensure all emergent issues are addressed.

TOPIC # 2: Snow removal

ISSUES: with the small 1-3 cm snow events staff have been diligent to keep ice levels from forming on streets. Sanding sidewalk and street intersections has been the main focus. Extreme temperatures have caused havoc with streets as sanding does not have the desired affect to add traction for vehicles. Hwy 27 has been cleared several times this month.

RESOLUTIONS/SUCCESSES: Streets in the North east section as well as some in the NW have been cleared due to drifting snow.

TOPIC # 3: Main Ave Phase 2

ISSUES: During the design phase operations has requested that the section of HWY 27 from Prairie Creek to 6th street SW be considered as an added amendment to the project. This section is extremely dangerous for pedestrians accessing the SW 6th street area. With the regional path being constructed more pedestrian activity will occur and a full connectivity will be important

RESOLUTIONS/SUCCESSES: CIMA Has prepared some conceptional drawings for this section. Awaiting costs to bring forward to Council and CAO

TOPIC # Federation Gas Audit 2019

ISSUES: The Federation has indicated that the Town Gas department will require this operational audit by March 2019

RESOLUTIONS/SUCCESSES: The admin and operators have been diligently been preparing for this audit process.

TOPIC # 5 2018 AE&P annual report

ISSUES: Annual requirement

RESOLUTIONS/SUCCESSES: Our water treatment operator has completed his report of treatment data for AE&P review.

TOPIC # 6: Gas department/Emergency Management Table top

ISSUES: As part of the gas distribution code requirement and AEMA requirement a mock emergency is required. This is a annual requirement for Fed Gas.

RESOLUTIONS/SUCCESSES: The mock emergency focused on gas supply loss for the NE district. The DEM, operations, office admin and Community service staff all performed well. In attendance: AHS site leader and associate /Foothills gas Co-op gas staff. Minutes were taken for audit provision.

DEPARTMENTAL REPORT

DEPARTMENT: FIRE
SUBMITTED BY: Marty/Patty
DATE: March 13, 2019
FOR: February, 2019

TOPIC # 1:

- **22 calls for February**

Attachment # 1:

Date
Mar 13 19

Mountain View Regional Fire Chiefs

Totals by Geographic Location
From Feb 1 19 to Feb 28 19

	Response Type	# of Incidents
Rural - Mountain View		
19	Outside Fire - Investigation	1
31	Motor Vehicle Collision	2
37	Medical Assist	4
70	Alarm No Fire - accidental miscellaneous	2
Total For Rural - Mountain View:		9
Urban - Sundre		
10	Fire	1
37	Medical Assist	5
43	Public Hazard - Electrical	1
53	Gas leak - response to carbon monoxide detector alarm	1
59	Gas Leak - miscellaneous	1
70	Alarm No Fire - accidental miscellaneous	2
Total For Urban - Sundre:		11
Rural - Clearwater County		
10	Fire	1
31	Motor Vehicle Collision	1
Total For Rural - Clearwater County:		2
Total Number of Responses		22

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**March 18, 2019**
SUBJECT	**Council Committee Reports**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**11.1**

BACKGROUND/PROPOSAL:
Councillor Cheri Funke has provided a report to Council for January/February 2019.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES
Please see attached.

ALIGNMENT WITH STRATEGIC PLAN
Strategic Plan Priority 1 – Sustainable Governance
Goal 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS

MOTION:
That the Town of Sundre Council accept the Report to Council submitted by Councillor Funke, as information.

Date Reviewed: March 15, 2019 CAO: Denise Neban

Council Report
Councilor Cheri Funke
January/February 2019

JANUARY 8 – FOGDOG PRESENTATION WITH CAROLINE COUNCIL

- The information presented was very promising, administration was directed to meet with Fogdog and Sylvan Lake administration in order to obtain more information to see if our Community could benefit from the Fogdog program.

JANUARY 10 – POLICY AND BYLAW COMMITTEE

- The committee went over the proposed changes to the Council Procedures Bylaw, Council Committees bylaw and discussed changes to the Social Media Policy
- Changes to the Social Media Policy will be focused just on the staff at this time, I suggest that when this policy comes before Council, Council should discuss the need for a social media policy for Council.

JANUARY 10 – CITIZENS ON PATROL ASSOCIATION

- The Board met to discuss some changes to the procedures that the patrollers shall follow.
- There were 6 patrols done in the month of December.
- A letter is being drafted that will go out to businesses in the community for our new fundraising opportunity, Signs have been created for the windows of businesses the says 'This property is patrolled by Sundre Citizens on Patrol'. We will be asking for a donation to our group in exchange for the signs.
- There is potential for 3-5 new patrollers to join the association.

JANUARY 18 – CANDRE CANNABIS FACILITY TOUR

FEBRUARY 4 – INTERMUNICIPAL COLLABORATION COMMITTEE

- Due to confidentiality a report will be given to Council in an in-camera session at a future Council meeting.

FEBRUARY 4 – BIGHORN COUNTRY PROPOSAL OPEN HOUSE

- There was no new information given out at this meeting then what can be obtained on the Government website.

- A common comment from residents was that this was not the kind of presentation they wanted, they want an open dialog with the Government concerning the proposal
- An excellent administration report was presented to Council at the February 5th Council meeting.

FEBRUARY 7 – MOUNTAIN VIEW SENIORS HOUSING

- There are AHS Health care funding concerns and they cannot get someone from the Central zone out to re-access the funding.
- The Sundre Foothills lodge will be placed up for sale with a relator. As first stated, that the funds from the sale will stay in the Sundre Community, that is no longer the case, now at the discretion of MVSH, some of the funds can be used for facilities in Olds, Carstairs, Cremona and Didsbury.
- By the end of March, the Province will be selling 13 properties in the Region to MVSH for $1. After the sale is complete MVSH can sell these properties.
- The 2019 operating forecast and budget management strategies will be discussed in the near future, the focus of the board seems to be to maintain 2018 levels of service with a balanced budget.
- The building Committee reported that all 3 capital projects are shovel ready, just waiting for grants. The committee is worried about starting any capital projects until interest risk is mitigated.
- In 2018, 18,264 work orders were completed by the maintenance team. The cost of work completed totaled $129,085 (Housing $55,730 and Lodges $74,575)
- The 2019 MVSH Gala is scheduled for April 4th and the ticket price is $100.

