



Regular Council Meeting
Council Chambers
January 21, 2019
6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing**
3. **Agenda – Amendments and Adoption**
3.1 January 21, 2019 Regular Council Meeting
4. **Adoption of Previous Minutes**
4.1 January 7, 2019 Regular Council Meeting Pg. 1
5. **Delegation**
5.1 Sundre Rodeo & Race Association Pg. 5
6. **Bylaws**
6.1 RFD Bylaw 2019-01 Council Procedural Bylaw Pg. 6
6.1a Report to Council Pg. 7
6.1b Bylaw 2019-01 Council Procedural Bylaw Pg. 11
7. **Old Business**
8. **New Business**
8.1 RFD Request for Discount for Ice Time Pg. 26
8.1a Report to Council Sundre Arena Showers Pg. 27
8.2 RFD SW Rear Lane Traffic Movement Alteration (rear access to Town Office yard) Pg. 29
8.3 RFD Member and Clerk appointment to the Intermunicipal Subdivision & Development Appeal Board Pg. 31
8.4 RFD Request to Waive the Community Centre Rental Fee for the “House calls with the Dean” event in conjunction with FCSS and the Cumming School of Medicine, University of Calgary Pg. 32
8.4a Email request from Greenwood Neighbourhood Place and Community Services Rental Documents Pg. 33
8.5 RFD Scheduling Budget and Spring Workshop Dates Pg. 37
9. **Administration**
9.1 RFD Departmental Reports Pg. 40



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9.1a December 2018 Departmental Reports Pg. 41

10. Municipal Area Partnership (MAP)

11. Council Committee Reports

12. Inquiries Between Councillors or to Administration

13. Council Invitations / Correspondence Pg. 79

13.1 Letter to Minister Shannon Phillips, Cancellation of Sundre Open House Pg. 81

13.2 Letter from Hon. Shaye Anderson, Minister Municipal Affairs Pg. 83

13.3 Minister's Seniors Service Awards Pg. 84

13.4 Parkland Regional Library Board Report – Pat Toone Pg. 92

13.5 Ag for Life Pg 93

13.6 Mountain Rose Women's Shelter Association Pg. 95

13.7 Alberta Order of Excellence Pg. 98

14. In Camera – Notice to Public

15. In Camera

15.1 Advice from Officials, FOIPP Section 24

15.2 Disclosure Harmful to Business Interests of a Third Party, FOIPP Section 16(1)

15.3 Local Public Body Confidences, FOIPP Section 23.1

15.4 Confidential Evaluations, FOIPP Section 19

16. 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
January 7, 2019

The regular meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Monday, January 7, 2019, commencing at 6:00 p.m.

IN ATTENDANCE

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

Staff:

Chief Administrative Officer, L. Nelson
Director of Corporate Services, C. Albert
Manager of Operations, J. Hall
Manager of Community Services, S. Nelson
Special Projects Coordinator/Development Officer – B.A. Fountain

Absent:

M. Marko, Director Planning & Economic Development

Public:

5 Members
2 Members, CBC Press

CALL TO ORDER

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

PUBLIC HEARING

AGENDA – AMENDMENTS AND ADOPTION

Res. No. 01-19-01-07

MOVED by Councillor Wolfe that the Agenda be approved, with the following changes:

Emergent Item: 8.2 Bighorn Initiative (Support for a Letter to Minister Phillips)
Emergent Item: 8.3 Lagoon Emergency / Critical Upgrades
In camera Item: 15.2 Disclosure Harmful to Business Interests of a Third Party, FOIPP Section 16

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

Res. No. 02-19-01-07

MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on December 17, 2018, be approved as presented.

Initials

CARRIED

DELEGATION

Alberta Transportation

Res. No. 03-19-01-07

MOVED by Councillor Preston that the Town of Sundre Council accept the presentation from Alberta Transportation, as information.

CARRIED

BYLAWS

OLD BUSINESS

Round-a-bout Report

Res. No. 04-19-01-07

MOVED by Councillor Funke that the Town of Sundre Council support the extension of the pilot program to the time of the Hwy. 27 Overlay.

CARRIED

Lagoon Report

Res. No. 05-19-01-07

MOVED by Councillor Wolfe that the Town of Sundre Council accept the WQBELS Report (Lagoon Study), as information.

CARRIED

Recess Called:

Mayor Leslie called a recess at 7:10 p.m.

Meeting Resumed:

Mayor Leslie called the meeting back to order at 7:30 p.m.

NEW BUSINESS

Mountain View Senior's Housing – Key Messages

Res. No. 06-19-01-07

MOVED by Councillor Funke that the Town of Sundre Council accept the Mountain View Senior's Housing – Key Messages, as information.

CARRIED

Letter to Minister Phillips – Cancellation of Sundre Bighorn Country Open House January 14, 2019

Res. No. 07-19-01-07

MOVED by Councillor Funke that the Town of Sundre condemns the Provincial 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 dissatisfaction with our belief their consultation process is unsatisfactory and there are too many unanswered questions to proceed with the proposed timeline.

CARRIED

Critical Lagoon Upgrades

Res. No. 08-19-01-07

MOVED by Councillor Funke that the Town of Sundre Council authorize administration to proceed with the upgrades necessary to mitigate imminent failures.

CARRIED

ADMINISTRATION

MUNICIPAL AREA PARTNERSHIP**COUNCIL REPORTS****Mayor Terry Leslie's Report****Res. No. 09-19-01-07**

MOVED by Councillor Dalke to accept Mayor Terry Leslie's Council Report, as information.

CARRIED**INQUIRIES BETWEEN COUNCILLORS OR TO ADMINISTRATION****COUNCIL INVITATIONS / CORRESPONDENCE**

1. *Thank you letter from Hope 4 MVC Kids Society*
2. *Response Letter to Mountain View County, re: Sundre Recycle Centre*
3. *Email from the Beam-Team Club Sundre High School*
4. *Response Letter to Mr. Ray Sharp, re: Local Improvement Tax concerns*

Res. No. 10-19-01-07

MOVED by Councillor Warnock that the Town of Sundre Council accept the correspondence from Hope 4 MVC Kids Society, as information.

CARRIED**Res. No. 11-19-01-07**

MOVED by Councillor Preston that the Town of Sundre Council accept the CAO's correspondence to Mountain View County regarding the Sundre Recycle Centre, as information.

CARRIED**Res. No. 12-19-01-07**

MOVED by Councillor Isaac that the Town of Sundre Council accept the email from the Beam-Team Club Sundre High School, as information.

CARRIED**Res. No. 13-19-01-07**

MOVED by Councillor Funke that the Town of Sundre Council accept the response to Mr. Ray Sharp regarding Local Improvement Tax concerns, as information.

CARRIED**IN CAMERA – Notice to Public**

Mayor Leslie excused all public members at 8:00 p.m., and advised that they are welcome to wait in the lobby to rejoin the council meeting after the In-Camera session concludes.

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

Staff: Ms. Linda Nelson, CAO

Public: No Members

Res. No. 14-19-01-07

MOVED by Councillor Funke that Council go into In-Camera at 8:05 p.m.

CARRIED

IN CAMERA

Topic of In Camera: Confidential Evaluation, FOIPP Section 19
Discloser Harmful to Business Interests of a Third Party,
FOIPP Section 16

Res. No. 15-19-01-07 MOVED by Councillor Wolfe that Council return to open meeting at 8:40 p.m.

CARRIED

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

ADJOURNMENT

Res. No. 16-19-01-07 MOVED by Councillor Dalke being that the agenda matters have been concluded the meeting adjourned at 8:40 p.m.

CARRIED

These Minutes approved this 21st day of January, 2019.

Mayor

Chief Administrative Officer



REQUEST FOR DECISION

COUNCIL DATE: January 21, 2019

SUBJECT: Sundre Rodeo & Race Association

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 5.1

BACKGROUND/PROPOSAL: Council to welcome Sundre Rodeo and Race Association executive members who will provide Council with updates concerning the events and successes from last year, and future plans. Further information forthcoming.

MOTION:

That the Town of Sundre Council accept the presentation from the Sundre Rodeo & Race Association, as information

Date Reviewed: January 16, 2019 CAO: Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE: January 21, 2019

SUBJECT: Bylaw 2019-01 "Procedural Bylaw"

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 6.1

BACKGROUND/PROPOSAL:

Council may establish procedures to be followed by council, council committees and other bodies established by the council, by Bylaw, pursuant to Section 145(b) of the *Municipal Government Act*.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached Report

ALIGNMENT WITH STRATEGIC PLAN

This Bylaw aligns with Goal 1.1 in the Strategic Plan - Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that the Town of Sundre Council approve Bylaw 2019-01 "Procedural Bylaw" as presented.

MOTION:

That the Town of Sundre Council rescind Bylaw No 14.17 and amendments thereto.

That the Town of Sundre Council give First Reading to Bylaw 2019-01 "Procedural Bylaw", being a Bylaw to establish procedures for Council and Council Committee meetings.

That the Town of Sundre Council gives Second Reading to Bylaw 2019-01 "Procedural Bylaw" being a Bylaw to establish procedures for Council and Council Committee meetings.

That the Town of Sundre Council gives Unanimous Consent for Third and Final Reading Bylaw 2019-01 "Procedural Bylaw" being a Bylaw to establish procedures for Council and Council Committee meetings

That the Town of Sundre Council gives Third and Final Reading to Bylaw 2019-01 "Procedural Bylaw" being a Bylaw to establish procedures for Council and Council Committee meetings.

Date Reviewed:

January 14, 2019 CAO: Arlinda Nelson



REPORT TO COUNCIL

COUNCIL DATE **JANUARY 21, 2109**

SUBJECT: **BYLAW #2019-01 COUNCIL PROCEDURAL BYLAW**

REPORT WRITER: **CHIEF ADMINISTRATIVE OFFICER**

BACKGROUND/PROPOSAL:

Council may establish procedures to be followed by council, council committees and other bodies established by the council by Bylaw, pursuant to Section 145(b) of the *Municipal Government Act*.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Bylaw Policy Review Committee have had an opportunity to review a draft of Bylaw 2019-01, and recommended amendments have been incorporated into the final draft before Council this evening.

Bylaw 2019-01 replaces the existing Procedural Bylaw, being Bylaw No 14.17. The most notable revisions are as follows:

2.0 Definitions:

‘Replacing In Camera Meetings with a new 2.6 – Closed Meetings of Council.

Removing Definition Committee of the Whole

Redefining Notice of Motion from *means by which a member of council brings business before council* to read: **means by which a Member of Council brings a matter forward for reconsideration or to alter or rescind a motion already passed at a previous meeting**

3.0 Application, Adding the following:

- 3.3 The Deputy Mayor shall chair council meeting when the Mayor is absent or is unable to act as Mayor and shall have all of the responsibilities of the Mayor under this Bylaw.
- 3.4 In the absence of the Mayor and Deputy Mayor, the next Councillor scheduled to be Deputy Mayor shall have all of the responsibilities of the Mayor under this Bylaw.

- 3.5 Direction to administration by Council shall be by Council as a whole directing the CAO only.
- 3.6 A resignation of a Councillor must be in writing and given to the CAO; the CAO shall report the resignation at the first Council meeting after receiving the resignation.

Inserting a new section 4.0 Deputy Mayor as follows:

4.0 DEPUTY MAYOR

- 4.1 Council shall appoint a Deputy Mayor at the annual organizational meeting to each month of the calendar year to act as Mayor in the absence or incapacity of the Mayor.
- 4.2 Council can by resolution make changes to the Deputy Mayor schedule.

Adding the following under 5.0 Organizations Meetings:

- 5.5 Appointments to the Deputy Mayor position shall be for a total of 8 (eight) months per Council member, rotation to be determined at the first Organizational meeting of each term of Council. If a member chooses to forfeit, another member may be assigned by vote of Council.

Amending 6.0 Regular Meetings of Council from 3 meetings to 2 meetings as follows:

- 6.1 Council shall hold no less than **two (2)** Regular Council meetings per month.
- 6.3 **Regular Meetings of Council shall be held every second Monday. Where the Monday falls on a Statutory Holiday, the meeting shall be held on the Tuesday following the Statutory Holiday Monday.**

Adding the following to Section 10.0 Agenda:

- 10.5 Council Members shall present matters for consideration on the Agenda by submitting a Written notice to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held. The written notice shall describe the matter to be brought forward and include the proposed motion.
- 10.6 Council Members wishing to make an "Inquiry for Answer" at a Regular Meeting shall submit a written notice to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held.
- 10.7 The subject matter of an inquiry is not debatable until the reply to the inquiry has been made or presented to Council.
- 10.8 No item shall be added to the agenda at the Regular Meeting unless it is of an urgent nature, and the item shall be:
 - (a) accompanied by a brief explanation from the staff member or Member of Council indicating the reasons for, and the degree of urgency of the item in accordance with section 25;
 - (b) provided to the CAO prior to the commencement of the meeting; and
 - (c) approved by a majority vote of Council.

Adding the following to Section 11.0 Communications:

- (c) place a copy of the communication in each members' mailbox.

Adding the following to Section 14.0 Quorum:

- 14.5 Pursuant to the *Municipal Government Act*, Councillors are to attend and participate in Council meetings, Council Committee meetings, and any other workshop or meeting determined by Council.
- 14.6 If a Councillor is unable to attend a Council meeting, Council Committee meetings, and any other workshop or meeting determined by Council, notice of the absence shall be given to the CAO prior to the meeting commencing.

Inserting a new section 16.0 Cancellation of Meetings as follows:

- 16.1 Council meetings may be cancelled:
 - (a) by a majority of Council at a previous meeting, or
 - (b) with the written consent of a majority, provided twenty-four (24) hours' notice is provided to Council and the public; or
 - (c) with the written notice or oral consent of two thirds 2/3 of Council if 24 hours' notice is not provided to the public.
- 16.2 Special Council meetings may be cancelled:
 - (a) by the Mayor if twenty-four (24) hours written notice is provided to Council and the public
 - (b) by the Mayor with the written notice or oral consent of two thirds 2/3 of Council if 24 hours' notice is not provided to the public

Amending 17.0 Minutes of Council as follows:

- 17.1 The chief administrative officer shall ensure that:
 - 17.1.1 minutes of each council meeting:
 - (a) are recorded in the English language without note or comment,
 - (b) include the names of the Councillors present at the council meeting,
 - (c) are given to council for adoption at a subsequent council meeting, and
 - (d) are recorded in the manner and to the extent required under section 230(6) of the *Municipal Government Act* when a public hearing is held.

Sections 18 to 24 have been amended by moving Clauses within each section.

Adding the following to Section 20.0 Debate on Motions:

- 20.2 The Presiding Officer shall ask the mover of the motion to speak first.
- 20.3 The Presiding Officer shall ask for those in favor of the motion to speak.
- 20.4 The Presiding Officer shall ask for those opposed to the motion to speak.
- 20.5 The Presiding Officer shall have opportunity to speak to the motion once all members have had opportunity to speak.

Section 28 Notice of Motion has been removed and addressed in Bylaw 2019-01 clauses 10.5 and 10.6

Section 30.0 has been removed and addressed in Bylaw 2019-01 clauses 10.6 and 10.8

CONCLUSION

This Bylaw is a combination of Housekeeping items for a more streamlined procedural process and amendments to ensure compliance with the amended *Municipal Government Act*, and aligns with Goal 1.1 in the Strategic Plan - Improve communication and transparency with our stakeholders.

RECOMMENDED ACTION

This Bylaw has been revised to follow a logical order, modernize language and address items recommended in the Municipal Accountability Review. Administration is recommending all three Readings to Bylaw 2019-01.

MOTION:

That Council rescind Bylaw No 14.17 and amendments thereto.

That the Town of Sundre Council give First Reading to Bylaw 2019-01 "Procedural Bylaw", being a Bylaw to establish procedures for Council and Council Committee meetings.

That the Town of Sundre Council gives Second Reading to Bylaw 2019-01 "Procedural Bylaw" being a Bylaw to establish procedures for Council and Council Committee meetings.