FEBRUARY 8 – FLOOD MEETING WITH U OF C ENGINEERING STUDENTS

- A team of 5 university civil engineering students are partaking in a final engineering design project. Their project title is Flood Mitigation and Climate Change Adaption. They have chosen the Town of Sundre as their focus.
- They have been working with our Emergency Management Department to gather information on the Town of Sundre, statistics, mapping and past flooding.
- Mayor Leslie, Councilor Preston, Manager of Operations/Deputy Director of Emergency Management and I shared our knowledge on emergency management procedures and fears about flooding.
- Our DDEM is a wealth of knowledge on the struggles of the Emergency Management Department and through the information in the department and the final project of the engineering students, I believe it will give us a future focus to prepare our community as a result of flooding and possibly other disasters.

FEBRUARY 20 – AQUAPLEX BOARD MEETING

- AGM to take place in April
- Enmax Agreement comes to a close at the end of 2019, the board feels the agreement needs to be researched before re-signing to find out what is the best option going forward. They will be meeting with the Town's CFO.
- The Solar panel project is ready to go pending grant funding. There are two grants that the board is applying to for this project and it will only go ahead pending the grant approval.
    - The Aquaplex will be having a Government employee come to look at energy efficiency within the building, lights, water etc.
- When the slide and some other things are finished there will be a grand opening celebration.
- The golf tournament fundraiser is slated to be June 8th, they are in search for an organizer that will need to be in place by April for the event to go ahead.
- Casino funds have been received in the amount of $22,000, the board was pleasantly surprised because of the economic downturn.
- Audit has begun with Price Waterhouse Cooper, they are also drafting a GST report.
- Duck race may be in conjunction with an antique car race this year. No date has been set at present but it usually happens in July.

FEBRUARY 21 – CITIZENS ON PATROL ASSOCIATION

- Training for 6 new members will be taking place at the end of March.
- There has been another increase in break & enters in the County at well sites.
- A member of the committee has spoken to the Town CAO to have our fundraising letter placed in with a monthly town utility bill.
- Best Western Hotel has graciously allowed our association to store our equipment bag at the hotel.

FEBRUARY 26 – FIRE ADVISORY

- Fort Mac revenue has still not been dealt with.
    - The Chiefs have recommended that the revenue be split regionally but I believe that is a Council decision that will have to brought forward.
    - Without following the Chiefs recommendations, the revenue is to be split between MVC and Town.
    - The Advisory Committee made a motion to provide a summary of costs and revenues to be done by the regional CAOs
- Boat Launch
    - A grant has been submitted to an Oil and Gas Company in the region
    - The committee made a motion to look into the Provincial Community Safety Grant.
    - The reps from Sundre to speak to the Town CAO to talk about some discrepancies in the information involving the location of the boat launch.

- Capital Expense – Trailer replacement
    - MVC is look at their operating budget on February 27.
    - Cost split is 20% Town of Sundre and 80% MVC, Town CAO to confirm what is in Sundre's budget and contact County CAO.
- Pledging Assistance
    - In 2018 there was agreements signed all over the province that pledges man power and equipment to the province that allows outside fire departments to go help in situations like the Slave Lake fires and Fort McMurray.
    - Committee made a motion that the Fire Advisory Committee supports the Fire Chief to take the 2019 (same as 2018) fire pledge to the Town and County CAOs.

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**March 18, 2019**
SUBJECT	**Correspondence**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**12**

BACKGROUND/PROPOSAL:

Correspondence received and/or sent by Legislative Services during the period March 4, 2019 to March 14, 2019.

ADMINISTRATION RECOMMENDATIONS:

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

Mountain View Taekwondo 25th Anniversary Celebration and Awards Ceremony: *Mr. Jim Hall would like to speak to item 12.1 the Invitation to the Mountainview Taekwondo 25th Anniversary Celebration.*

Highlights from the Parkland Regional Library Board Meeting February 21, 2019 and draft Minutes.

Invitation to participate in the award-winning, attractions, history, and services mobile app created for Alberta.

Richardo Miranda, Minister of Culture and Tourism - Invitation to submit a bid to host either the 2022 Alberta Winter Games or the 2022 Alberta Summer Games.

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 invitation for the Town of Sundre Council to attend Mountainview Taekwondo 25th Anniversary Celebration and Awards Ceremony on April 13, 2019, as information.

That the Town of Sundre Council accept the February 21, 2019 Parkland Regional Library Board Talk Newsletter, and the draft minutes of the February 21, 2019 board meeting, as information.

That the Town of Sundre Council accept the invitation to participate in the award-winning, attractions, history, and services mobile app created for Alberta, at Council's discretion.

That the Town of Sundre accept the Invitation from Richardo Miranda, Minister of Culture and Tourism to submit a bid to host either the 2022 Alberta Winter Games or the 2022 Alberta Summer Games, as information.

ATTACHMENTS:

- Mountainview Taekwondo
- Parkland Regional Library Talk for February 21, 2019
- Draft Parkland Regional Library Board Minutes for February 21, 2019
- Invitation to participate in history and services mobile app
- Minister of Culture and Tourism

Date Reviewed: March 15, 2019	CAO: Amida Mc [illegible]

Mountainview Taekwondo

cordially invites you to join us for the

25th Anniversary Celebration

&

Awards Ceremony

Black Belt & Colored Belt Promotion 10:00 a.m. (Sundre Art Centre)

Dinner & Awards
Cocktails: 5:30 p.m.
Dinner: 6:30 p.m.
Music and Cash Bar to follow

Date: Saturday April 13, 2019
Dinner: Cost: $20.00

Location: Sundre Arts Centre
100 2nd Ave NW
Sundre, Ab

RSVP by: March 25, 2019 with payment to Cherie Johnson
etransfer: cheriemay@hotmail.ca

PRL BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

FEBRUARY 21, 2019

Staff Long Service Awards

Three PRL staff received long service awards at the February board meeting.