That the Town of Sundre Council gives Unanimous Consent for Third and Final Reading Bylaw 2019-01 "Procedural Bylaw" being a Bylaw to establish procedures for Council and Council Committee meetings

That the Town of Sundre Council gives Third and Final Reading to Bylaw 2019-01 "Procedural Bylaw" being a Bylaw to establish procedures for Council and Council Committee meetings.

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

Date Reviewed:

January 14, 2019 CAO: Linda Nelson

**TOWN OF SUNDRE
BYLAW NO. 2019-01**

BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO PROVIDE GUIDELINES TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS

WHEREAS, pursuant to the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended or replaced from time to time, the Council of the Town of Sundre may pass a bylaw respecting the procedures to be followed by Council;

AND WHEREAS, Council of the Town of Sundre deems it necessary to pass a bylaw establishing a procedures bylaw;

NOW THEREFORE COUNCIL OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED ENACTS AS FOLLOWS:

1.0 This bylaw shall be known as and may be cited as the "Procedural Bylaw".

2.0 **DEFINITIONS**

In this bylaw, unless the context otherwise requires:

- 2.1 **'ACT'** means the *Municipal Government Act, R.S.A. 2000, Chapter M-26*, as amended, and can be referred to as the *MGA*.
- 2.2 **'AGENDA'** means the list and order of business items for any meeting of Council, or Committees.
- 2.3 **'BYLAW'** means a bylaw of the Town.
- 2.4 **'CAO'** means the Chief Administrative Officer within the meaning of the *Municipal Government Act*.
- 2.5 **'CHAIRPERSON'** means the Member of a Committee elected by the Members, or appointed by Council, to preside at all meetings of the Committee.
- 2.6 **'CLOSED MEETING OF COUNCIL'** means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public.
- 2.7 **'COUNCIL'** means the Mayor and Councillors of the Town of Sundre.
- 2.8 **'COUNCIL COMMITTEE'** means a committee, board or other body established by council under the *Municipal Government Act*; but does not include an Assessment Review Board established under Section 454 or a Subdivision and Development Appeal Board established under Section 627.
- 2.9 **'COUNCIL MEETING'** means (a) where used in reference to a council, means a meeting under Section 193, or 194 of the *Municipal Government Act*, or (b) where used in reference to a council committee, means a meeting under Section 195 of the *Municipal Government Act*.

- 2.10 **'DELEGATION'** means a person or group of persons wishing to appear before the Council to address a specific matter.
- 2.11 **'DEPUTY MAYOR'** means the Member of Council appointed pursuant to this bylaw to act as Mayor in the absence or incapacity of the Mayor.
- 2.12 **'ELECTRONIC OR OTHER COMMUNICATION FACILITIES'** means that members of Council may attend a Council or Committee meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means of technology advances.
- 2.13 **'EX-OFFICIO'** means membership by virtue of one's office.
- 2.14 **'MAYOR'** means the Member of Council duly elected Chief Elected Official and continuing to hold office, and is the presiding officer at all meetings of Council.
- 2.15 **'MEMBER'** means a Member of Council duly elected and continuing to hold office.
- 2.16 **'NOTICE OF MOTION'** means by which a Member of Council brings a matter forward for reconsideration or to alter or rescind a motion already passed at a previous meeting.
- 2.17 **'POINT OF INFORMATION'** means a request or statement directed to the Presiding Officer, or through the Chairperson to another Member or to Administration, for or about information relevant to the business at hand, but not related to a Point of Order or Point of Privilege.
- 2.18 **'POINT OF ORDER'** means the raising of a question by a Member with the view of calling attention to any departure from this bylaw or the customary proceedings in debate or in the conduct of Council's business.
- 2.19 **'PRESIDING OFFICER'** means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor, any other Member of Council chosen to preside at the meeting.
- 2.20 **'PUBLIC HEARING'** means a meeting of Council convened to hear matters pursuant to the Act.
- 2.21 **'QUORUM'** means a majority of Members of Council as prescribed in the Act.
- 2.22 **'SPECIAL COUNCIL MEETING'** means a meeting called by the Mayor or a majority of Council pursuant to the Act.
- 2.23 **'TOWN'** means the Corporation or the Town of Sundre.

3.0 **APPLICATION**

- 3.1 This bylaw applies to all meetings of Council.
- 3.2 The precedence of the rules governing the procedure of Council is:
 - (a) the *Municipal Government Act*,
 - (b) other provincial legislation,
 - (c) this Bylaw,
 - (d) Bourinot's Rules of Order.

- 3.3 The Deputy Mayor shall chair council meeting when the Mayor is absent or is unable to act as Mayor and shall have all of the responsibilities of the Mayor under this Bylaw.
- 3.4 In the absence of the Mayor and Deputy Mayor, the next Councillor scheduled to be Deputy Mayor shall have all of the responsibilities of the Mayor under this Bylaw.
- 3.5 Direction to administration by Council shall be by Council as a whole directing the CAO only.
- 3.6 A resignation of a Councillor must be in writing and given to the CAO; the CAO shall report the resignation at the first Council meeting after receiving the resignation.

4.0 DEPUTY MAYOR

- 4.1 Council shall appoint a Deputy Mayor at the annual organizational meeting to each month of the calendar year to act as Mayor in the absence or incapacity of the Mayor.
- 4.2 Council can by resolution make changes to the Deputy Mayor schedule.

5.0 ORGANIZATIONAL MEETING

- 5.1 Council shall hold an Organizational Meeting annually, not later than two weeks after the third Monday in October.
- 5.2 The Mayor and each Councillor shall take the prescribed Oath of Office as the first order of business at the first Organizational Meeting following the date of the general election.
- 5.3 Until the Mayor has taken the Oath of Office, the CAO shall chair the Organizational Meeting.
- 5.4 The CAO shall set the time and place for the Organizational Meeting. The business of the meeting being limited to:
 - (a) Oath of Office,
 - (b) Assignment of Seating,
 - (c) Deputy Mayor Appointment,
 - (d) Signing Authority,
 - (e) Schedule of Meetings, and
 - (f) Council Committee Appointments
- 5.5 Appointments to the Deputy Mayor position shall be for a total of 8 (eight) months per Council member, rotation to be determined at the first Organizational meeting of each term of Council. If a member chooses to forfeit, another member may be assigned by vote of Council.
- 5.6 Appointments of Council Members to Committees shall be for a term of one (1) year. Councillors may be appointed to the same committee at the annual organizational meeting.

6.0 REGULAR MEETINGS OF COUNCIL

- 6.1 Council shall hold no less than two (2) Regular Council meetings per month.
- 6.2 Regular Meetings of Council shall be held in the Town of Sundre Council Chambers at the municipal office unless notice is given in accordance with the Act that the Regular Meeting will be held elsewhere in the community.

- 6.3 Regular Meetings of Council shall be held every second Monday. Where the Monday falls on a Statutory Holiday, the meeting shall be held on the Tuesday following the Statutory Holiday Monday.
- 6.4 Regular Meetings of Council shall commence at 6:00 pm.
- 6.5 In accordance with the *Municipal Government Act*, all Regular Council meetings will be advertised.
- 6.6 A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest, abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.

7.0 **SPECIAL COUNCIL MEETINGS**

- 7.1 Special Council Meetings may be called by the Mayor or a majority of Council, and notice of such Special Meetings shall be given in accordance with the provisions of the Act.
- 7.2 The Chief Elected Official:
 - (a) may call a special council meeting whenever the official considers it appropriate to do so, and;
 - (b) must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the councillors.

A special council meeting called under subsection 194(1)(b) of the *MGA* must be held within 14 days after the date that the chief elected official receives the request.

The chief elected official may call a special council meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.

A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting, and the council agrees to deal with the matter in question.

8.0 **PUBLIC HEARINGS**

All Public Hearings shall be convened as follows:

- 8.1 "Adjourn" used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.
- 8.2 "Close" used in relation to a Public Hearing, means to terminate the Public Hearing.
- 8.3 At the commencement of a Public Hearing, the Chairperson shall:
 - 8.3.1 state the matter to be considered at the hearing;
 - 8.3.2 inform those present of the procedure, which shall be followed in hearing the respective submissions;
 - 8.3.3 ask the Chief Administrative Officer if the Public Hearing has been advertised in accordance with the Act;
 - 8.3.4 request that administrative staff present a report on the issue at hand;

- 8.3.5 request that the Development Authority provide their position on the proposed bylaw; and
 - 8.3.6 allow the applicant, and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council member, unless granted a time extension by Council.
- 8.4 Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak in the following order:
- 8.4.1 the Chairperson will call on each person who is in favour of the proposal before Council and has filed a submission in writing;
 - 8.4.2 the Chairperson will call on each person who is in favour of the proposal but has failed to make a written submission, and has indicated to the CAO prior to commencement of the hearing that he or she wishes to make an oral presentation;
 - 8.4.3 the Chairperson will call on each person who is opposed to the proposal before Council and has filed a submission in writing;
 - 8.4.4 the Chairperson will call on each person who is opposed to the proposal and has failed to make a written submission, and has indicated to the CAO prior to the commencement of the hearing that he or she wishes to make an oral presentation.
- 8.5 If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
- 8.5.1 be in legible writing;
 - 8.5.2 name the individual authorized to speak;
 - 8.5.3 indicate the proposed bylaw to be spoken to; and
 - 8.5.4 be signed by the person giving the authorization.
- 8.6 The authorized speaker must state the name of the person that the speaker represents and provide written authorization to the Chief Administrative Officer.
- 8.7 No person representing an individual shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him/her by a Council Member, unless granted a time extension by the majority of Council.
- 8.8 No person representing a group shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him or her by a Council Member, unless granted a time extension by the majority of Council.
- 8.9 The Chairperson will allow staff to make closing comments.
- 8.10 If there is more than one Public Hearing on the Agenda, the Chairperson shall adjourn or close one Public Hearing before opening another Public Hearing.
- 8.11 A Public Hearing may be adjourned if Council requires further information in order to make an informed decision on the bylaw. If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.
- 8.12 If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.

9.0 **CLOSED MEETING OF COUNCIL (In Camera)**

- 9.1 The *Act* permits Council or Committee to close all or part of the meeting to the public if a matter to be discussed is, of a class prescribed or otherwise described in the regulations.
- 9.2 When a "Closed Meeting" is held, no Motion or Bylaw may be passed except a Motion to revert to a meeting held in public.
- 9.3 For the purposes of the *Act*, a meeting or part of a meeting is considered to be closed to the public if:
 - 8.3.1 any members if the public are not permitted to attend the entire meeting or part of the meeting,
 - 8.3.2 the council, committee or other body holding the meeting instructs any member of the public to leave the meeting or part of the meeting, other than for improper conduct, or
 - 8.3.3 the council, committee or other body holding the meeting holds any discussions separate from the public during the meeting or part of the meeting.
- 9.4 Before closing all or any part of a meeting to the public, a council or council committee must by Motion approve:
 - 8.4.1 the part of the meeting that is to be closed, and
 - 8.4.2 the basis on which, under an exception to disclosure in Division 2 or Part 1 of the *Freedom of Information and Protection of Privacy Act* or under the regulations, the part of the meeting is to be closed.
- 9.5 After the closed meeting discussions are completed, any members of the public, who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.
- 9.6 A Subdivision Authority, Development Authority or Subdivision and Development Appeal Board established under Part 17 of the *Act* may deliberate and make its decision in a meeting closed to the public.
- 8.7 Where a council or council committee closes all of part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.
- 9.8 Members participating in the meeting through Electronic or other Communication Facility are not permitted to participate in Closed Meetings of Council.

10.0 **AGENDA**

- 10.1 The Agenda shall list the items and order of business for the meeting,
- 10.2 The CAO shall prepare the Agenda and shall ensure copies of the Agenda are available no later than 4:30 p.m. on the Friday prior to the Monday Council meeting, however, normal practice shall be to ensure copies are available on the Thursday prior to the Monday Council meeting.
- 10.3 Copies of the Agenda shall be provided to the following:
 - (a) members of Council,
 - (b) representatives of the local news media,
 - (c) all staff who are entitled to receive copies, and
 - (d) published on the Town website.

- 10.4 All submissions for the Agenda of all Regular Meetings of Council shall be received by the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held.
- 10.5 Council Members shall present matters for consideration on the Agenda by submitting a Written notice to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held. The written notice shall describe the matter to be brought forward and include the proposed motion.
- 10.6 Council Members wishing to make an "Inquiry for Answer" at a Regular Meeting shall submit a written notice to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held.
- 10.7 The subject matter of an inquiry is not debatable until the reply to the inquiry has been made or presented to Council.
- 10.8 No item shall be added to the agenda at the Regular Meeting unless it is of an urgent nature, and the item shall be:
 - (a) accompanied by a brief explanation from the staff member or Member of Council indicating the reasons for, and the degree of urgency of the item in accordance with section 25;
 - (b) provided to the CAO prior to the commencement of the meeting; and
 - (c) approved by a majority vote of Council.

11.0 **COMMUNICATIONS**

- 11.1 A person wishing to have any matter considered by Council, a letter or other communication shall be addressed to the CAO, and/or Mayor and Council, and the letter or communication shall:
 - (a) be printed, typewritten or legibly written,
 - (b) clearly set out the matter at issue and the request made of Council,
 - (c) be signed by the writer, and include the printed name and address of the writer,
 - (d) be submitted to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held. The CAO will have the discretion to bring forward items submitted late that may be of an emergent nature.
- 11.2 On receipt of a communication for Council the CAO, may:
 - (a) include it as an item on the Agenda for the next Regular Meeting of Council, in full or in summary form, as deemed appropriate, or
 - (b) refer the matter to a staff member for response prior to providing the communication or letter to Council, or
 - (c) place a copy of the communication in each members' mailbox.

12.0 **DELEGATIONS**

- 12.1 A member wishing to appear before Council, individually or as a group, must make a written submission to the CAO to arrive no later than Noon (12:00 p.m.) on the Wednesday immediately prior to the Council meeting.
- 12.2 Delegations are scheduled at the discretion of the CAO, subject to:
 - (a) the volume of material on any given agenda;
 - (b) the number of requests for a specific meeting date and urgency of request; or
 - (c) subject matter.

- 12.3 The written submission will indicate the following information:
- (a) complete name of the presenter(s) and contact information (ie. mailing address, e-mail, telephone/fax number) and organization they are representing (if applicable);
 - (b) nature and purpose of the delegation and the material to be covered/presented; and
 - (c) any PowerPoint presentation or other material to be used or presented at the meeting.
- 12.4 Presentations will be directed to the Chair and will be limited to fifteen (15) minutes. Council may extend the time limits as necessary.
- 12.5 Information presented by the delegation will be restricted to the topic noted in the written submission and recorded on the meeting agenda.
- 12.6 Subsequent deputations from the same individual/group concerning a topic on which they have previously presented or spoken will not be permitted unless there is significant new information to be brought forward.
- 12.7 Delegations will not be heard regarding matters involving current or pending litigation, insurance claims, matters beyond the jurisdiction of Council, or Municipal Freedom of Information and Protection of Privacy issues.
- 12.8 Delegations will not be permitted to speak regarding topics that will be the subject of an upcoming public meeting pursuant to the *Municipal Government Act*, unless exceptional circumstances apply which have been reviewed and approved by Council. Persons wishing to speak about such matters are requested to present their concerns and opinions at the scheduled public meeting where their comments can be considered along with all other submissions.

13.0 **ORDER OF BUSINESS AT MEETINGS**

- 13.1 The normal order of business for the regular meeting of Council shall be as follows:
- (a) Call to Order,
 - (b) Public Hearing (If Required),
 - (c) Agenda - Amendments and Adoption,
 - (d) Adoption of Previous Minutes,
 - (e) Delegations
 - (f) Bylaws,
 - (g) Old Business,
 - (h) New Business,
 - (i) Administration,
 - (k) MAP
 - (l) Council Committee Reports (Second meeting of each month)
 - (m) Correspondence
 - (n) Closed Meeting (If Required),
 - (o) Adjournment
- 13.2 When a change in the order of business is desired, Council may do so by resolution but shall not delete any portion of the business that has been set out in the Council Agenda without the approval of the majority of Council.