Tim Spark – 15 Years
Karyn Goodwillie – 10 Years
Victoria Papst – 10 Years

Parkland Regional Library Annual Report

Ron Sheppard presented the 2018 annual report data. Items ordered through Parkland were up by 6%. Circulation overall throughout the region was up by 3% with eContent circulation increasing by a hefty 18%. Interlibrary loans continued to rise with a 14% increase in the amount of materials moving around the region. This includes material being delivered by mail, government courier, and PRL's van delivery system. The number of library card holders rose by 2% to almost 45,000 and use of library websites or, total virtual visits, increased by 8%. A more detailed annual report will be forthcoming.

Executive Committee Seats

At the November 8, 2018 organizational meeting, two of Parkland's electoral constituencies were left vacant. These were area #2 and #10. Robyn Gray, the board member representing the City of Camrose, and Megan Hanson, representing the Town of Sylvan Lake came forward to volunteer to be on the Executive Committee after the November 8, 2018 board meeting, and were appointed by the board in February.

PRL Strategic Plan

At the November 2018 board meeting, the board supported the idea that the goals from the 2016-2018 strategic plan were still valid and should be used as the basis for a new 2019-2021 strategic plan. Staff were tasked to work with the Executive Committee to review the objectives of the current strategic plan to determine whether new objectives were necessary, any old objectives were no longer relevant, or if any objectives needed to be modified.

The new Strategic Plan is a continuation of what Parkland has been doing for the last three years. The four goals are the same, with slightly different wording than the 2016-2018 Strategic Plan. The Objectives have been re-written to reflect the anticipated outcomes desired over the next three years.

PRL also has a new mission statement. The new mission statement was developed by Parkland's Executive Committee members during a facilitated session at their January 24th meeting.

The Strategic Plan is an extremely important document as it drives all the work that Parkland does, and is linked directly to PRL's budgetary requirements.

PRL Advocacy Committee

Advocacy has been identified as a very important part of Parkland and the work that we do.

At the November board meeting, the board mandated that an Advocacy Committee be created and terms of reference developed. PRL's Executive Committee was assigned the task of developing terms of reference for presentation at the February 21st board meeting.

The terms of reference were approved at the February board meeting and a committee was appointed. Eight board members volunteered. The new Parkland Advocacy Committee members are Deb Smith, Steven Levy, Norma Penney, Barb Gilliat, Jeannie Fisher, Gord Lawlor, Jeanine Stannard and Cora Knutson. Thank-you for volunteering for this very important work.

Building Update

The board can now sell the building. Notice of the discharge of the caveat preventing the sale of the building arrived on the afternoon of December 21, 2018.

Parkland staff met with Tricon Development Inc. on January 23, 2019 to discuss next steps.

The plan is to have the new headquarters building ready for occupancy in the summer of 2020.

Policy and Bylaw Updates

2018 was a year of significant change for Parkland due to retirements and organizational restructuring. As a result, Parkland has made some editorial changes to our governance policies and bylaws. The policies affected were the *Finance Policy*, *Information and Document Management Policy, the Role of the Executive Committee Policy*, and the schedules related to board member reimbursement and FOIP Legislation. The bylaw affected was 5.5: *Freedom of Information and Protection of Privacy Bylaw*.

Community News from Trustees

Didsbury Municipal Library Inez, the manager of the Didsbury library retired and Monique Fiedler has taken her place.

Olds & District Municipal Library Olds is celebrating their 60th anniversary on June 6, 2019. Staff are trying to get some of the original staff members to attend.

Stettler Public Library Stettler had started a pilot project to deliver books to the Hutterite children. It has been so successful that it is now a regular outreach of the library. They have even been nominated for the Minister's Award for Excellence in Public Library Service for this work!

They also hosted a wine tasting event with a wine connoisseur and were able to raise $2,600 for the library.

Stettler hosted a Raymond Cook Public event related to his trial, where they sold DVD's. The event exploded and they ended up having 400+ attendees and sold 147 DVD's. It was a wildly successful event.

Lastly, the County and Town of Stettler increased the library's funding by 3%.

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Sylvan has a new program bringing in animals for animal therapy. It is quite effective for bringing in new clientele that normally wouldn't come to the library.

Amisk Public Library
Amisk Library recently partnered with the RCMP and TransCanada for a butterfly release event. 185 people attended and the library received money towards solar panels.

Board Members Present

Debra Smith (Board Chair), Jean Bota, Darlene Dushanek, Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Robyn Gray, Bob Green, Megan Hanson, Jeanette Herle, Donnie Hill, Tim Hoven, Cora Knutson, Dana Kreil, Gord Lawlor, Stephen Levy, Ray Olfert, Corby Parsons, Norma Penney, Rosella Peterman, Bill Rock, Chris Ross, Heather Ryan, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Sonia Temple, Patricia Toone, Cindy Trautman, Sharon Williamson, Ann Zacharias

With Regrets

Terilyn Paulgaard, Leonard Thompson, Bonita Wood, Jason Alderson, Doug Weir

Absent

Jackie Almberg, Jacqueline Boulet-Boden, Roger Gaetzman, Rhonda Hunter, Trudy Kilner, Lonnie Kozlinski, Faye Leicht, Angela Lorente, Brenda McDermott, Josephine McKenzie, Blair Morton, Leah Nelson, Roger Nichols, Gayle Rondeel, Jeannette Ruud

PRL Staff

Ron Sheppard, Donna Williams, Tim Spark, Colleen Schalm, Kara Hamilton

Next Meeting: May 23, 2019, 1:00 PM.

For more information or if you want a copy of the draft minutes from this board meeting, please contact PRL.

PRL Board Meeting Minutes
February 21, 2019

The regular meeting of the Parkland Regional Library Board was called to order at 1:08 p.m. on Thursday February 21, 2019 in the PRL Board Room, Lacombe.