14.0 **QUORUM**

- 14.1 When a quorum is present at the time set for commencement of a Council meeting, the Presiding Officer shall call the meeting to order.
- 14.2 If there is a quorum present at the time set for commencement of a meeting, but the Mayor, and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.
- 14.3 If a quorum is not constituted within fifteen minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the Members present and adjourn the meeting.
- 14.4 If a Council meeting is adjourned for:
 - (a) failure to constitute a quorum, or
 - (b) due to loss of quorum as a result of a Member leaving the meeting; the Agenda delivered for that Council meeting shall be considered at the next Regular Meeting of Council unless a Special Meeting is conducted to complete such business.
- 14.5 Pursuant to the *Municipal Government Act*, Councillors are to attend and participate in Council meetings, Council Committee meetings, and any other workshop or meeting determined by Council.
- 14.6 If a Councillor is unable to attend a Council meeting, Council Committee meetings, and any other workshop or meeting determined by Council, notice of the absence shall be given to the CAO prior to the meeting commencing.

15.0 **ADJOURNMENT**

- 15.1 A Council meeting shall adjourn no later than 11:00 p.m., unless a two-thirds majority of Members present agree to an extension of the meeting beyond 11:00 p.m. by resolution.
- 15.2 A Member may move a motion to adjourn a Meeting at any time, except when:
 - (a) another Member has the floor,
 - (b) a call for a vote has been made,
 - (c) the Members are voting, or
 - (e) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.
- 15.3 A motion to adjourn shall be put without comment or debate.

16.0 **CANCELLATION OF MEETINGS**

- 16.1 Council meetings may be cancelled:
 - (a) by a majority of Council at a previous meeting, or
 - (b) with the written consent of a majority, provided twenty-four (24) hours' notice is provided to Council and the public; or
 - (c) with the written notice or oral consent of two thirds 2/3 of Council if 24 hours' notice is not provided to the public.
- 16.2 Special Council meetings may be cancelled:
 - (a) by the Mayor if twenty-four (24) hours written notice is provided to Council and the public
 - (b) by the Mayor with the written notice or oral consent of two thirds 2/3 of Council if 24 hours' notice is not provided to the public

17.0 MINUTES OF COUNCIL

- 17.1 The chief administrative officer shall ensure that:
- 17.1.1 minutes of each council meeting:
- (a) are recorded in the English language without note or comment,
 - (b) include the names of the Councillors present at the council meeting,
 - (c) are given to council for adoption at a subsequent council meeting, and
 - (d) are recorded in the manner and to the extent required under section 230(6) of the *Municipal Government Act* when a public hearing is held.
- 17.2 The Presiding Officer shall present the Minutes to Council with a request for a motion to confirm the Minutes.
- 17.3 Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.
- 17.4 Minor changes may be made to the Minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.
- 17.5 No Member may introduce any extraneous evidence to support a challenge to the accuracy of the Minutes unless the evidence has been compiled or made under the direction or control of the CAO.
- 17.6 If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the CAO before Council has officially confirmed the Minutes.

18.0 CONTROLS AND CONDUCT OF COUNCIL MEETINGS

- 18.1 Council shall hold its meetings openly and no person shall be excluded, except as prescribed in the *Act*.
- 18.2 Except as specifically provided elsewhere in this Bylaw, every substantive motion shall be debatable by Council.
- 18.3 A motion may be withdrawn at any time before voting, subject to there being no objection from any members of Council.
- 18.4 When a motion has been made and is being considered, no Member may make any other motion except to:
- (a) amend the motion,
 - (b) refer the main motion to some other group for consideration,
 - (c) postpone the main motion to a specified meeting date, or
 - (d) recess the Meeting.
- 18.5 Except as specifically provided elsewhere in this Bylaw, after a motion has been made, a Member may with the consent of Council, change the wording of the motion or agree to a change proposed by another Member if the change does not alter the intention of the motion, and the motion is changed at the same meeting.
- 18.6 The following motions shall not be debatable by Council:
- (a) Adjournment
 - (b) Request for recess

- (c) Point of Order
 - (d) Referral Motion
 - (e) Table the Matter to Another Meeting
- 18.7 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately.
- 18.8 A motion shall be worded in a concise, unambiguous and complete form appropriate to its purpose.
- 18.9 Members of the public gallery during a Council meeting:
- (a) shall not address Council unless included on the agenda as a delegation, unless authorized by the Chair,
 - (b) shall maintain order and quiet, and
 - (c) shall not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.
- 18.10 The Presiding Officer may, in accordance with the *Act*, expel and exclude any person who creates a disturbance or acts improperly at which point the Council meeting shall be recessed. The meeting shall be reconvened at the discretion of the chair.
- 18.11 When a Member wishes to speak at a Council meeting they shall obtain the approval of the Presiding Officer before doing so.
- 18.12 When a Member is addressing the Presiding Officer every other Member shall:
- (a) remain quiet and seated,
 - (b) not interrupt the speaker except on a Point of Order, and
 - (c) not carry on a private conversation.
- 18.13 When a Member is addressing Council the Member shall:
- (a) not speak disrespectfully of other Members,
 - (b) not shout, raise his/her voice or use offensive language, and
 - (c) not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members who voted on the motion, or the mover of the motion.
- 18.14 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress they shall notify the Chair, and shall rise, and the time of leaving and returning shall be recorded in the minutes.
- 18.15 No member shall, subject to the *Act*, leave the Council Chamber after a question is put to a vote until the vote is taken.
- 18.16 When a Member wishes to challenge the ruling of the Presiding Officer, the motion, "That the decision of the Presiding Officer be overruled" shall be made, and the question shall be put immediately without debate.
- 18.17 The Presiding Officer shall accept the vote of the majority of the Members present, and the names of the Members voting shall be recorded in the Minutes.
- 19.0 **POINT OF INFORMATION, ORDER, AND PROCEDURE**
- 19.1 When any Point of Order, Point of Information or Point of Procedure arises, it shall be immediately taken into consideration by the Presiding Officer.

- 19.2 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the CAO or the Council.
- 19.3 When the Presiding Officer is called upon to decide a Point of Order or to answer a Point of Procedure, the point shall be stated without unnecessary comment, and the Presiding Officer shall state the rule or authority applicable in the case.
- 19.4 When the Presiding Officer is of the opinion that any motion is contrary to the rules of Council, they shall advise the Members immediately and quote the rule or authority applicable and no argument or comment shall be permitted.

20.0 DEBATE ON MOTIONS

- 20.1 Prior to requesting that a motion be made, the Presiding Officer shall have an opportunity to ask a question, or questions, to clarify any item being presented to Council.
- 20.2 The Presiding Officer shall ask the mover of the motion to speak first.
- 20.3 The Presiding Officer shall ask for those in favor of the motion to speak.
- 20.4 The Presiding Officer shall ask for those opposed to the motion to speak.
- 20.5 The Presiding Officer shall have opportunity to speak to the motion once all members have had opportunity to speak.
- 20.6 When the Presiding Officer has closed debate, the Presiding Officer shall declare the motion and ask for a vote.
- 207 When the motion has been declared, no Member shall debate further on the motion or speak, except to request that the motion be read aloud.

21.0 POSTPONING AND REFERRING MOTIONS

- 21.1 A motion to postpone any matter shall include in the motion:
 - (a) a specific time to which the matter is postponed, or
 - (b) provision that the matter is to be postponed indefinitely.
- 21.2 A motion to postpone a matter is amendable and debatable.
- 21.3 Any matter that has been postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.
- 21.4 When dealing with subject matters where a Committee has been appointed for that purpose, or the CAO would normally deal with such matters, Council may, without amendment or debate, refer the question to the appropriate body.
- 21.5 A Member who is moving a referral motion shall be required to include in the motion:
 - (a) the terms on which the motion is being referred,
 - (b) the time when the matter is to be returned, and
 - (c) whatever explanation is necessary as to the purpose of the motion.

22.0 VOTING ON MOTIONS

- 22.1 When this Bylaw requires that a motion be made, a Bylaw be passed, or any other action be taken by a vote of a simple majority of Council the requirements shall be interpreted as meaning such majority, fraction or total of the Members who are present, provided the *Act*, or some other relevant statute does not specify differently.
- 22.2 A motion shall be declared lost when it:

- (a) does not receive the required number of votes; or
- (b) receives an equal division of votes,
- 22.3 Each Member present shall vote on every motion as prescribed by the Act, unless the Act or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the minutes.
- 22.4 The CAO shall record the names of those who vote against a motion in the Minutes.
- 22.5 A Member shall not vote on a matter if they are absent from the Council Chambers when the vote is called.
- 22.6 No Member shall change his or her vote on a motion without the unanimous consent of the other Members present.
- 22.7 When this Bylaw or any other Bylaws, regulations or other enactments require a majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required.
- 22.8 It is only necessary for each Member to vote separately on a recorded vote. In every other case, the decision of Council may be expressed by a show of hands.

23.0 **NOTICE OF MOTION TO RECONSIDER, ALTER, OR RESCIND A MOTION**

- 23.1 A member wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting that does not appear on the agenda, shall bring the matter forward by notice of motion. The Notice of Motion shall:
 - (a) be considered at the regular council meeting preceding the meeting at which the reconsideration of the matter is being requested;
 - (b) specify the meeting proposed to bring the matter for reconsideration;
 - (c) indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.
- 23.3 Notwithstanding the other provisions of this section, no motion made, or action taken may be reconsidered unless:
 - (a) it is a motion made or an action taken at a meeting held six months or more before its reconsideration; or
 - (b) approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by a two thirds (2/3) vote of Council prior to reconsideration;
- 23.4 A Member of the prevailing side may move to reconsider a matter considered at the same meeting if a majority of the Members vote for reconsideration.
- 23.5 Where Council has passed a motion which creates a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the original liability or obligation.
- 23.6 All votes on motions to reconsider or rescind shall be recorded.

24.0 **BYLAWS**

- 24.1 When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.
- 24.2 The CAO shall copy the Bylaw in full and forward it with the Agenda.

- 24.3 Every Bylaw shall have three distinct and separate readings. Only the title and identifying number must be read at each reading.
- 24.4 A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.
- 24.5 Council shall vote on the motion for first reading of a Bylaw without amendment or debate.
- 24.6 A Bylaw shall be introduced for second reading by a motion that it be read a second time.
- 24.7 After a Member has made a motion for second reading of a Bylaw, Council may:
 - (a) debate the substance of the Bylaw, and
 - (b) propose and consider amendments to the Bylaw.
- 24.8 A Bylaw shall not be given more than two readings at one Meeting unless the Members present unanimously agree that the Bylaw may be presented to Council for third reading.
- 24.9 When Council unanimously agrees that a Bylaw may be presented for third reading:
 - (a) a motion for third reading of the Bylaw shall be made,
 - (b) Council shall vote on the motion without amendment or debate,
 - (c) the third reading requires no greater majority of affirmative votes than if it had received third reading at a subsequent Meeting.
- 24.10 A Bylaw shall be passed when a majority of the Members voting on third reading vote in favor, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.
- 24.11 In conformance with the Act:
 - (a) if a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded, and
 - (b) if a Bylaw is defeated on second or third reading the previous readings are deemed to have been rescinded.

25.0 **URGENT BUSINESS**

- 25.1 A motion to bring a matter before Council as urgent business is business which meets the following criteria:
 - (a) the matter proposed for discussion must relate to a genuine emergency, and call for immediate and urgent consideration,
 - (b) the matter shall not involve discussion of an item that has been discussed previously in the same meeting, and
 - (c) the matter shall not be one which should be dealt with by giving written notice,

26.0 **RECESS**

- 26.1 Any Councillor may move that Council recess for a specific period.
- 26.2 A motion to recess must not be used to interrupt a speaker.
- 26.3 After the recess, business will be resumed at the point when it was interrupted.

27.0 **ATTENDANCE OF MEETINGS THROUGH ELECTRONIC OR OTHER COMMUNICATION FACILITIES**

- 27.1 Pursuant to the *Municipal Government Act* a meeting of Council or Committee may be conducted by means of electronic or other communication facilities if:

- (a) Notice is given to the public of the meeting, including the way in which it is to be conducted;
- (b) The facilities enable the public to watch and/or listen to the meeting at the place specified in the notice and the CAO is in attendance at that place; and
- (c) The facilities enable all the meeting's participants to watch and/or hear each other.

This Bylaw shall come into full force and effect upon approval by resolution of Council.

Bylaw No 14.17 and amendments thereto are hereby repealed.

Read for a first time on this day of ; Motion .

Read for the second time on this day of ; Motion

Received Unanimous Consent for third Reading this day of ; Motion

Read for the third time on this day of ; Motion.

Mayor

Chief Administrative Officer



REQUEST FOR DECISION

COUNCIL DATE: January 21, 2019

SUBJECT: Sundre Arena Showers

ORIGINATING DEPARTMENT: Community Services

AGENDA ITEM: 8.1

BACKGROUND/PROPOSAL:

The Ladies Hockey Team "Shooters" are requesting a discount on their ice rental fees, based on the fact that there was no hot water for the months of October, November and December.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached Letter and Report

ALIGNMENT WITH STRATEGIC PLAN

N/A

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that the Town of Sundre Council approve that there be a discount to the Ladies Hockey Team "Shooters" a proportionate rate to ice time versus shower time, and to all other groups who use the showers, discounted a proportionate rate to ice time versus shower time also.

MOTION:

That Council approve a discount to all user groups proportionate to their individual ice schedules, in an amount not to exceed \$ 3,260.00, to be disbursed accordingly.

That Council accept the request as information.

Date Reviewed:

January 16, 2019

CAO:

Linda Neb~



COUNCIL DATE: January 21st, 2019

SUBJECT: Sundre Arena Showers

REPORT WRITER: Sue Nelson, Community Services Manager

BACKGROUND/PROPOSAL:

The Ladies Hockey Team "Shooters" are requesting a discount on their ice rental fees, based on the fact that there was no hot water for the months of October, November and December.

The supply of hot water to the dressing room showers has been an issue for a number of years. At times the water is too hot, or there is no hot water at all. This issue has been ongoing since the addition was built in the Seventy's. The mixing valve has been replaced numerous times over the years, and it did work for a while, but with our hard water it continues to be an ongoing issue.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

On October 13, 2019, we received an email from a user group in regards to the showers being cold, so we called in a plumber to fix the problem. The plumber worked on the mixing valve, which we anticipated would provide a temporary fix, however it did not work.

We received another email on October 21st stating that the showers still did not have hot water. We had the plumber come again to discuss options. We asked for a quote on costs to fix the problem, in accordance with Town Policy. We responded to the email concern, stating that we were waiting for a quote and were working towards a solution.

On November 2nd we received another email regarding the showers. We replied and explained the process we were following to fix the problem. We also explained that we were still waiting on a quote. We received the quote on the 6th of November, and at that time authorized the plumber to proceed with repairs. We were informed that they had to order parts and supplies, that that repairs would be complete by the end of November. We emailed all the user groups and informed them that the work was scheduled to be complete by the end of November.

We received another email Nov. 13th, requesting a response on the issue with the hot water. We responded again that the work was scheduled to be completed by the end of November. We were finally able to speak to the plumber on Nov. 27th asking for a status update. He informed us that he was still waiting for parts and during that time had an emergent issue come up with another customer that took priority, so the work would not be complete until the following week.

Around December 12th we received confirmation from the plumber on a date for repairs. We were informed that the job would take 2 days to complete. The date was set for December 26th & 27th, as we only had sticks & pucks and public skating scheduled, so we were able to put them in the Refs room, as the dressing rooms would not be available for the 2 days.

CONCLUSION:

The lack of hot water in the dressing room showers has been an on/off problem over the past several years. We have completed several troubleshooting fixes over the years, but the fixes never lasted. We have discussed various options with the plumber, and hoped we could solve the problem. December 26 and 27, 2018, we closed public access to the dressing rooms and the plumber proceeded with the repair. The showers were tested and there was hot water; the next test would be when users used the showers in the various dressing rooms at the same time. Since the repair, reports have been positive and there is hot water in the showers. Communication with users was not always done by email or in writing; at times it was in person or by phone with staff.

RECOMMENDED ACTION:

Community Service Department recommends that the groups who use showers be discounted a proportionate rate to ice time versus shower time. In the case of the Sundre Shooters Ladies Hockey Team, the total time the facility is used per rental is 2.5 hour; .5 prior to ice time, 1.5 of actual ice time, and .5 for showers, which equates to 20%. The invoice total was \$953.25, 20% is \$190.65

ALIGNMENT WITH STRATEGIC PLAN:

N/A

MOTION:

That Council approve a discount to all user groups proportionate to their individual ice schedules, in an amount not to exceed \$ 3,260.00 to be disbursed accordingly.

or

That Council receive the request for a discount for information.

Date Reviewed:

January 16, 2019 CAO: Aminda Nelson



REQUEST FOR DECISION

COUNCIL DATE: January 21, 2019

SUBJECT: SW Rear Lane Traffic Movement Alteration

ORIGINATING DEPARTMENT: Operations Department

AGENDA ITEM: 8.2

BACKGROUND/PROPOSAL:

Many of the rear lanes within the Town occasionally have issues with dust conditions particularly after grading or a lack of precipitation. The residents who live adjacent to the lane running west to east at the rear of the Town office have forwarded concerns about both excessive dust and the high speed vehicles are travelling along this lane and have requested that a solution be found to reduce the negative impact of these issues on their homes and outside living areas.

DISCUSSION/OPTIONS:

Administration proposes to alter the lane to be used for "local traffic only" with gated access for the Fire department at the west end of the lane, which is the eastern edge of the TransCanada pipeline ROW. The residents from the adjacent subdivision will be able to use the lane for access into the rear of their lots but general traffic will no longer be able to use the lane as a cut through type road. The alteration will reduce both the dust and safety concerns caused by the speed of vehicles using the lane to cut through the subdivision instead of travelling along Main Avenue.

A circulated public engagement was sent in November 2016 from the development office to adjacent businesses and property owner.

From the circulation there was additional information from the public. It was noted that the current speed limit of 15km/h should be sufficient in slowing traffic down. The paving option was noted as a positive in reducing concerns with resident dust. The business responded that it would be too confusing for residents with the option to create a one-way lane. There was a comment in regard to speed bumps to assist in slowing traffic.

ADMINISTRATION RECOMMENDATION(s):

Administration recommends that the Town of Sundre Council approves a change to the traffic movement for the rear lane located south of Main Ave West between 6th Street and 7th Street



SW. The traffic still has the option to utilize the Main Avenue road for the East/West destinations.

COSTS/SOURCE OF FUNDING:

The Operations department has concrete bollards in inventory that will be used to change the lane to "local traffic only". A gated entrance at the TransCanada ROW will assist in delineation of the lane travel. This cost will be covered in the operational budget.

ALIGNMENT WITH STRATEGIC PLAN

Aligns with Goal 1.1 Improve communication and transparency with our stakeholders and 5.1 Infrastructure.

MOTION:

That the Town of Sundre Council authorizes a change to the traffic movement for the rear lane located south of Main Ave West between 6th Street and 7th Street SW.

ATTACHMENTS:

N/A

Date Reviewed:

January 16, 2019 CAO: Amick Neba



REQUEST FOR DECISION

COUNCIL DATE: January 21, 2019

SUBJECT: Intermunicipal Subdivision and Development Appeal Board – Member Appointment

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 8.3

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

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

The ISDAB agreement requires eight Members. The Town of Sundre is responsible to appoint two public members, who will form part of a list of appeal board members eligible to hear appeals on behalf of the Towns or the Village. The Town of Sundre is also responsible to appoint a Clerk for the Intermunicipal Subdivision and Development Appeal Board.

We are requesting that Council appoint the following:

- Ms. Shelley Kohut as ISDAB member;
- Mr. Jon Allan, Clerk

Please note, Mr. Willie Logan is stepping down as a member of the Town of Sundre SDAB.

MOTION:

That the Town of Sundre Council moves to appoint Ms. Shelley Kohut, to the Intermunicipal Subdivision and Development Appeal Board for a one (1) year Term.

That the Town of Sundre Council moves to appoint Mr. Jon Allan, as Clerk of the Intermunicipal Subdivision and Development Appeal Board, for a one (1) year Term.

Date Reviewed:

January 16, 2019

CAO:

Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE: January 21, 2018

SUBJECT: Request to Waive the Community Centre Rental Fee for the "House calls with the Dean" event in conjunction with FCSS and the Cumming School of Medicine, University of Calgary

ORIGINATING DEPARTMENT: Legislative Department / Community Services

AGENDA ITEM: 8.4

BACKGROUND/PROPOSAL:

FCSS and Greenwood Neighbourhood Place in conjunction with the Cumming School of Medicine, University of Calgary, is hosting a "House calls with the Dean" on Thursday, May 2, 2019, in Sundre. Arrangements to host the event have been made through Community Services for the Community Centre's auditorium, kitchen and conference room, for a period of 6 hours.

Renate de Bruijn, of Greenwood Neighbourhood Place has requested that the Town of Sundre Council give consideration to waiving the \$169.10 fee for the use of Sundre's Community Centre.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The University of Calgary has been hosting these programs to engage local communities, increase awareness of the medical school and to discuss current medical topics, research and related matters.

ADMINISTRATION RECOMMENDATIONS:

At Councils' discretion, Administration is recommending waiving the \$169.10 fee for the rental of the Community Centre for the "House calls with the Dean" event, scheduled for May 2, 2019.

COSTS/SOURCE OF FUNDING:

See attached rental agreement.

MOTION:

That the Town of Sundre Council waive the Community Centre rental fee of \$169.10 for the "House calls with the Dean" event scheduled for May 2, 2019.

Alternative:

That the Town of Sundre Council does not approve the waiving of the Community Centre rental fee of \$169.10 for the "House calls with the Dean" event scheduled for May 2, 2019.

ATTACHMENTS:

Email: Renate de Bruijn;
Community Centre Booking Documents.

Date Reviewed: January 16, 2019 CAO: Amie Nelson

From: Renate de Bruijn <Renate@mygnp.org>
Sent: Tuesday, January 15, 2019 12:10 PM
To: Linda Nelson <linda.n@sundre.com>
Subject: CSM House Call event

8.4a

Good morning Linda,

A few months ago I received an email from one of our local doctors about organizing an event called "House Calls with the Dean" in collaboration with the Cumming School of Medicine, University of Calgary.

The University of Calgary has been hosting a program called "House calls with the Dean," and it involves the dean and researchers coming out to rural sites to discuss research and other work going on at the U of C. It is an amazing opportunity for the community to see and hear firsthand about advances in medicine and science that are happening right here in Alberta, and to ask their own medically-related questions. The department is trying to engage local communities and increase awareness of our medical school and is asking the public which health topics they would like to see covered.

There have been two events so far, one in Claresholm and Bassano, and one is being planned in Three Hills as well at the moment.

These events are done in coordination with the local FCSS, who help to coordinate time and place of the event. I've booked the Community Centre for May 2nd for this event and we would like to know if the Town of Sundre would be willing to donate cost of the rental.

I've attached the Rental Agreement for you to look at the details regarding times and fees.

If you have any questions in the meantime, please don't hesitate to get in touch.

Thank you,

Renate de Bruijn

Community Outreach Coordinator

Greenwood Neighbourhood Place

Sundre Family Community Support Services

Phone: 403.638.1011 Fax: 403.638.1012

Location: #5, 96 2nd Ave NW, Sundre AB

Email: renate@mygnp.org

Our Website: www.mygnp.org

CRA Charity #: 86636 9374 RR0001





COMMUNITY CENTRE #3, 96 - 2nd AV NW

RENTAL DATE(s): Thursday, May 2, 2019
GROUP/ORG: Unniversity of Calgary
TYPE OF USE: Auditorium/Kitchen/Conf Rm 6 hours
TYPE OF USE: _____
Contact Name(s): Aisling Cample
Contact Phone/E-mail: acample@ucalgary.ca
Billing Address: _____

Date: Thursday Date: _____
Start Time: 3:30pm Start Time: _____
End Time: 9:30pm End Time: _____

Auditorium Fees:

Rental Fee:	<u>\$161.05</u>	x	<u>1</u>	Days	<u>\$161.05</u>
Deposit:	_____				
Subtotal:	<u>\$161.05</u>			PALS Required:	<u>No</u>
GST:	<u>\$8.05</u>			Bartenders Cert:	<u>No</u>
Total:	<u>\$169.10</u>			Insurance:	<u>No</u>

Conference Room Fees:

Rental Fee:	_____	Hours	<u>\$0.00</u>
Deposit:	_____		
Subtotal:	<u>\$0.00</u>		
GST:	<u>\$0.00</u>	Staff required:	<u>No</u>
Total:	<u>\$0.00</u>		

Sub Total: \$161.05**Plus GST:** \$8.05**Deposit: \$0.00****TOTAL: \$169.10**

Notes: Please review booking dates and times to ensure they are correct, advise if you have any set up requirements prior to your rental. Signature and payment required before rental date. Contact information: facilitybookings@sundre.com 403-638-2042
Payment can be made at the Town Office Mon-Fri 8:00 am to 4:00 pm, 403-638-3551.
If you have any concerns during your rental please call 403.586.3408

The SCC is a designated reception centre. In the event of an emergency, you may be asked to leave the facility with limited notice. Thank you

*Will be sending request to waive fees.
Need chairs setup - table for coffee/snacks Kitchen coffee urns.
screen/projector sound system.*

Confirmation / Cancellation

The User is responsible for contacting the Community Services Department at least two weeks prior to the event to confirm and indicate any other special requirements and / or to cancel the booking.

Deposit **\$0.00**

Permit Holder is required to submit a deposit to be used as a retainer for the use and occupancy of the Sundre Community Centre. The Deposit shall be 50% of the rental fee. The deposit fee shall be withheld until inspection of the facility.

Refund

Cancellations of booking less than one week will result in a \$25.00 administration fee to be withheld from the rental payment. Any damages to the Sundre Community Centre (including confetti) will result in deposit funds being 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 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 Community Centre by the User or their guests. The Permit Holder or designate must be available at the location for the entire rental period.

Room Capacities

For Maximum occupancy of rooms at the Sundre Community Centre, 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.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Renter/Date	 <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 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:
Town of Sundre Community Services Department, #4 - 96 2nd Avenue NW, Sundre, AB T0M1X0, (403) 638-2042.

Keys Required:

Allen Key _____ Main Door _____ Stage Storage _____ Kitchen _____	Bar Room _____ Sound System _____ Garbage Key _____ Community Sign _____
--	---

Staff will open + close for event.

Schedule of Fees and Charges
Effective January 1, 2019
SCHEDULE F - COMMUNITY CENTRE RATES

Note: GST Applies to All Rental Charges

AUDITORIUM

Rates:	2019
Youth or Not for Profit - Hour Rate	\$16.10
Youth or Not for Profit - Day Rate (8hrs)	\$128.85
Adult or For Profit - Hour Rate	\$21.45
Adult or For Profit - Day Rate (8hrs)	\$161.05

Funerals \$268.40/event

*Includes Auditorium, Conference Room, Sound System, Kitchen

*Includes tables and chairs

*Centre bar on doors to be removed upon request

* 'NO PARKING' barricades set up in Bus Parking

Weddings / Reunions \$751.60/event

*Includes Auditorium, Conference Room, Kitchen, Bar, Sound System

*Includes tables and chairs

*Centre bar on doors to be removed upon request

*Friday 8am set up, All day Saturday, Sunday until 3pm

Early Set up \$53.70/day

*Must be confirmed prior to booking 8am start

Family Fun Days / Fundraisers / Charity Events (per day) \$161.05

***Includes kitchen for up to 6 hours use**

Storage Fees (per month)

Under Stage \$10.70

Private Room \$21.45

Miscellaneous Rentals (per event)

Kitchen \$80.50

*Includes all items in kitchen

Bar \$26.85

*requires PAL, Liquor License and Bartender Certificate

Sound System \$53.70

*includes DD batteries for cordless mics

Portable Sound System \$53.70

*includes AA batteries for cordless mics



REQUEST FOR DECISION

COUNCIL DATE: January 21, 2019

SUBJECT: Scheduling Budget and Spring Workshop Dates

ORIGINATING DEPARTMENT: Corporate Services

AGENDA ITEM: 8.5

BACKGROUND/PROPOSAL:

At the December 17, 2018 Regular Council Meeting, Council moved to adopt an interim budget for the beginning of 2019 to allow sufficient time to make an informed decision. Administration would like to schedule a Saturday afternoon session with Council during Q1 of 2019. It is anticipated the information needed to answer the majority of Council's concerns raised on Dec 17/18 will be available to us by the end of February 2019.

In addition, even though only an interim budget was adopted by Council for the beginning of 2019, Administration would like to continue with the ongoing multi-year budgeting process as originally outlined in the Multi-Year Budgeting Policy. Therefore, we would like to also schedule a full weekend Council Spring Workshop session which will focus on the subsequent years (2020 and onward) of the multi-year budget and define service level expectations of Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Proposed dates and meeting topics:

Saturday, March 9/19, Noon to 4pm – 2019 4-Year Operating Budget & 10-Year Capital Plan
(attendees: Council, CAO, Director of Corporate Services)

Monday, March 18/19 (Regular Council Meeting) – adoption of 2019 4-Year Operating Budget & 10-Year Capital Plan

Saturday & Sunday, March 30th and 31st **OR** April 6th and 7th – Council Spring Workshop to discuss priorities and service levels for 2020 and subsequent years.
(attendees: Council, CAO, Directors, and Department Managers)

ALIGNMENT WITH STRATEGIC PRIORITIES:

The multi-year budgeting process aligns with improved communication and transparency, as well as financial stability.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council schedule dates for budget discussions and the Spring Workshop as outlined above.

COSTS/SOURCE OF FUNDING:

N/A

MOTION:

At Council's discretion

Date Reviewed: January 16, 2019 CAO: Amick Deba



REQUEST FOR DECISION

COUNCIL DATE: January 21, 2019

SUBJECT: Departmental Reports – December 2018

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 9.1

BACKGROUND/PROPOSAL:

Departmental Reports for December 2018.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached reports for information.

MOTION:

That the Town of Sundre Council accept the December 2018 Departmental Reports, as information.

Attachments:

Operations
Planning and Development
Corporate Services
Community Services
Economic Development & Communications
Peace Officer / Emergency Management
Fire Department

Date Reviewed: January 16, 2019 CAO: David Nelson



COUNCIL DATE: January 21, 2019

SUBJECT: Departmental Reports – December 2018

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 9.1

BACKGROUND/PROPOSAL:

Departmental Reports for December 2018.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached reports for information.

MOTION:

That the Town of Sundre Council accept the December 2018 Departmental Reports, as information.

Attachments:

Operations
Planning and Development
Corporate Services
Community Services
Economic Development & Communications
Peace Officer / Emergency Management
Fire Department

Date Reviewed: _____ CAO: _____



DEPARTMENTAL REPORT

DEPARTMENT: Operations

SUBMITTED BY: Jim Hall

DATE: January 9, 2018

FOR MONTH OF: December 2018 Annual Report

Brief Outlines Please

TOPIC # 1 2019 Roads Highlights.

- 1) Improvements in fleet = increased level of service/reduction in budget eg. Wheel loader**
- 2) Storm outfall improvements and maintenance schedule**
- 3) Street condition study and capital planning for future projects**
- 4) Annual sidewalk risk assessment and repairs.eg. trip hazard repairs**
- 5) Continuous pot hole maintenance completions.**
- 6) Parking lot design and completion for trails**

ISSUES: During the 2018 snow season staff were tasked with heavy workloads and overtime. Concern forms and staff scheduling was demanding with the year's workload.

RESOLUTIONS/SUCSESSES: Reduction in fleet repair and maintenance with reduced equipment downtime. A fleet training program was initiated to ensure staff are confident in operating equipment.

TOPIC # 2: Gas Highlights

- 1) Candre gas supply pipeline and service**

- 2) Gas meter recertification program 250 of the 300 required for 2018
- 3) Completion of gas leak survey under budget and zero leaks.
- 4) Integral part of the development department in assisting new developments

ISSUES: The workload for the gas department can be unpredictable. Gas meter recertification's and product turn around can be time consuming. Staff sick time and vacations slow the process.