Present: Debra Smith (Board Chair), Jean Bota, Darlene Dushanek, Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Robyn Gray, Bob Green, Megan Hanson, Jeanette Herle, Donnie Hill, Tim Hoven, Cora Knutson, Dana Kreil, Gord Lawlor, Stephen Levy, Ray Olfert, Corby Parsons, Norma Penney, Rosella Peterman, Bill Rock, Chris Ross, Heather Ryan, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Sonia Temple, Patricia Toone, Cindy Trautman, Sharon Williamson, Ann Zacharias

With Regrets: Terilyn Paulgaard, Leonard Thompson, Bonita Wood, Jason Alderson, Doug Weir

Absent: Jackie Almberg, Jacqueline Boulet-Boden, Roger Gaetzman, Rhonda Hunter, Trudy Kilner, Lonnie Kozlinski, Faye Leicht, Angela Lorente, Brenda McDermott, Josephine McKenzie, Blair Morton, Leah Nelson, Roger Nichols, Gayle Rondeel, Jeannette Ruud

Staff: Ron Sheppard, Donna Williams, Tim Spark, Colleen Schalm, Kara Hamilton

Call to Order
Meeting called to order at 1:08 p.m. by Smith.
Smith welcomed everyone.

1.1 Agenda

1.1.2 Adoption of the Agenda
Motion by Levy, seconded by Lawlor to accept the agenda as presented.

CARRIED UNANIMOUSLY
PRL 13/2018-19

1.2. Approval of minutes
Motion by Stulberg, seconded by Temple to approve the minutes of the November 8, 2018 meeting as presented.

CARRIED UNANIMOUSLY
PRL 14/2018-19

1.3. Business arising from the minutes of November 8, 2018 meeting
Smith asked if there was any business arising from the minutes. There was none.

2.5. Business Arising from the Consent Agenda
Smith asked if there was any business arising from the consent agenda. There was none.

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Motion by Sanchez, seconded by Herle to approve the consent agenda as presented.

CARRIED UNANIMOUSLY
PRL 15/2018-19

Goodwillie and Papst entered the meeting.

3.1. Staff Long Service Awards

Smith explained that according to PRL's *Human Resource Manual*, "employees will be recognized with a monetary reward for long service with Parkland Regional library ". A pin and a monetary award is provided to staff. Long service awards for 2019 were presented to:

Tim Spark – 15 years – pin and $1000 cheque
Karyn Goodwillie – 10 years – pin and $500 cheque
Victoria Papst – 10 years – pin and $500 cheque

Smith presented Spark, Goodwillie, and Papst with their awards.

Goodwillie and Papst left the meeting.

3.2. Vacant Positions on Parkland's Executive Committee

PRL's Executive Committee has the ten-member maximum allowed by the *Libraries Regulation*. The *Regulation* allows for:

> *25(1) (e) provision for the establishment of an executive committee of not more than 10 persons when the number of members of the library system board is more than 20, and a statement of the powers and duties of that committee;*

The Board Chair accounts for one seat on the committee.

In accordance with Parkland's master agreement with the municipalities,

> *"Members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRL Board members representing that geographical area."*

At the November 8, 2018 organizational meeting, two of Parkland's electoral constituencies were left vacant. These were area #2 and #10. Robyn Gray, the board member representing the City of Camrose, and Megan Hanson, representing the Town of Sylvan Lake had come forward to volunteer to be on the Executive Committee after the November 8, 2018 board meeting.

Smith asked for volunteers to the Executive Committee three times, with no additional volunteers.

Motion by Trautman, seconded by Boda to appoint Robyn Gray from the City of Camrose to Parkland's Executive Committee representing electoral constituency #2.

CARRIED UNANIMOUSLY
PRL 16/2018-19

DRAFT

Motion by Kreil, seconded by Ryan to appoint Megan Hanson from the Town of Sylvan Lake to Parkland's Executive Committee representing electoral constituency #10.

CARRIED UNANIMOUSLY
PRL 17/2018-19

3.3. PRL Strategic Plan 2019-2021

At the November 2018 board meeting, the board supported the idea that the goals from the 2016-2018 strategic plan were still valid and should be used as the basis for a new 2019-2021 strategic plan. Staff were tasked to work with the Executive Committee to review the objectives of the current strategic plan to determine whether new objectives were necessary, any old objectives were no longer relevant, or if any objectives needed to be modified.

Schalm explained that the new Strategic Plan is a continuation of what Parkland has been doing for the last three years. The four goals are the same, with slightly different wording than the 2016-2018 Strategic Plan. The Objectives have been re-written so that the outcomes are included in and measurable within the Objectives themselves.

Due to some recent pronouncements from the Public Library Services Branch (PLSB), a new section has been included in the plan. The new section "Activities that Support the Strategic Plan," describes ongoing activities by PRL that require identification by the Alberta *Libraries Regulation*, as tasks that library systems must carry out.

The needs assessment process for developing the new strategic plan, which is also required by the *Libraries Regulation*, was put at the end of the plan. (see Part 4, 18 (1) of the *Libraries Regulation*).

PRL's old mission statement was replaced with a new mission statement. The new mission statement was developed by Parkland staff and Executive Committee members during a facilitated session at their January 24th meeting. A mission statement is another requirement of the *Libraries Regulation*.

The Strategic Plan is an extremely important document as it drives all the work that Parkland does. It is a broad, high level document.

After some discussion the board decided to adopt the plan as presented.

Motion by Green, seconded by Olfert to approve the Parkland Regional Library Strategic Plan for 2019-2021 as presented.

CARRIED UNANIMOUSLY
PRL 18/2018-19

3.4 Advocacy Committee Terms of Reference

At the November board meeting, the board mandated that an Advocacy Committee be created and terms of reference developed. The Executive Committee was assigned the task of developing terms of reference for presentation at the February 21st board meeting. Staff and the Executive Committee

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developed a draft terms of reference for an Advocacy Committee during their meetings on December 13th and January 24th.
Board volunteers who sit on the Advocacy Committee will be reimbursed for participating in meetings. In accordance with PRL policy, trustees will receive $100 per half day of honorarium for attending meetings and mileage reimbursement at a rate of $0.505 per km. for travel to attend in-person meetings.