RESOLUTIONS/SUCSESSES: With plans to replace the third water and wastewater operation with a new utility operator will allow for better coverage and split duties between water , wastewater and gas.

TOPIC # 3: Water Highlights

- 1) Completed annual AE&P water treatment with excellent standing
- 2) Completed additional test regimes for WQBELS lagoon study
- 3) Converted the receiving location of regional waste to ensure measurement and protect lagoon system from debris
- 4) Began a schedule of fire hydrant painting

ISSUES: Difficulty locating leaks responsible for our daily losses.

RESOLUTIONS/SUCSESSES: New correlators will continue to assist staff in investigations.

TOPIC # 4: Wastewater Highlights

- 1) Lagoon system functioned within requirements
- 2) Improvements to air distribution system allowed for better microbiology

- 3) Newly designed receiving area allow for capture of full flows into lagoon.
- 4) Several repairs to infiltration and additional discoveries for 2019 repair schedule

RESOLUTIONS/SUCSESSES: Lagoon and collection system received zero contraventions. All system issues were successfully managed.

TOPIC # 5: Fleet Management Highlights

- 1) Newly installed vehicle hoist installed to safely repair the Town fleet
- 2) Vehicle R&M was kept on budget for 2018
- 3) Minimal vehicle and equipment downtime
- 4) Many examples of cost savings with having a licensed mechanic on staff

ISSUES: Difficulty in ensuring proper equipment is planned to replace end of life/ unsafe units

RESOLUTIONS/SUCSESSES: Improved maintenance program has assisted in expanding end of life units

TOPIC # 6: Special projects

- 1) Main Avenue phase 1 seen majority of fall planned works complete meeting all engineering standards set forth
- 2) Centre Street completed with landscaping and line painting remaining in 2019
- 3) East side storm drainage received mitigation operationally to reduce debris and flush storm system

- 4) Repair of HWY 27 storm manhole and paving
- 5) Assistance in round a bout and sign maintenance
- 6) Relocate pedestrian crossing system from 4th street and HWY 27 to the Centre Street North School crossing in house
- 7) Water and wastewater staff were able to keep schedules with the the retirement of of a staff member
- 8) On call emergency service did not have any scheduling difficulties. Staff ensured service was intact

ISSUES: Difficulty in the schedule response from the HWY contractor for AT. Striving to better communication and response for HWY issues.

RESOLUTIONS/SUCCESES: The urgency relayed to AT for pedestrian crossing supply has improved the safety of the down town HWY. The ability to install pedestrian safety to the schools is an excellent improvement to our children.



DEPARTMENTAL REPORT

DEPARTMENT: Planning and Development
SUBMITTED BY: Mike Marko, Director of Planning and Economic Development
DATE: January 02, 2019
FOR MONTH OF: December 2018 and Year In Review

Brief Outlines Please

TOPIC # 1: Development and Building Permits (year in review)

ISSUES:

Permits Received (December 2018 only):

- Development Permits – 1
- Building Permits – 0
- Electrical Permits – 0
- Gas Permits – 2
- Plumbing Permits – 1

RESOLUTIONS/SUCCESES:

Development and Building (year in review):

- The administration reviewed a total of 48 Development Permits in 2018 ranging from new residential, commercial and industrial construction to changes of use, building renovations, signage, home occupations and land preparation for new development.

- Candre Cannabis received permits to construct a new 43,000 sq. ft. medical cannabis production facility in the southwest industrial area, which is anticipated to create about 30 jobs and a potential for future growth.
- Commercial permits were approved for new retail ventures including service station with convenience store and gas bar, micro distillery, restaurant/pub, and various retail stores.
- Residential permits saw the creation of 5 new residential units.

TOPIC # 2: Land Use Bylaw Amendments and Update (year in review)

ISSUES:

Council adopted a new Land Use Bylaw in 2018.

RESOLUTIONS/SUCSESSESS:

The new Land Use Bylaw implemented revised processes to streamline and create efficiencies for application processing and decision making (development authority). New and updated uses and regulations were also approved to modernize the bylaw. New application forms and checklists were developed to improve efficiencies, communication and transparency with applicants and stakeholders for application processing.

TOPIC # 3: Policy Plans (year in review)

ISSUES:

One Area Structure Plan has come forward for consideration in 2018 for a future industrial area affecting the SW-33-32-5-5 (Rolling Mix lands). The proposed ASP Bylaw was given first reading in December 2018, with public consultation in January and a Public Hearing to be scheduled in February 2019.

RESOLUTIONS/SUCSESSES:

The ASP will provide a framework for redesignation, subdivision and development for industrial lands, which supports Council's strategic priorities on financial stability and diversifying the Town's tax base.

TOPIC # 4: Real Property Reports (RPRs)

ISSUES:

Three (3) RPRs with request for Stamp of Compliance were reviewed and processed in December.

RESOLUTIONS/SUCSESSES: (year in review)

Thirty (30) RPRs were processed over 2018. Expediency in processing is essential in approvals for mortgages and loans for real estate transactions. Efficiency in processing RPRs is good customer service to the community and real estate industry.

TOPIC # 5: Subdivision of Land (year in review)

ISSUES:

Three subdivision applications were approved in 2018 resulting in a new lot for industrial development (Candre Cannabis) and new residential development for a 56 unit bareland condominium plan. Subdivision approval also allowed for the creation of one parcel out for the 56 unit bareland condominium plan to allow the developer to secure financing for this project.

RESOLUTIONS/SUCSESSES:

Subdivision approvals together with related land use bylaw amendments for these sites will ultimately contribute to a diversification of the Town's tax base through the creation of new parcels with uses.

TOPIC # 6: Other Projects (year in review)

RESOLUTIONS/SUCCESES:

- Airport Pit Intermunicipal Collaboration Agreement – commencing from an appeal filed by the Town to the MGB regarding a County Land Use Bylaw Amendment to approve gravel extraction adjacent to the Town boundary, this agreement provides a collaborative solution for staged gravel mining in consultation with the Town of Sundre. It also provided a basis to strengthen relations with the County to develop an Intermunicipal Collaboration Agreement.
- Parks, Open Space and Trails Plan – finalized and approved by Council in early 2018, the plan replaces the old Parks and Open Space Plan and provides policy direction for establishing and maintaining parks and trails and improving pedestrian connectivity.
- Completion of 6th Avenue Greenway Project – concluding in 2018, this project saw the completion of a linear pathway and greenway between 5 Street SW and 6 Street SW and the creation of a municipal reserve parcel, all in support of the Town's Parks and Open Space Plan.
- New Quality Management Plan (QMP) – this plan sets a new standard for the management of processes for permits under the Alberta Building Code and Safety Codes Act; and the requirements for reporting to the Province on the permitting processes. The Plan also sets a framework to be followed for the Town's management of its building inspector and safety codes provider.
- Commencement of Master Servicing Study Update – this update will accurately document the Town's existing infrastructure services and facilities (water, sanitary, gas and stormwater) and recommend the proposed infrastructure required to be constructed to facilitate

development in the undeveloped areas of Town. It will also lay the framework to determine future offsite levy requirements and special assessments that need to be collected from developers for new development.

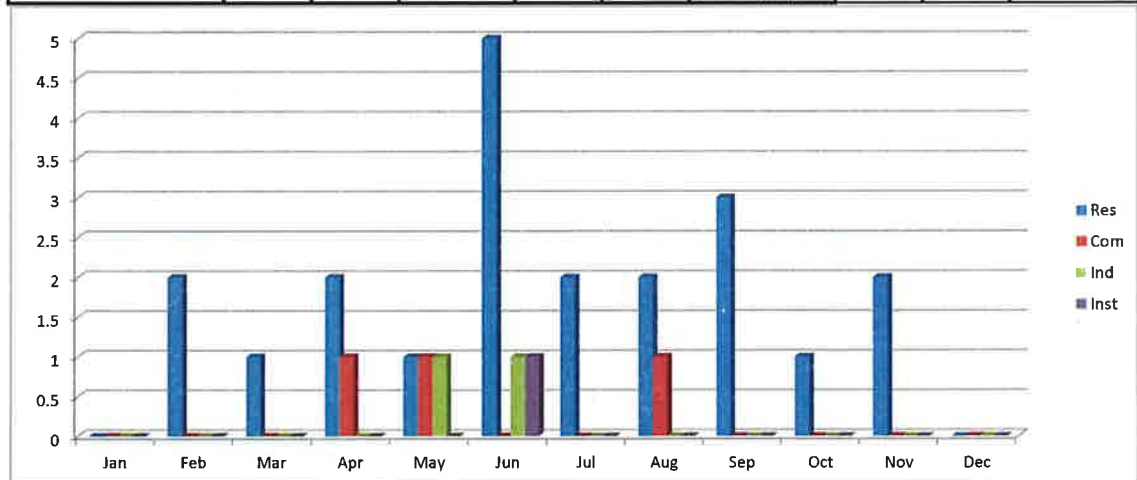
LIST & PROVIDE ATTACHMENTS:

(project documents/reports/graphs/correspondence)

1. Monthly Building Report for December 2018
2. Report to Council Development Permits January 1-December 31, 2018

Sheet 2
MONTHLY BUILDING REPORT
FOR THE MONTH OF DECEMBER 2018

	Dec-18			2018 Year To Date			2017 Year to Date		
	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
RESIDENTIAL									
Two-Storey				0	0	\$ -	0	0	\$ -
Bungalows				2	2	\$ 580,000	1	1	\$ 366,000
Bi-Level				0	0	\$ -	0	0	\$ -
Recreation Properties				0	0	\$ -	0	0	\$ -
Duplex/Semi Det.				2	2	\$ 450,000	7	3	\$ 1,290,000
Multi-Family				0	0	\$ -	0	0	\$ -
Mobile Homes				1	2	\$ 89,000	2	2	\$ 120,000
Accessory Buildings				0	5	\$ 121,848	5	5	\$ 40,070
Renovation/Addition	0	0	\$ -	0	11	\$ 213,200	2	16	\$ 191,500
Sub-Total	0	0	0	5	22	\$ 1,454,048	12	27	\$ 2,007,570
COMMERCIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition									
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
INDUSTRIAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition									
		0	\$ -		2	\$ 10,650,000		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
		0	\$ -		2	\$ 10,650,000		0	\$ -
		0	\$ -		0	\$ -		0	\$ -
INSTITUTIONAL									
Building Starts		No. of Permits	Building Value		No. of Permits	Building Value		No. of Permits	Building Value
Renovation/Addition									
		0	\$ -		0	\$ -		0	\$ -
		1	\$ 2,000		1	\$ 2,000		1	\$ 311,700
		1	\$ 2,000		1	\$ 2,000		1	\$ 311,700
TOTAL	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value	Dwelling Units	No. of Permits	Building Value
	0	\$ -	\$ -	5	27	\$ 12,481,048	12	28	\$ 2,319,270



REPORT TO COUNCIL DEVELOPMENT PERMITS JAN 1 - DEC 31, 2018

<u>PERMIT #</u>	<u>Civic ADDRESS</u>	<u>PROJECT</u>	<u>USE</u>	<u>DATE OF ISSUE</u>
2018-D-01	902 -1 Avenue SE	Home Occupation - Minor	Permitted Use	4-Jan-2018
2018-D-02	205 - 3 Street NW	Home Occupation - Minor	Permitted Use	15-Jan-2018
2018-D-03	206 Centre Street N	Chg of Use - Nail Salon	Permitted Use	25-Jan-2018
2018-D-04	70, 200 - 4 Avenue SW	Park Model Installation	Permitted Use	28-Feb-2018
2018-D-05	819 - 5 Avenue SW	Medical Cannabis Prod. Facility	Discretionary Use	29-Jun-2018
2018-D-06	819 - 5 Avenue SW	Stripping & Grading	Discretionary Use	29-Mar-2018
2018-D-07	212 - 7 ST NE	Canvas Shelter	Permitted Use	9-Mar-2018
2018-D-08	774 Main Avenue W, Bay 5	Fascia Sign	Discretionary Use	27-Mar-2018
2018-D-09	6 Edengrove Close	Covered Deck & Shed	Permitted Use (with side yard variance)	31-Mar-2018
2018-D-10	704 - 5 Street SW	Single Detached Dwelling	Permitted Use	22-Mar-2018
2018-D-11	201, 200 - 4 Avenue SW	Park Model Installation	Permitted Use	28-Mar-2018
2018-D-12	805 Main Avenue W.	awning/door/windows	Permitted Use	5-Apr-2018
2018-D-13	56, 200 - 4 AV SW	Guest Cabin	Permitted Use	12-Apr-2018
2018-D-14	141, 200 - 4 AV SW	Park Model Installation	Permitted Use	3-May-2018
2018-D-15	303 Main AV W	Comm. Interior Reno	Permitted Use (with parking variance)	11-Jun-2018
2018-D-16	628 & 630 6 AV SW	Semi-Detached Dwelling	Permitted Use	28-May-2018
2018-D-17	849 Main AV W (Tim Horton's)	Temporary Sign	Discretionary Use	28-May-2018
2018-D-18	212 - 7 ST NE	Roof over Deck	Permitted Use	8-Jun-2018
2018-D-19	200 Main AV W	Chg of Use - int. reno	Discretionary Use	9-Jul-2018
2018-D-20	402 Main AV W	Deck Exp/Ramp	Permitted Use	15-Jun-2018
2018-D-21	23, 200 - 4 AV SW	Guest Cabin	Permitted Use	29-Jun-2018
2018-D-22	125, 200 - 4 AV SW	Park Model Replacement	Permitted Use	29-Jun-2018
2018-D-23	841 & 845 Main AV W	Gas Stn & Drive Thru Restaurant	Permitted Use	PENDING
2018-D-24	VIC @ Main AV E	Fire Hazard Sign	Discretionary Use	10-Jul-2018
2018-D-25	Bay 2, 306 Main AV W	Micro-Distillery	Discretionary Use	3-Aug-2018
2018-D-26	VIC @ Main AV E	Sasquatch Sign	Discretionary Use	8-Aug-2018
2018-D-27	265 - 4 ST NW	Deck replacement/expansion	Permitted Use	19-Jul-2018

REPORT TO COUNCIL DEVELOPMENT PERMITS JAN 1 - DEC 31, 2018

<u>PERMIT #</u>	<u>Civic ADDRESS</u>	<u>PROJECT</u>	<u>USE</u>	<u>DATE OF ISSUE</u>
2018-D-28	Pt NE 1/4 9-33-5-W5M (Sundre Hills Condo site)	Clearing & Removal of Trees	Permitted Use	26-Jul-2018
2018-D-29	208 - 5 ST NW	Installation 2012 Mobile Home	Permitted Use	2-Aug-2018
2018-D-30	8 Oak Cres NW	Letter for Removal of Trees	Permitted Use	9-Aug-2018
2018-D-31	217 - 6 ST SW	Home Occupation - Minor	Permitted Use	13-Aug-2018
2018-D-32	408 5 Street NW	Deck	Permitted Use	29-Aug-2018
2018-D-33	1209 1 Street NE	Home Occupation - Minor	Permitted Use	4-Sep-2018
2018-D-34	706 5 Street SW	Single Detached Dwelling	Permitted Use	10-Sep-2018
2018-D-35	Units 5 & 6, 110 Main AV W	Comm. Chg of Use - Liquor Store	Permitted Use	25-Sep-2018
2018-D-36	Unit 4, 110 Main AV W	Comm. Chg of Use - Cannabis Retail	Discretionary Use	11-Dec-2018
2018-D-37	605 & 609 Main AV E	Pylon Sign Replacement	Permitted Use	20-Sep-2018
2018-D-38	Unit 1, 586 Main AV W	Comm. Chg of Use - Cannabis Retail	Discretionary Use	PENDING
2018-D-39	#4, 586 Main Avenue W	Comm. Chg of Use - Retail clothing	Permitted Use	26-Sep-2018
2018-D-40	901 Main AV E	General Ind. Use - Minor Impact	Discretionary Use	25-Oct-2018
2018-D-41	6 Oak Crescent	12x24 canvas shelter	Permitted Use	4-Oct-2018
2018-D-42	30 Noblefern Way SW	Accessory Bld - Shed 18' x 20'	Permitted Use	9-Oct-2018
2018-D-43	10 Street SW	Temp. 1 yr Equipment & Storage yard	Discretionary Use	13-Nov-2018
2018-D-44	805 5 Av SW	Mechanized excavation stripping and grading	Permitted Use	18-Oct-2018
2018-D-45	208 - 5 ST NW	Deck	Permitted Use	31-Oct-2018
2018-D-46	302 Main AV W	Change of Use	Permitted Use (with parking variance)	6-Dec-2018
2018-D-47	Bay 3, 407 Main AV W	Cannabis Retail	Discretionary Use	PENDING
2018-D-48	102 - 6 St NW	Realty Office Fascia Sign	Permitted Use	7-Dec-2018



DEPARTMENTAL REPORT

DEPARTMENT: Corporate Services
SUBMITTED BY: Chris Albert
DATE: January 17, 2019
FOR THE YEAR ENDED: December 2018

2017 Financial Audit:

Audited Financial Statements were presented to Council on May 28th by PWC and subsequently filed with Alberta Municipal Affairs.