The terms of reference state that the committee should have a membership of between 7 and 10. Smith asked for volunteers, and 8 board members volunteered. The Board Chair is on the committee ex-officio.

Meetings will be in-person or virtual depending on the preference of the Advocacy Committee. The first meeting of the advocacy meeting will be at 10:00 a.m. on March 14, 2019.

Motion by Temple, seconded by Levy to approve the Advocacy Committee terms of reference as presented.

CARRIED UNANIMOUSLY
PRL 19/2018-19

Motion by Sanchez, seconded by Rock to appoint Steven Levy, Norma Penney, Barb Gilliat, Jeannie Fisher, Gord Lawlor, Jeanine Stannard and Cora Knutson to the Advocacy Committee.

CARRIED UNANIMOUSLY
PRL 20/2018-19

3.5. 2018 in Review – Approval of the 2018 Annual Report

Each year the PRL Board is required to approve Parkland Regional Library's annual report for submission to Alberta Municipal Affairs.

Sheppard and Schalm had prepared a handout outlining information and statistics from the last 2 annual reports. Sheppard highlighted some of the information in the handout. One area of concern is that the drop in materials allotment has meant fewer physical items (books, DVDs, etc.) are being purchased by member libraries. In many cases, the allotment collected by Parkland is the only money many libraries receive for materials. Unfortunately, Parkland has had to reduce allotment to pay for eContent and computers for libraries. Sheppard encouraged municipalities to increase funding at the local level to support library collections.

A few other highlights include:

- eContent collection and use have increased significantly.
- Circulation has continued to rise.
- Resource sharing (interlibrary loan) has increased substantially.
- Visits to library websites and the online catalogue has also increased significantly.

Some narrative comments to the Annual Report include:

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- Our regular purchase of computers for member libraries in 2018 = 93 desktops and 11 laptops.
- The decision to go for a new building rather than a renovation. Staff anticipate opening in the summer of 2020.
- Parkland managed to get the right to sell the building and the caveat by the province removed on our land title document.
- PRL made the decision to switch to the Polaris ILS for implementation in early March.
- Parkland subscribed to core of eResources that include:
    - Consumer Reports
    - Solaro
    - Ancestry Library Edition
    - Tumblebooks (coming later)
- PRL completed a new strategic plan.
- The board decided to create an Advocacy Committee.
- PRL also extended thanks to the Public Library Services Branch for the building funding and for the funding for First Nations activities but it needs to be sustained.

The board also added to the report that if possible SuperNet bandwidth increases be made for libraries with high computer use and that stable operating funding be maintained.

Motion by Stannard, seconded by Fossen to approve the 2019 Survey and 2018 Annual Report for Parkland Regional Library as amended.

CARRIED UNANIMOUSLY
PRL 21/2018-19

3.6. Consequences of Withdrawal from System Membership

Last fall, the Executive Committee requested a list detailing the consequences of withdrawal from system membership by a municipality with a local municipal library board.

Should Parkland ever be in a situation where a municipality was going to withdraw, cost could be assigned to the items on the list tailored to each municipality. It would clearly demonstrate how cost effective it is to belong to a regional system. In addition, there are many services a municipal library would be unable to provide without being part of a regional system due to provincial policies and licensing contracts.

Of Parkland's 64 member municipalities, there are a number that do not appoint a library board. Most of these are counties or summer villages. In the case of the counties, four of the ten have service points where the Parkland board is the governing board. Should they withdraw from the system, they would be forced to form a library board which would be onerous for them or they would have to cease regular public library services.

For any municipality that withdrew, a minimum $60 non-member fee would be applied to anyone from their community wanting service from a Parkland member library.

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Motion by Olfert, seconded by Stulberg to receive for information.

CARRIED UNANIMOUSLY
PRL 22/2018-19

3.7. Building Update

Included in the board package is a copy of the Certificate of Title showing that the Parkland Library Board now owns, and has full discretion related to the disposition of the current headquarters building. The board can now sell the building. Notice of the discharge of the caveat preventing the sale of the building arrived on the afternoon of December 21, 2018.

Parkland staff met with Tricon Development Inc. on January 23, 2019 to discuss next steps. Tricon confirmed that they were still planning to go ahead with the purchase of the current headquarters building despite the delay.

The plan is to have the new headquarters building ready for occupancy in the summer of 2020. That gives time for the provincial grant for the new building to be spent by the deadline of December 2020. Tricon , PRL's builder, wanted details on the required functionality of the new headquarters building by mid-March, 2019. Staff completed this task and are now working on buying land. Impacting the overall land cost is the availability of a SuperNet connection to the property. Staff are considering a property adjacent to where Alberta Health Services is constructing a new building which may have the SuperNet run to it. Running some extra fibre optic lines through an existing connection could be hundreds of thousands of dollars less expensive than trenching and installing an entirely new line at a different location.

PRL will have to pay Tricon a leasing fee for the current headquarters building from the time of the sale of the current building until staff is ready to move into the new headquarters building. Tricon will inform PRL staff of the fee.

Motion by Stulberg, seconded by Green to receive for information

CARRIED UNANIMOUSLY
PRL 23/2018-19

3.8. CEFP Grant

Williams outlined the application for the Community Facility Enhancement Program (CFEP) Grant for the new headquarters building.

The following statement from the application guidelines clarifies the grant program's requirements.

Is there a matching funding requirement?
CFEP funding is approved on a matching basis. This means that the applicant must contribute an amount equal to or exceeding the actual CFEP grant. The matching funding may be in the form of cash or donated labour, equipment or materials, all of which must be specifically related to the project.

Also, in total, CFEP and any other Government of Alberta funding cannot exceed 50% of the total project cost.

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The Government of Alberta has already provided $2.4 million towards PRL's building fund which will be more than 50% of the total funding required for our new building project. At this point, Parkland is only able to contribute a little over $2 million.

Parkland staff will investigate options for a "small stream" CFEP grant for furniture and fixtures once we get closer to making those purchases.

Motion by Bota, seconded by Trautman to receive for information.

CARRIED UNANIMOUSLY
PRL 24/2018-19

3.9. Policy Updates

2018 was a year of significant change for Parkland due to retirements and organizational restructuring. As a result, Parkland has made some editorial changes to our governance policies and bylaws.

Two sections within Parkland's Finance Policy required revision due to the recent change in position titles. In policy 4.4.7 the position title of "Assistant Director of Operations" has been changed to "Manger of Finance and Operations".

> 4.4.7 Capital Assets
>
> All assets over $1,000 will be capitalized. Assets under $1,000 will be capitalized at the discretion of the Manager of Finance and Operations.

In similar fashion the "Assistant Director of Operations" has been changed to "Manager of Finance and Operations" in policy 4.4.19. Also in policy 4.4.19, the title of "Finance Clerk" has been changed to "Finance Technician".

In policy 4.5, an "s" was added to the title, "Gifts and Donation".

In the policy 4.7 "Information and Document Management", there is a sub policy 4.7.2 "Personal Information Banks". This policy is required under the "Freedom of Information and protection of Privacy Act (FOIP). This policy describes which administrative units of Parkland are responsible for the storage and maintenance of confidential information. As a result of last year's organizational changes, Parkland's departments were renamed. These name changes have to be reflected in our policies. So in policies:

4.7.2.1
4.7.2.2
4.7.2.3

"Administration" has been replaced with "Finance and Operations Unit".

In policy 4.7.2.4, "Administration and Finance" is replaced with "Finance and Operations Unit and Director's Office".

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In policy 4.7.2.5 "System/IT" is replaced with "Technology Infrastructure Unit".

Due to a FOIP requirement, PRL is also adding a section to our personnel Information Banks related to the sign in sheet at the reception desk by the front door.

4.7.2.6 Sign in Sheets

- Location: Finance and Operations Unit
- Information Maintained: name, date, time in, time out, and depending on which sign in sheet it is, the organization a person represents.
- Legal Authority: *FOIP Act*
- Accessed By: all Parkland Regional Library staff, member library staff, Parkland Board members, and members of the public
- Used for: Monitoring when staff and guests are in the building for security and emergency evacuation purposes.

A new appendix has been added to PRL's policy manual for dealing with responsibility for FOIP requests. Appendix III contains the Delegation and Assignment of Responsibility Tables in compliance with the *FOIP Act*.

There was also a change to the Appendix I, the Finance Reimbursement Schedule. The following sentence was added: "Expenses incurred by trustees for attending regular board meetings will not be reimbursed". There was a recent request by a board member to have their travel expenses reimbursed for attendance at board meetings. For the sake of clarity, it was decided to add that sentence to the PRL policy manual. Board meeting participation is viewed as an obligation expected of member municipalities. Therefore, board members are expected to seek reimbursement for associated board meeting expenses from their appointing municipalities.

The final change to the policy manual is found much earlier under the "Role of the Executive Committee" in policy 2.5.7. The words "the municipality or" have been removed since PRL does not allow large, individual municipalities or counties to obtain seats automatically on PRL's Executive Committee. Previously municipalities with a population over 15,000 automatically got a seat on Parkland's Executive Committee.

Sheppard asked if there was any input from the board to change or amend any of the mentioned policies. There were no comments.

Motion by Stannard, seconded by Gamble to approve the changes to PRL's policies as presented.

CARRIED UNANIMOUSLY
PRL 25/2018-19

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3.10. Bylaw Updates
Sheppard explained that while policies can be approved by a single motion of the board, bylaws require three readings and therefore need to be dealt with separately from the policies.

In 5.5 the "*Freedom of Information and Protection of Privacy* Bylaw", the Manager of Finance and Operations is being removed as having secondary authority as "Head" as it relates to FOIP legislation. It is better to leave the Director as "Head" exclusively since the "Head" is responsible for all decisions made under the FOIP Act relating to requests for private information that Parkland might have. The authority to delegate decision making authority related to FOIP cannot be done easily, if at all.

Staff also removed the sentence "A list of acceptable fees are found in the accompanying documents." Organizations can charge fees for responding to requests for information covered by FOIP legislation. However the fees are set by the provincial government and are subject to change. Since this is the case, it is easier to look up online the current fees allowed under FOIP than it is to keep printed copies of the fee schedule in the policy manual. This is the reason for removing the reference.

Motion by Knutson, seconded by Stannard to accept the "Freedom of Information and Protection of Privacy Bylaw" as presented. (First Reading)

CARRIED UNANIMOUSLY
PRL 26/2018-19

Motion by Green, seconded by Levy to accept the "Freedom of Information and Protection of Privacy Bylaw" as presented. (Second Reading)

CARRIED UNANIMOUSLY
PRL 27/2018-19

Motion by Stannard, seconded by Temple to proceed to the third reading of the "Freedom of Information and Protection of Privacy Bylaw".

CARRIED UNANIMOUSLY
PRL 28/2018-19

Motion by Ryan, seconded by Herle to accept the "Freedom of Information and Protection of Privacy Bylaw" as presented (Third Reading)

CARRIED UNANIMOUSLY
PRL 29/2018-19

3.11. Cost Analysis for Trade Show Attendance
At the September 2018 board meeting, staff were instructed to conduct an analysis of the cost for attending the trade shows associated with the AUMA and RMA conventions. Costs for trade show attendance have been shared among the seven regional library systems for many years. This occurs even in years when some of the directors have not been able to attend. Yearly expenses are hard to define because often times promotional items to give away at the trade shows are purchased sporadically and in varying amounts. Also, depending on how many delegates stop by the trade show booth, promotional items may last two or more years, or be used up in a single year.

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To try and provide a best estimate, the direct costs from attending trade shows in 2018 are shown below. The costs outlined are equal to one seventh of the total cost and reflect what Parkland had to pay as PRL's portion shared among the seven systems. The costs do not include the expense for the creation of the regional systems banners used for display at the trade shows and other events. These have only been replaced once since 2005. As with everything else, the cost of the banners was shared equally by the seven regional systems.