ISSUES:

- Some of the accounting procedures used by the Town and the departure of the Director of Finance & Administration delayed the finalization of the audit. The delays required requesting a filing extension from Municipal Affairs, which was granted without issue.

RESOLUTIONS/SUCCESES:

- Completed
- There were more than 125 requests for information from the auditors.
- A very good working relationship has been formed with the auditors which will serve us well in the future.

Server Migration:

Migrated to a new Dell server over the February long-weekend. This involved establishing new user IDs, user permissions, file structures and transferring tens of thousands of file folders and files. The goal was for users to resume normal operations on the Tuesday morning without significant disruptions.

ISSUES:

- 72 users
- 42 groups
- 4000+ file folders
- Older software versioning on about half the computers is causing saving issues and has required establishing a frustrating temporary work-around for users until a final solution can be determined.
- Older operating systems that can no longer be updated on most computers are not allowing for the full utilization of the server functionality. The primary affect this is having on most users is the inability to update passwords and a few users, who are required to move between computers, need technical support to allow that movement.
- Inconsistencies with individual computer setups and locations of user files created issues for staff when they returned on the Tuesday morning.
- The file transfer process errored out numerous times and as a result additional data verification steps were implemented.

RESOLUTIONS/SUCCESES:

- Within timeframe and on budget
- By the end of business on the Tuesday, most users were able to perform their regular duties without significant problems

Questica Budgeting Software:

The implementation of Questica Budgeting software has been a work in progress for a number of years. The goal was to be able to use the software in preparing the 2019 Four-Year Operating Budget.

ISSUES:

- Cost estimate for original project did not include enough licenses or integration with the existing accounting system.
- Due to numerous restarts of the project and significant lapses in timelines, a large portion of included implementation hours had been used.
- System limitations negatively impacted some of the uses and processes I was hoping to include to improve functionality for users – one such limitation is named licensing which can increase annual costs.
- Different methods for calculations had required adjusting data inputs to achieve consistent results.
- Discrepancies and errors in previous years budget data meant that proper comparative analysis for future projection is almost impossible.

RESOLUTIONS/SUCCESES:

- The software was deployed to our system on Sept 11/18
- 2015 through 2018 Budgets and Actuals were imported into the system
- Managers have been trained on the use of the system
- The software was used by all managers in creating their 2019 Four-Year budgets

Taxes & Utilities:

Tax Recovery Sales: the process for recovering delinquent taxes through auction sale of properties was scheduled to occur on October 16/18. This is an annual process that is mandated through the MGA and it was our sincere hope, as well as past experience, that the delinquent accounts are rectified before sale action is ultimately required.

ISSUES: None

RESOLUTIONS/SUCSESSES:

- All delinquent accounts were rectified in time and the auction was cancelled

Financial Policy Update and Financial Framework document:

Work began on reviewing and updating the financial policies with the assistance of Tracey Polowich. The first policies to be updated or created were

- Multi-Year Budgeting
- Capital Financing and Debt Management
- Restricted Surplus Accounts

The Financial Framework is a document created in conjunction with Council which outlines the financial philosophies and guiding principles that will be incorporated into Administration's financial transactions.

ISSUES: None

RESOLUTIONS/SUCCESES:

- The Financial Framework and all three policies were adopted by Council

2019 to 2022 Budgeting:

Administration has been committed to developing a robust, informative, and useful 4-year Operating Budget and 10-year Capital Spending Plan that aligns with Council's Strategic Plan and Vision. This will also include an involved process to assist with continued documentation, accountability and refinement.

On September 19/18 a Budget 101 presentation was made during a Special Council Meeting. The purpose of the presentation was to outline the goals, expectations, responsibilities and processes that are involved with developing a 4-year budgeting cycle.

The weekend of October 19th to 21st was Council's Fall Workshop, where each department presented their Business Plans for the upcoming years.

On November 26/18 a 1st draft was presented to Council, which was followed on December 9/18 with a Council Workshop where Council had another opportunity to discuss issues and ask questions.

On December 12/18 an all-day public consultation session was held. Finally, on December 17/18 a proposed Four-Year Operating Budget and Ten-Year Capital Plan was presented to Council.

ISSUES:

- Questica deployment and manager training took longer than anticipated which created a shorter timeframe with which to meet our December deadline
- Lack of more information in some areas caused concern for Council which led to the adoption of only an interim budget

RESOLUTIONS/SUCCESSES:

- An interim operating budget was adopted by Council

2018 Financial Audit:

The 2018 audit of the Town's financials records has begun, with a one-week on-site visit from Dec 10th to 14th. The preliminary work involves requesting samples and information related to the first three quarters of the year and any changes that have occurred since 2017.

ISSUES:

None

RESOLUTIONS/SUCCESSES: ongoing

- Nothing of significance has been noted to date
- Discussions around changes to Accounting Standards have outlined some areas we need to prepare for in 2019, such as Related Party Transaction Disclosures
- Next on-site visit is scheduled for Mar 18th to 27th with presentation of Financial Statements to Council in April 2019.

2019 Fees Bylaw:

ISSUES: None

RESOLUTIONS/SUCCESES: The 2019 Fees Bylaw was presented to and adopted by Council on December 17/18. There were minor changes to most fees, with a complete evaluation and revision of Planning and Development related fees.

2019 Cost of Living Adjustment (COLA):

ISSUES: None

RESOLUTIONS/SUCCESES: On December 17/18 Council approved a 2.75% COLA for all staff, effective January 1, 2019.

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.

ISSUES:

- Older software versioning
- Older operating systems
- Inconsistencies with individual computer setups and locations of user files creating issues for staff.
- A trial solution updating operating software on two administration computers was attempted, software versioning

was able to be updated but it caused other unanticipated consequences.

RESOLUTIONS/SUCCESES: ongoing diagnostics and testing

- We are currently undertaking a software & hardware inventory to develop a robust evergreening plan.
- 2 new Dell PCs have been in use by Legislative Services, initial setup and file / software migration caused issues but they were resolved and PCs are being used



DEPARTMENTAL REPORT

DEPARTMENT: Community Services
SUBMITTED BY: Sue Nelson
DATE: January 16th, 2019
FOR MONTH OF: December 2018

TOPIC # 1:

Community Centre Rentals

RESOLUTIONS/SUCCESES:

Another busy month with the regular users Taekwondo, Gymnastics, Parent Link, Pickle Ball and Indoor Walking Group. Larger Events: West Fraser Kids Christmas Party, Sundre Farmers Christmas Market, Ministerial Society Carol Sing, West Fraser Employee Christmas Party, Sundre Playschool Christmas Concert, Birthday Party, Basketball, Badminton, and a Family Christmas Celebration rental.

TOPIC # 2:

Arena

ISSUES:

Dressing Room Showers

RESOLUTIONS/SUCCESES:

Very happy to say, they were fixed between Christmas and New Years. The plumber reconstructed the water lines to each dressing room and put a mixing valve at each dressing room. The timing worked great as we had to shut down public access and water to the dressing room area for 2 days. Public Skating and Sticks n' Pucks patrons used the referee room during the repairs.

TOPIC # 3:

Arena

RESOLUTIONS/SUCSESSES:

Was a quiet month with the Christmas school break most of the user groups did not book any time. We did have 3 tournaments this month: Dec 1st & 2nd SMH Novice, Dec 7, 8 & 9 SMH Atom, and a Dec 15th & 16th Calgary Peewee. Sunday, Dec 16th the Bantam Elite Female team hosted a game and staff said there were about 200 people in attendance. Friday, Dec 21 the High School had their annual hockey game Staff/Parents vs. Grade 12 class. There were a couple sessions of free Public Skating and Sticks n' Pucks, Waste-Co sponsored Free sessions on Sunday, December 23.

TOPIC # 4:

Outdoor Skating Rink

ISSUES:

Due to the warm weather it caused a delay in making ice. The second issue is that the ground up - heaved underneath the liner cracking and breaking the ice out almost the whole length of the rink and 2 feet wide. We were not sure if we would be able to fix it.

RESOLUTIONS/SUCSESSES:

With the weather so warm we had to wait until the temperature went down to -4 C or colder to work on the ice and to continue to flood. There were a few days that we were able flood the rink over Christmas, but not enough to get it ready for use. We are not giving up and will be working hard at getting the rink up and ready for use.

TOPIC # 5:

Administrative

RESOLUTIONS/SUCSESSES:

- Finalized the Justification Sheets for the 4-year budget plan.
- Attended the Council budget workshop.

- Attended the Public Budget meeting.
- OH & S working on SOP's for the Community Service Department.
- Trained a staff member on the method of flooding the outdoor rink.

A look back at 2018

This last year was a productive year, lots had happened, one, with Ian leaving in the spring. It left Barb to look after the Community Service Department and Staff for 3 months until they hired a new manager. She did an amazing job at keeping the department running. The moral of the Community Service Staff has gone way up and are starting to working as a team. These are some of the things that were accomplished over the last year.

- The Community Centre conference room and lobby received a face-lift with a fresh coat of paint. GNP donated an upcoming event case, which was installed in the Lobby.
- Also the Arena lobby received a face-lift with removal of large trophy case, (donated to the Sundre Museum) a fresh coat of paint, designated wall space for Minor Hockey and Rec Hockey.
- Hanging Flower Baskets: Out inaugural year of the self-watering baskets, they looked great, staff had to water them every third day.
- Facility Roof Upgrades: Work was completed at the Town Shop and Community Centre.
- Playground equipment: July a new swing set installed and old one removed.
- Kudos to the community service staff, they did an excellent job at looking after getting the roll out bins fixed/emptied as required. Admin staff entered the task/concern in Maintenance Care and our staff completed the work, it has proven to be a great customer service and flow of communication between Departments.
- We had a lot of compliments on how well Snake Hill trials were maintained this year; staff was scheduled for regular inspections and after windy weather did additional inspections.

- Memorial Bench: Installed 1 at Seniors Living Facility, 2 at Greenwood Campground along the River trail.
- Large event facility rentals, it was an extremely busy year and staff worked with organizations to ensure facilities were prepared and set up for the following events: Sundre Trappers Association Banquet/Fundraiser, SMH Fundraiser Dueling Pianos, Debbie Scott Fundraiser (Tim Huss Concert), 3 Funerals, Sundre Fish & Game Banquet/Awards, Canadian Indoor 3D Championships, Tri-Services Regimental Spring Ball and Fundraiser, Volunteer Appreciation Awards/Lunch, Home Expo and Adventure Show, 3 Weddings, Sundre/Bergen 4H Show n' Sale, Sundre Rodeo Association Cowboy Cabaret, 2018 SHS Grad Celebration, Canada Day Celebration, Various Summer Camps at Community Centre, Welcome Back BBQ & Community Recreation Registration, SPOG Neighbours Day, Motivational Speaker Jaden Sterling, Chamber Business Awards, Burden Bearers Banquet, Christmas Farmers Markets, Sundown in Sundre, West Fraser Kids/Staff Christmas Parties, and Ministerial Society Carol Sing.
- Greenwood Campground had a great year, camphost Jack Goodall did a great job and has been contracted for the 2019 season.
- Communities In Bloom judges were here August 3, all Departments pitched in to prepare the community and tour the judges. Barb attended Awards Banquet Sep 29 in Stathcona.
- In the short time I had been here, managed to put together a 4-year Business and Budget Plan with the help of Barb.
- With the issues of the Arena showers that have been an on going problem, we were able to finally get the dressing room showers working properly.
- Arena concession kitchen-stove fan, the air exchange unit fixed. Due to the age of the switch the contractor finally found one in Ontario.
- The staff hung Christmas lights at the Town Office this year adding to the festive of the season. Also, we dressed up more of the planters down town.
- Outdoor rink area was leveled in September by Operations Department. Staff installed the boards/liner in the Fall so we would be ready once the cold weather came. With the warm /cold weather we have had this winter the ground heaved and caused a great long and wide crack that need to be removed. We were able to fix the crack and get the rink up and ready to use.

Started on the Standard Operating Procedures (SOP) for the Community Service Department with the help of staff.



DEPARTMENTAL REPORT

DEPARTMENT: Economic Development and Communications
SUBMITTED BY: Jonathan Allan
DATE: January 14, 2019
FOR MONTH OF: December 2018 and Year in Review

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

ISSUES/UPDATE:

- December C1 downtown estimated vacancy: 8.9% (unchanged from November).

Year in Review:

- Average C1 vacancy for full year measured at 8%;
- Worked with regional municipalities as partners to develop new marketing materials for investment attraction (funded by MAP), which were completed in the Fall;
- Worked with other regional municipalities as partners to develop new Economic Development website using LocalIntel as a platform (www.growsundre.com), which was launched in late Summer;
- Met with multiple businesses (and site selectors) throughout year about a) investing into Sundre; b) addressing expansion issues; c) providing insight to local small businesses into the administration of their enterprise.
- Introduced Access Prosperity (the Foreign Direct Investment marketing agency for central Alberta) to multiple major enterprises in the region, including Black Gold Rush, ACL and West Fraser Forestry Products.
- Improved working relationship between County economic development department and Town, by interviewing multiple businesses in the area as a joint visitation tactic on issues in the area. This will hopefully be expanded in the next year into a full-on business visitation program in partnership with MVC and support from Central Alberta Economic Partnership;
- Hosted annual Sundre Business Awards in partnership with Chamber of Commerce;
- Created new 4-year department plan and operating budget for first time in department history.

TOPIC # 2: Tourism and Advertising

ISSUES/UPDATE:

Year in Review:

- Travel Alberta Cooperative Marketing grant was once again awarded to Town, in amount of approximately \$30,000 (actual value of grant is still being calculated as of the time of writing this). An additional \$5,000 in private sponsorship of the campaign was also raised;
- Worked with Sundre Pioneer Museum to help fund and support a year-long advertising campaign promoting the 50th anniversary of its existence.
- Launched new tourism website;
- Worked with advertising agency to develop new #ExploreSundre tourism marketing campaign and take promotional activities to the next level;
- Conducted photo shoot with Travel Alberta to promote Sundre area;
- Conducted video and photo shoot with advertising agency to develop professional stylish marketing assets;
- Conducted photoshoot myself using personal camera for winter activities;
- Participated in two major trade shows: the Home & Garden Show in Calgary and the Outdoor Adventure and Travel Show in Calgary;
- Major new archery tournament held in Sundre for the first time, which drew hundreds of participants from across North America;
- Alberta Transportation finally provided approval in December 2018 to place way-finding directional signage along major roadways controlled by AT;
- Worked on Trails Mapping with Bike and Ski Club, Community Services Department, and Graphic Designer. Final map should be completed by mid-February 2019;
- Worked collaboratively with MVC and Chamber of Commerce to support regional tourism familiarization tour;
- Began conversations with local adventure tour operator about establishing a potential new 'Adventure Hub' chapter in Sundre (it would be the second one after Canmore).

TOPIC # 3: Broadband Development

ISSUES/UPDATE:

Year in Review:

- Broadband development has consisted of working with CCI and O-Net as potential private party investors since spring 2018; CCI in particular has invested into studying potential deployment means.