AAMDC/RMA Spring 2018	
Two booths, carpet, counter, name tags	$461.71
AUMA fall 2018	
Two booths, counter, name tags	$468.43
Bill for pad folios and systems promotional brochures for the year	$567.20
Grand Total for 2018	**$1,497.34**

The costs do not include the cost of the director's time to attend these events, travel or hotel costs. Some years PRL's director is unable to attend one or more of these events, or a trade show might only last one day so hotel is not required. So on average, it would be reasonably accurate to say that even with hotel, meal, and travel costs, attending the two trade shows yearly costs approximately $2000 excluding the director's wages.

No objections to Parkland's continued participation in the trade shows was voiced by the board.

Motion by Green, seconded by Stannard to receive for information.

CARRIED UNANIMOUSLY
PRL 30/2018-19

3.12. Human Resource Manual

A significant number of organizational changes have occurred over 2018 as a result of the compensation report provided by consultant Dr. Margaret Law. As a consequence, a full review of Parkland's Human Resource Manual was undertaken. This was a timely endeavor since changes in Alberta's Employment Standard's code had to be integrated into Parkland's procedures. Some highlights of the changes to the Human Resources Manual include:

- The probationary period has been extended from three months to one year for professional staff and six months for paraprofessional and clerical staff.
- Annual salary increases are no longer linked to a single, annual performance appraisal and the performance appraisal process has been changed drastically.
- The way lieu time is calculated has changed to comply with the new parameters established by Employment Standards.

DRAFT

- Whole new categories of leave have been added to comply with Employment Standards. The new types of leave are as diverse as Citizenship Ceremony Leave, Reservist Leave, or Disappearance of a Child Leave.
- Blue Cross rates went up (see Appendix I) mostly due to staff leaving the organization and using benefits while they still had access to them. Parkland also added an orthodontic benefit to the dental plan at nominal cost.
- Parkland has a new organizational chart.
- And PRL had to expand and clarify Parkland's position on workplace impairment due to the legalization of cannabis.

Due to the highly operational nature of much of the Human Resource Manual's contents, changes to it do not require approval by the board. However the board is to be informed of all changes to the HR Manual in case board members take exception to some aspect of the manual.

Sheppard asked if there were any questions related to the Human Resource Manual. After a few questions regarding benefits and wages, the board was satisfied.

Motion by Fossen, seconded by Lawlor to receive for information.

CARRIED UNANIMOUSLY
PRL 31/2018-19

3.13. Parkland Community Update
Didsbury Municipal Library
Inez, the manager of the Didsbury library retired and Monique Fiedler has taken her place.

Olds & District Municipal Library
Olds is celebrating their 60th anniversary on June 6, 2019. Staff are trying to get some of the original staff members to attend.

Stettler Public Library
Stettler had started a pilot project to deliver books to the Hutterite children. It has been so successful that it is now a regular outreach of the library. They have even been nominated for the Premiers award for this work!

They also hosted a wine tasting event with a wine connoisseur and were able to raise $2,600 for the library.

Stettler hosted a Raymond Cook Public event where they sold DVD's. The event exploded and they ended up having 400+ attendees and sold 147 DVD recordings of the event. It was wildly successful.

Lastly, the County and Town of Stettler increased the library's funding by 3%.

Eckville Municipal Library
Eckville Library received new (to them) shelving from Ponoka Jubilee Library and they are so grateful for Ponoka's generosity. Their library looks great!

DRAFT

Sylvan Lake Municipal Library
Sylvan has a new program bringing in animals for animal therapy. It is quite effective for bringing in new clientele that normally wouldn't come to the library.

Amisk Public Library
Amisk Library recently partnered with the RCMP and TransCanada for a butterfly release event. 185 people attended and the library received money towards solar panels.

3.14.1. Director's Report
3.14.2. Library Services
3.14.3 IT
3.14.4. ALTA
Smith asked if there were any questions or comments about the Director's, Library Services, IT and ALTA Reports. Since there was nothing to add, the meeting proceeded to adjournment.

4. Adjournment
Motion by Ferguson to adjourn the meeting at 2:42 p.m.

CARRIED UNANIMOUSLY
PRL 32/2018-19

Meeting adjourned at 2:42 pm.

_____
Chair

DRAFT

Cynthia Robey <cynthia.r@sundre.com>

Fwd: Invitation to get involved - History Check App for Alberta

1 message

Sundre Townmail <townmail@sundre.com> Wed, Mar 6, 2019 at 3:26 PM
To: Cynthia Robey <cynthia.r@sundre.com>

---------- Forwarded message ---------
From: **Sheila Willis** <info.impacttourism@gmail.com>
Date: Mon, Mar 4, 2019 at 5:51 PM
Subject: Invitation to get involved - History Check App for Alberta
To: <townmail@sundre.com>

February 28, 2019

Mr. Terrance Leslie, Mayor

Town of Sundre

Dear Mayor Leslie,

Your region is invited to participate in the award-winning, attractions, history, and services mobile app created for Alberta. History Check is a map-based platform ready-made to share municipal sites and services to Albertans and an international tourism market.

History Check is live in northern Alberta and will be expanding to the rest of Alberta this summer. Cross-marketing to attract app users has already begun.

At the recent Growing Rural Tourism Conference, we were able to share the app features through an on-screen demo as an Alberta Success Story: we have collaborative efforts already in place with representatives from municipalities and tourism organizations across Alberta. Later, at the Awards Dinner we were presented with the 2019 Marketing Award.

Some of the highlights of History Check are:

- Return on Investment continues to grow! Once data is entered it will be there for years to come.
- It's a free download and available on the App Store & Google Play.
- Easy to use – with Alberta Community Menus and Near Me location services.
- Search functions allow uses to find attractions, products, and services.
- Through organic growth businesses, non-profits, and your local history are included - creating a community guide for every area of the province.
- After southern Alberta is added this summer History Check will be a province-wide tourism app (possibly the first to be so large and inclusive).