TOPIC # 4: Other Projects

ISSUES/UPDATE:

Year in Review:

- New multi-year commitment signed with Campus Alberta Central, representing Red Deer College and Olds College, which will allow for multiple post-secondary courses to be taught right in Sundre;
- At least three new way-finding signs were installed in the South West Industrial Area, which will hopefully bring attention to the neighbourhood as an investment location;
- Business training program was completed in winter 2018, to teach participating 7 businesses about modern marketing practices, customer service and other elements of preparing for tourism visitation. Program also involved coaching and a mystery shopper component. This program will be helping guide a potential similar program in 2019.

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

ISSUES/UPDATE:

Year in Review:

- Attended Growing Rural Tourism Conference as a speaker and delegate;
- Attended Economic Developers Alberta Conference as a provincial board director;
- Attended Travel Alberta Industry Conference;
- Spoke at Alberta Urban Municipalities Association conference;
- Attended PowerUp Entrepreneurs' Conference in Olds;
- Completed multiple levels of emergency operations centre leadership training, including multi-operational period table top exercises; awarded certificate by AEMA and now considered a regional EOC asset;
- Led Downtown Area Revitalization Committee meetings as administrative liaison. DARC led Communities in Bloom; approved funding for multiple Event Development Initiative Fund grants and Storefront Improvement grants.

TOPIC # 6: Communications

ISSUES/UPDATE:

Year in Review:

- New Town website was created from scratch for significantly under budget; new website features form applications, ability to submit events and notices right on the main page, improved security, mobile responsiveness, and other excellent features.
- Despite it being a major set of projects for the year and very time-consuming, together the Town's new mobile application, the new website and the new tourism website development cost was approximately 60% under budget (combined);
- 'Eye on the Economy' column continued to be published in the Sundre Round Up;
- Essay submitted to earn my Economic Development Certificate from University of Waterloo was chosen to be published in a national Economic Development Journal, which should be released in 2019. Essay focused on place-building as a strategy for destination development;
- Monthly to bi-monthly email updates continued to be issued.

2018 Year End Report – Sundre Emergency Management

2018 was quite uneventful as far as responses for the Sundre EM department. There was no real flood threat in the spring, the wild fire concern was only slightly elevated and there was only a hand full of severe weather events or threats in the area that resulted in a couple power outages.

The region met and has undertaken fully updating the regional ERP. We expect to go to print with it by spring 2019.

Sundre received our 1st mobile message board. This trailer mounted message board can be used by other departments for various events and has been utilized throughout 2018. The board was purchased to be used in the event of evacuation or to display important information during an emergency. 3 more have been budgeted for over the next 3 years.

Sundre once again took part in Emergency Preparedness Week along with other area EM agencies and provided preparedness messages on local radio the 1st week of May.

Sundre was selected along with a number of other flood prone municipalities to receive provincial grant monies to help address flood preparedness. This was a 3 phase program and Sundre has directly benefited from the first two phases. Just over \$21,000 worth of preparedness equipment was purchased with this grant. Through the 2 phases Sundre has acquired 4 Trash Pumps for moving water, we have doubled our supply of portable dam bags, a trailer for a now portable generator we had, an Emergency Flip book we will be distributing to the public, a satellite phone for the EOC / DEM / DDEM, a drone and 3 portable white boards with EOC information templates.

Kevin and Chris attended training on the Disaster Recovery Plan from the province.

Olds College is working to again be able to assist during disasters by hosting a Reception Centre and or and Evacuation Centre if needed.

3 more staff members have received training for the regional All Hazard Incident Response Team in the Central Region.

Operations and the CPO attended and dealt with a diesel spill of approximately 100L. The quick action of the Roads Dept prevented any contaminants from entering the Red Deer River or Prairie Creek.

A group of engineering students from the University of Calgary has chosen to use Sundre for a case study on flooding and flood mitigation. Kevin continues to work with these students and provide them with the information, experience and expertise they need to complete this in depth project.

Sundre EM / CPO and operations investigated a strong gas odor coming from a company in the industrial area after a complaint from the public stating they believed it was sour gas. The source was not found however equipment used did not identify any threat. There was no threat to the public.

Kevin and Cody attended the AEMA summit in Edmonton. Training / sessions on Climate Change, ESS management, Business Continuity, ESS Integration in Municipal Emergency Planning with NPO's (non profits), the new drainage system / flood control for the town of Raymond, PTSD and more.

2018 Year End Report – Sundre Emergency Management

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2018 Year End Report from Municipal Enforcement

- Attended Meetings for the annual Sundre Rodeo Parade and conducted traffic control duties the day of the parade at the Main Ave / Centre St intersection.
- Attended the AACPO conference in Lake Louise AB
- Continue to work as the Central Zone Rep for the Alberta Association of Community Peace Officers. Also became the Website and Social Media Administrator for the AACPO.
 - This included 4 meetings during the year
 - Volunteered to be the Tradeshow Coordinator for the 2019 AACPO Conference.
- Attended meetings throughout the year on the Hwy 27 changes through Sundre (Roundabouts)
- Attended the Sundre Interagency meetings 4 times throughout the year.
- Served as a member on the Joint Worksite Health and Safety Committee for the town and continue to do so.
- Attended the AMEA conference in Red Deer.
- Attended the inaugural Sundre Tri-Services Regimental Ball
- Attended a Bear Smart 2 day presentation in Sundre.
- Worked on a regional committee on solutions to the aging "HUB" radio system and explored AFRRACS solutions to regional emergency communications.
- Took part in the Trails Working Group committee.
- Assisted the Economic Development Dept. with enforcement of the towns Business bylaw requiring business license for those doing business in town.
- Assisted with reviewing the new website RFP for the town.
- Attended a presentation from the Sol Gen on the coming changes to the Peace Officer Act.
- Provided the Community Services and Operations Dept. with a brush up on animal encounters, prevention and how to protect oneself in case of an attack.
- Was honored to present a session on investigating and working through a Vicious Dog Attack to officers at the AEMA fall training.
- Took over as the town's primary contact and administrator for the new Alarm system throughout all town facilities.
- Presented a Cargo Securement Course to town staff.
- Organized a regional meeting and training session for local Law Enforcement on Commercial Vehicle Enforcement.
- Took part in the annual Santa's Charity Check – Stop

Highlights from 2018 reports and incidents.

- Cats and Dogs running at large as well as Dogs barking excessively continue to be some of the highest calls we get.
- Weeds and un-cut lawns, traffic bylaw concerns and other traffic concerns round out the remaining highest calls / concerns.
- 43 tickets vs 64 warnings issued. Largest number of tickets issued was for speeding. The highest number of warnings issued was for speeding (minor), failing to produce insurance the One Way Alley behind NAPA and drivers crossing the double solid line on Main Ave west.

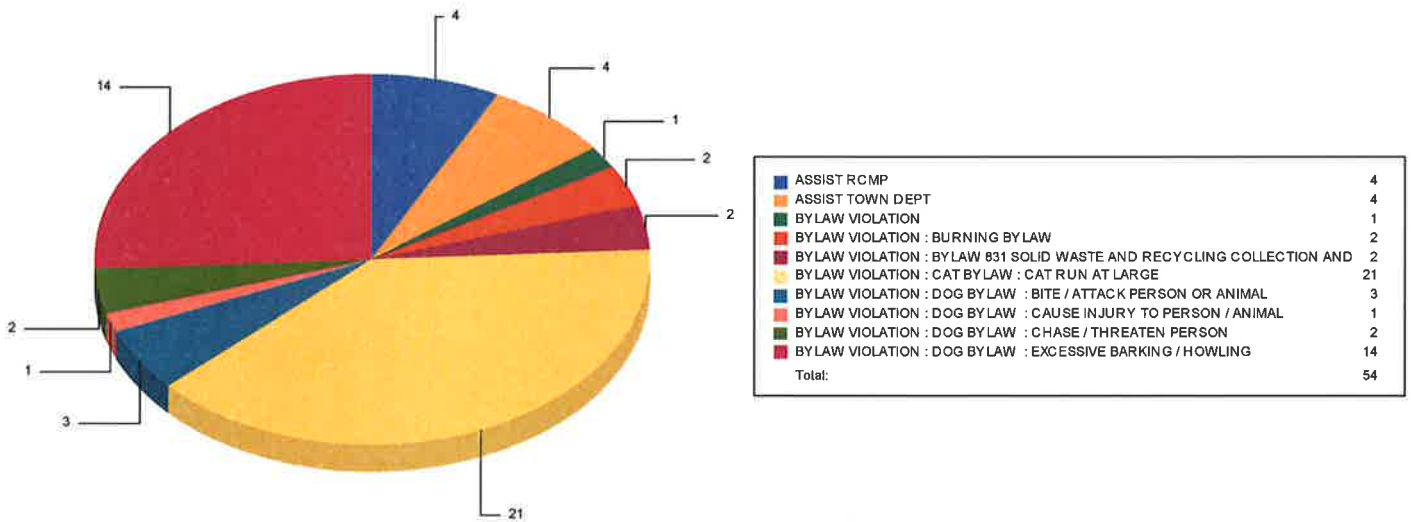
It should be noted that the Peace Officer is also the Director of Emergency Management for the town and there were a number of duties / courses attended in this role.

Town of Sundre

Statistics from Occurred Date: 1/1/2018 12:00:00AM to 12/31/2018 11:59:00PM

Case Report

Count of Incident Types



ASSIST RCMP: 4 2%

Case Report

ASSIST TOWN DEPT: 4 2%

BYLAW VIOLATION: 1 1%

BYLAW VIOLATION : BURNING BYLAW: 2 1%

BYLAW VIOLATION : BYLAW 831 SOLID WASTE AND RECYCLING COLLECTION AND: 2 1%

BYLAW VIOLATION : CAT BYLAW : CAT RUN AT LARGE: 21 11%

BYLAW VIOLATION : DOG BYLAW : BITE / ATTACK PERSON OR ANIMAL: 3 2%

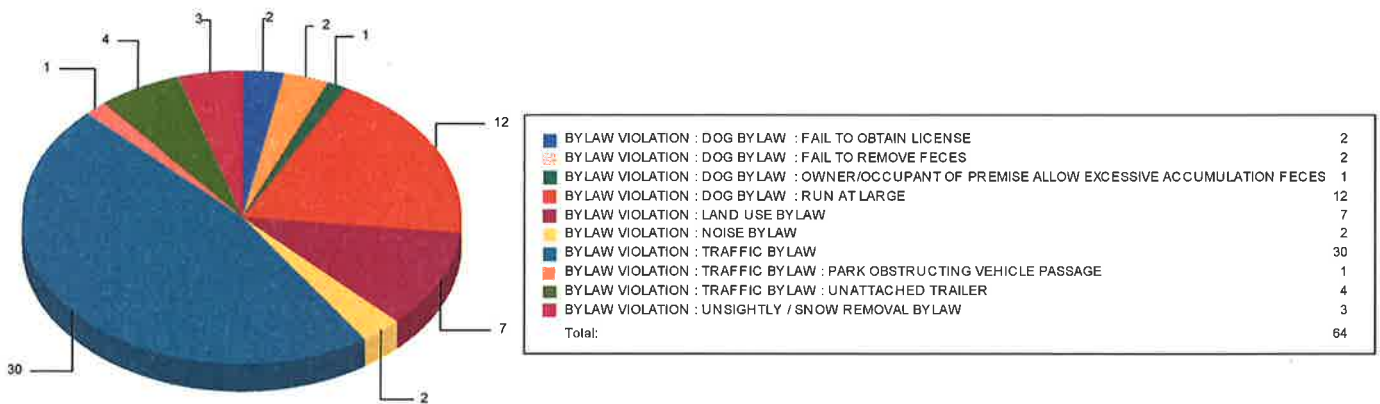
BYLAW VIOLATION : DOG BYLAW : CAUSE INJURY TO PERSON / ANIMAL: 1 1%

BYLAW VIOLATION : DOG BYLAW : CHASE / THREATEN PERSON: 2 1%

BYLAW VIOLATION : DOG BYLAW : EXCESSIVE BARKING / HOWLING: 14 8%

Case Report

Count of Incident Types



BYLAW VIOLATION : DOG BYLAW : FAIL TO OBTAIN LICENSE: 2 1%

BYLAW VIOLATION : DOG BYLAW : FAIL TO REMOVE FECES: 2 1%

BYLAW VIOLATION : DOG BYLAW : OWNER/OCCUPANT OF PREMISE ALLOW EXCESSIVE ACCUMULATION FECES: 1 1%

BYLAW VIOLATION : DOG BYLAW : RUN AT LARGE: 12 7%

Case Report

BYLAW VIOLATION : LAND USE BYLAW: 7 4%

BYLAW VIOLATION : NOISE BYLAW: 2 1%

BYLAW VIOLATION : TRAFFIC BYLAW: 30 16%

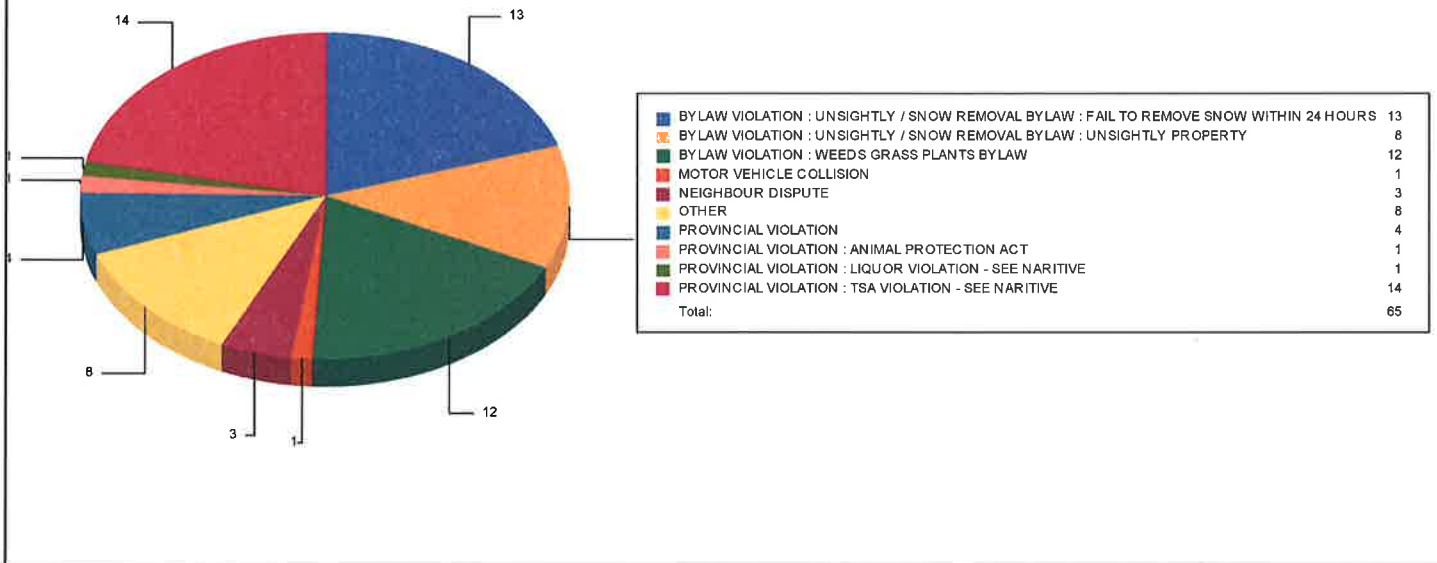
BYLAW VIOLATION : TRAFFIC BYLAW : PARK OBSTRUCTING VEHICLE PASSAGE: 1 1%

BYLAW VIOLATION : TRAFFIC BYLAW : UNATTACHED TRAILER: 4 2%

BYLAW VIOLATION : UNSIGHTLY / SNOW REMOVAL BYLAW: 3 2%

Case Report

Count of Incident Types



BYLAW VIOLATION : UNSIGHTLY / SNOW REMOVAL BYLAW : FAIL TO REMOVE SNOW WITHIN 24 HOURS: 13 7%

BYLAW VIOLATION : UNSIGHTLY / SNOW REMOVAL BYLAW : UNSIGHTLY PROPERTY: 8 4%

BYLAW VIOLATION : WEEDS GRASS PLANTS BYLAW: 12 7%

MOTOR VEHICLE COLLISION: 1 1%

Case Report

NEIGHBOUR DISPUTE: 3 2%

OTHER: 8 4%

PROVINCIAL VIOLATION: 4 2%

PROVINCIAL VIOLATION : ANIMAL PROTECTION ACT: 1 1%

PROVINCIAL VIOLATION : LIQUOR VIOLATION - SEE NARITIVE: 1 1%

PROVINCIAL VIOLATION : TSA VIOLATION - SEE NARITIVE: 14 8%

Grand Total: 100.00% Total # of Incident Types Reported: 183



DEPARTMENTAL REPORT

DEPARTMENT: Fire

SUBMITTED BY: Marty / Patty

DATE: January 16, 2019

FOR MONTH OF: December

Brief Outlines Please

TOPIC # 1:

- Call volume for 2018 was a total of 296 calls;
- Santa Day was another big success with around 110 kids coming by to have a chat with Santa, enjoy a wagon ride, face painting, hot chocolate and of course, popcorn;
- On January 11, Sundre Fire went live with the new AFRRCS radios.