Your municipality is invited to join others in participating in this exciting opportunity for Alberta tourism, rural economic development, and the heritage industry. To get involved we ask that you review this Council Presentation video, which gives an overview of the cooperative effort of the History Check project (CLICK LINK HERE). Then we are asking that you present it to your Council. I can be available online or by phone to answer any questions that may arise during the Council meeting.

Our financial ask is based on a formula of population plus square kilometres and divided by two. We are open to discussing this figure if you work through an economic development group or have a large population or area that the formula does not support.

Once participation is approved, you will be asked to send us information and GPS locations of your municipal-run attractions and services - any public area that could be of interest to a community guest - so we can upload them to the mobile app.

Contact me if you have any questions, ideas, or for more information about this exciting opportunity.

Sheila Willis

Impact Tourism, History Check App

346 Center Street, Kinuso AB T0G 1K0

T: 780-805-1390

E: info.impacttourism@gmail.com

ImpactTourismLOGO

and

HistoryCheckLOGO

ALBERTA
CULTURE AND TOURISM

Office of the Minister
MLA, Calgary-Cross

REÇU / RECEIVED
05 -03- 20

His Worship Terrance Leslie
Mayor
Town of Sundre
PO Box 420
Sundre AB, T0M 1X0

Dear His Worship Leslie:

As Minister of Culture and Tourism responsible for sport in Alberta, I am pleased to invite your community to submit a bid to host either the 2022 Alberta Winter Games or the 2022 Alberta Summer Games. A brochure with background information and details on how to apply is enclosed.

I encourage your community to strongly consider this invitation and the many benefits that can result from hosting this event. The economic benefits associated with hosting the Alberta Winter or Summer Games, along with the legacy of developing an experienced base of volunteers, has proven to be outstanding. The successful host municipality is offered the opportunity to showcase its community and talents to approximately 3,000 participants from all regions of the province, along with numerous spectators and special guests. Communities with populations of less than 10,000 are encouraged to collaborate with neighbouring communities to submit a joint bid.

The community awarded a 2022 Alberta Games will receive base financial support for operational, cultural, and legacy aspects of the Games. A Guidelines for Communities Bidding to host the 2022 Alberta Winter or Summer Games document is available from the Alberta Sport Connection upon request. In addition, Alberta Sport Connection staff are available to provide assistance in preparing your bid. For more information, please contact Ms. Suzanne Becker at 403-297-2709, toll-free by first dialing 310-0000 or email suzanne.becker@albertasport.ca.

Best regards,

Ricardo Miranda
Minister

Enclosure

227 Legislature Building, Edmonton, Alberta T5K 2B6 Canada Telephone 780-422-3559

Printed on recycled paper

2022 ALBERTA WINTER & SUMMER GAMES

ALBERTA GAMES

FOR BID GUIDELINES

Please contact

Alberta Sport Connection
620 – 615 Macleod Trail SE
Calgary, AB T2G 4T8

T 403.297.2909 **F** 403.297.6669
E suzanne.becker@albertasport.ca

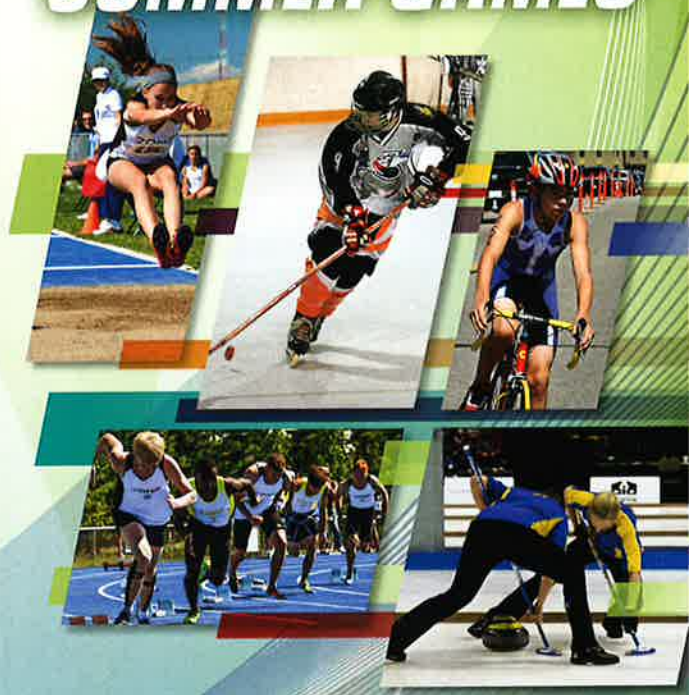
ALBERTA SPORT Connection

www.albertasport.ca

Alberta Government

Alberta Sport Connection supports the delivery of sport programs and services on behalf of the Government of Alberta

2022 ALBERTA WINTER & SUMMER GAMES



ALBERTA SPORT Connection

ALBERTA GAMES

The Honourable

RICARDO MIRANDA

Minister of Culture & Tourism
Responsible for Sport

extends an invitation
to communities in Alberta
to bid to host the

2022 ALBERTA WINTER GAMES
FEBRUARY 2022
&
2022 ALBERTA SUMMER GAMES
JULY 2022

The Alberta Games are a significant amateur sport and cultural event in our province, providing many benefits to both the host community and to the thousands of Albertans who participate at the local, zone and provincial level.

The Alberta Games have been awarded to communities of all sizes, located throughout the province. Interested communities must be capable of feeding and accommodating approximately 3,000 athletes, coaches and technical officials. Municipalities with populations less than 10,000 are encouraged to join together with neighbouring communities to submit a joint bid.

For more information visit www.albertasport.ca

GRANT FUNDING

Operating Grant	$ 300,000
Cultural Grant	$ 70,000
Legacy Grant	$ 50,000
	$ 420,000

IMPORTANT DEADLINES

A letter of interest to host the 2022 Summer Games, together with a letter of support from Municipal or Band council must be received by **April 12, 2019**.

Completed bids must be received by the Alberta Sport Connection no later than **June 3, 2019**.