REQUEST FOR DECISION

COUNCIL DATE: January 21, 2019

SUBJECT: Correspondence

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 13.

BACKGROUND/PROPOSAL:

Correspondence received and/or sent by Legislative Services during the period December 30, 2018 through to January 16, 2019.

ADMINISTRATION RECOMMENDATIONS:

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

MOTION:

That the Town of Sundre Council accept the correspondence sent to Minister Shannon Phillips, Cancellation of Sundre Open House (Bighorn Park Proposal), as information.

That the Town of Sundre Council accept the correspondence from Hon. Shaye Anderson, Minister Municipal Affairs, as information.

That the Town of Sundre Council accept the correspondence from Hon. Lori Sigurdson, Minister of Seniors and Housing (Minister's Seniors Service Awards), as information

That the Town of Sundre Council accept the Parkland Regional Library Board Report from Mrs. Pat Toone, as information.

That the Town of Sundre Council determine a response to the "AG for Life" correspondence, at Council's discretion.

That the Town of Sundre Council accept the Mountain Rose Women's Shelter Association, as information.

That the Town of Sundre Council accept the Alberta Order of Excellence correspondence, as information.

ATTACHMENTS:

- 13.1 Letter to Minister Shannon Phillips, Cancellation of Sundre Open House
- 13.2 Letter from Hon. Shaye Anderson, Minister Municipal Affairs
- 13.3 Minister's Seniors Service Awards
- 13.4 Parkland Regional Library Board Report – Pat Toone
- 13.5 Ag for Life
- 13.6 Mountain Rose Women's Shelter Association
- 13.7 Alberta Order of Excellence

Date Reviewed: January 16, 2019 CAO: Andre Ndumu



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

FROM THE DESK OF THE MAYOR

January 9, 2019

Honorable Shannon Phillips, Minister of Environment and Parks
Environment and Parks
208 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

E-MAILED
Jan 9, 2019

COPY

Dear Minister Phillips,

I am writing to you to plead that you reverse your decision to cancel the public Open House, regarding the Bighorn Country proposal, in Sundre, previously scheduled for January 14th. I respectfully ask that you reconsider the paramount importance of public engagement in putting forward your Ministry proposal that has the possibility to leave a legacy for generations to come. I urge you to trust in Albertans who are genuinely interested in hearing about the proposal, and who may have legitimate questions and suggestions to improve the initial proposal.

At the Sundre Town Council meeting Monday, January 7th, the following motion was passed by our Council:

Res. No. 07-19-01-07 MOVED by Councillor Funke that the Town of Sundre condemns the Provincial 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 dissatisfaction with our belief their consultation process is unsatisfactory and there are too many unanswered questions to proceed with the proposed timeline. **CARRIED**

There was much discussion about the wording of the motion and I must convey to you in the strongest terms that Council is outraged and condemns, in the strongest possible language, the decision to refuse to engage in face to face public consultation with our community. Your proposal to have a "technology Town Hall" is completely unacceptable to our community.

At our Monday meeting, representatives from Alberta Transportation were in attendance to review a 3 year process, we have been working on together, to do a pilot project on highway 27 involving 3 roundabouts with a design to enhance pedestrian safety and slow down traffic on this "high load corridor" highway that runs through Sundre. Alberta Transportation held 3 public engagement Open Houses almost three years ago, and their staff has worked diligently with Town of Sundre administration and staff for those 3 years, to address issues and concerns brought forward by residents, the transportation industry

and our business community. This has been “stellar” public engagement. It has also been a very controversial project.

Almost 3 years ago, Alberta Health Services announced they would close 15 long term care beds in our hospital – in effect, half our hospital. Community outrage was the result. Jason Nixon held a Town Hall, attended by close to 500 people from our community. Alberta Health Services representatives outlined why the decision had been made, and community members questioned – and grilled – those representatives. This was a civil Open House with our community wanting information and understanding – and the chance to be heard. A group of community members formed the Sundre Hospital Futures Committee, approached Minister Sarah Hoffman, and asked to be included in solutions and work with Alberta Health Services, to improve patient care, staffing conditions and facility renovation enhancements at the Hospital. CAO, Dr. Verna Yiu attended meetings here at the hospital, and the accomplishments of working together have given Sundre the reputation of “the way public engagement should be” with Alberta Health Services. Please walk down the hall and talk with Minister Hoffman to check out our reputation. This was, again, stellar public engagement.

If you reverse your decision – and if you champion the public meeting on January 14th, you “run the risk” of seeing another “stellar” example of public engagement – listening to Albertans about issues that they are passionate about – and moving the Bighorn proposal to a reality with public buy in. Hold your current position, and ...

Leadership is hard – be a leader anyway. This decision has gone sideways on you – correct it – re-establish your credibility with the public – hold the Open House. I will be there to recognize, and support, your change of heart.

Sincerely,

A handwritten signature in black ink, appearing to read 'Terry Leslie', written in a cursive style.

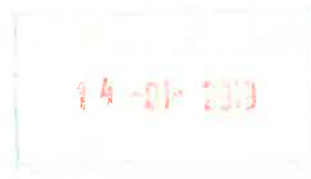
Terry Leslie, Mayor
Town of Sundre

cc. Honorable Rachel Notley, Premier
Jason Nixon, MLA UCP



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*



AR95908

December 11, 2018

His Worship Terrance Leslie
Mayor, Town of Sundre
PO Box 420
Sundre AB T0M 1X0

Dear Mayor Leslie,

The Alberta government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative, we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

I am pleased to inform you that the operating spending plan submitted by your municipality has been accepted. You may proceed to apply your municipality's 2018 operating allocation and any estimated 2017 carry-forward to the priorities identified in your plan.

As partners in supporting Alberta's communities, I look forward to working together to move your local priorities forward.

Sincerely,

A handwritten signature in blue ink that reads "Shaye Anderson".

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Linda Nelson, Chief Administrative Officer, Town of Sundre



ALBERTA
SENIORS AND HOUSING

*Office of the Minister
MLA, Edmonton-Riverview*

08-01-2019

AR 46366

January 3, 2019

Dear Stakeholder:

The Minister's Seniors Service Awards recognize the important volunteer work that individuals and organizations provide to assist seniors and our communities in Alberta each year. To date, the awards program has honoured 145 recipients.

Enclosed is a poster and nomination booklet for the 2019 Minister's Seniors Service Awards. Please consider nominating volunteers in your community and help promote the awards by displaying the poster and spreading the word. The deadline for nominations is February 28, 2019.

Nominees will be recognized at community celebrations taking place across Alberta in the summer, and award recipients will be recognized at a ceremony in the fall. Additional information will be provided closer to the event date.

Please visit my ministry's website at www.alberta.ca/ministry-seniors-housing.aspx or email seniorsinformation@gov.ab.ca for more information.

Thank you for supporting seniors in Alberta.

Sincerely,

Lori Sigurdson
Minister of Seniors and Housing

Enclosure

2019 MINISTER'S SENIORS SERVICE AWARDS

**Recognizing people who
make a positive difference
in the lives of Alberta's
seniors**

Nominate someone who volunteers
to make life better for seniors and
their community today!

For more information please visit:
www.alberta.ca/ministry-seniors-housing.aspx

Nomination Deadline:

February 28, 2019



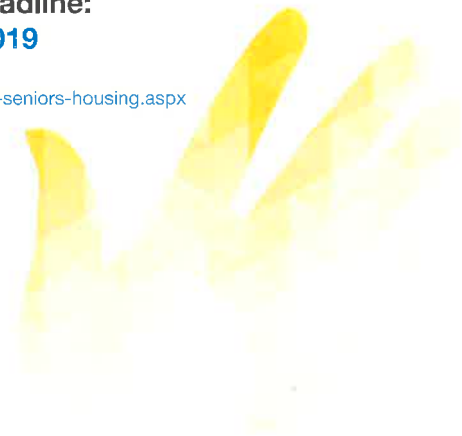


2019 MINISTER'S SENIORS SERVICE AWARDS

**Recognizing people
who make a positive
difference in the lives
of Alberta's seniors**

**Nomination Deadline:
February 28, 2019**

www.alberta.ca/ministry-seniors-housing.aspx



Alberta 

2019 Minister's Seniors Service Awards



Message from the Honourable Lori Sigurdson Minister of Seniors and Housing

It is my great pleasure to welcome nominations for the 2019 Minister's Seniors Service Awards.

For more than two decades, these awards have recognized individuals and organizations that volunteer time and energy to support seniors and communities.

These exceptional Albertans volunteer countless hours to take on big projects and little tasks to support seniors. Each one means so much, from completing tax returns or teaching computer skills to seniors. It's making the extra effort to ensure a room is decorated just so for a big birthday party or getting up extra

early to whip up a hearty breakfast for dozens – or hundreds – of hungry folks.

All of these thoughtful gestures and kind acts matter in building a community. It is important for us to recognize and say thank you to those who dedicate their time and talents to improve the lives of seniors.

In 2017, we introduced the Alice Modin Award. Alice Modin started a campaign to launch seniors' day in Strathcona County about 30 years ago. This paved the way for a province-wide Seniors' Week. The Award honours a senior who has provided long-term volunteer service to their community, promotes volunteerism, or whose volunteer efforts have had a provincial impact.

Please take the time to nominate a person or organization for the Minister's Seniors Service Awards. Nominees will be recognized at community celebrations held all over the province in the summer. We will recognize the award recipients at a special awards ceremony in the fall.

Thank you to all volunteers who help seniors. You make a difference in the lives of seniors.

Lori Sigurdson

Minister, Seniors and Housing
MLA, Edmonton-Riverview



Seniors and Housing Minister Lori Sigurdson, Individual Award recipient Waqar Manzoor and Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta.



Seniors and Housing Minister Lori Sigurdson, Individual Award recipient Mr. James Swift and Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta.

2019 Minister's Seniors Service Awards

Checklist

Please ensure that your nomination package is complete.

The nomination:

- ☐ Demonstrates how the nominee provides volunteer service for the benefit of seniors.
- ☐ Includes a summary of volunteer activities.
- ☐ Includes letters of support (two to five are recommended).
- ☐ Is legible in English, or has English translation provided.
- ☐ Includes a completed Nominee Form that provides the name and address of the nominee, a checked consent box and is signed by the nominee.
- ☐ Includes a completed and signed Nominator Form.

Submissions

Forward complete nomination packages to:

By mail or courier:

Minister's Seniors Service Awards
Alberta Seniors and Housing
6th floor
Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta T5J 3S2

Questions?

Email your questions to
seniorsinformation@gov.ab.ca

Deadline

To be considered, a complete nomination package must be received by **February 28, 2019**.

2019 Minister's Seniors Service Awards

General Information:

The Minister's Seniors Service Awards recognize individuals and organizations who volunteer to support seniors in Alberta.

There are three award categories:

1. Individual
2. Organization
3. Alice Modin Award

Please review the criteria under each category, complete the appropriate form and provide it along with the rest of your nomination package.

Please note the following:

- Only one nomination form is required per nominee;
- The nominee **must** sign the nomination form. Without consent, the nominee cannot be considered for this award;
- Nominations may include photographs, newsletters, certificates and other supporting materials. Any materials provided will become the property of Alberta Seniors and Housing and will not be returned; and
- All supporting documents should be provided in English or provide an English translation.



Seniors and Housing Minister Lori Sigurdson, Alice Modin Award recipient Mr. Gregory Steiner and Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta.

1. Individual Nomination

Criteria

The nominee must be an Alberta resident of any age, including those 65 years or older, who provides volunteer services to seniors in Alberta. Couples may be nominated in the individual category.

Summary of Volunteer Activities

Provide a summary of volunteer activities to capture all of the volunteer work the nominee does with seniors. Please include:

- Where the individual volunteers;
- The type of volunteer work (e.g. driving, home maintenance services, entertainment, etc.);
- The number of volunteer hours (can be weekly, monthly or yearly);
- Who has benefited from the service (e.g. individual seniors, the community, dementia patients, etc.);
- The number of seniors served through the volunteer service (if applicable); and

- Additional information or details such as descriptions of the work and any other relevant information.

Please consider providing this information in a table format, like the one below as an example.

Letters of Support

(Two to five letters are recommended)

Letters of support are the best way to demonstrate the impact of the volunteer's work with seniors. These letters should:

- Be written by those benefiting directly from the volunteer service provided by the nominee, or written by someone with detailed knowledge of the nominee's volunteer service;
- Provide details of the volunteer service and include, if possible, how often the volunteer provides this service (if not already included in a summary of volunteer activities); and
- Outline how seniors benefit from the service provided.

SAMPLE SUMMARY OF VOLUNTEER ACTIVITIES

Volunteer service provided	Where	Service provided to	Number of seniors served	Number of volunteer hours	Additional information/details
Bingo caller	Seniors Center	Members at centre	30	3 hours/week. Total of 468 hours since 2014	
Drive seniors to medical appointments		Seniors	4	20 hours/month since 1998	

Evaluation of Nominations

A Nomination Review Committee, selected by the Minister of Seniors and Housing, will evaluate submissions using the following considerations as a guide. Nominees do not need to satisfy all considerations to be eligible for an award.

EVALUATION CONSIDERATIONS	
NEED	There is a need for the volunteer service provided within the community.
IMPACT	The volunteer service provided affects seniors directly and improves the quality of their lives. Alice Modin Award: benefit to the community as a whole.
FOCUS	Volunteer work involves a specialized skill, talent or expertise.
DIVERSITY	The nomination demonstrates a wide variety of volunteer activities.
LEADERSHIP	The nominee demonstrates leadership through planning, organizing or initiating a new project or program for the benefit of seniors.
ORIGINALITY	The volunteer service provided is unique and demonstrates thoughtfulness of senior's needs.
VOLUNTEER TIME	Individuals: The number of volunteer hours is noteworthy. Organization: Number of programs/services/events that involve volunteers.

Selection of Recipients

The Nomination Review Committee evaluates the submissions and recommends a list of award recipients to the Minister of Seniors and Housing. The Minister selects the award recipients.

Information about nominees and recipients will be released to the media and posted on www.seniors-housing.alberta.ca.

Nominees will be invited to attend community recognition celebrations in the summer.

Award recipients will be notified in summer 2018 and honoured at a special event in the fall.



Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta and Seniors and Housing Minister Lori Sigurdson with the 2018 Minister's Seniors Service Award recipients and Members of the Legislative Assembly.

2019 MINISTER'S SENIORS SERVICE AWARDS

2019 MINISTER'S SENIORS SERVICE AWARDS

2019 Minister's Seniors Service Awards

Nominator Information

(The person who would be the best contact to answer questions about the nominee or the nomination package.)

☐ Mr. ☐ Mrs. ☐ Ms. Other: _____

Name: _____

Address: _____

City: _____ Alberta Postal Code: _____

Phone: _____ Email: _____

Alberta Seniors and Housing collects personal information about the Minister's Seniors Service Award Program nominators pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act. The information collected will be used for the purposes of administering the Minister's Seniors Service Awards program and promoting the program and its related events. The information may be disclosed to MLAs, and the media may use excerpts from recommendations to promote the awards program. Nominators should be aware the nominee has the right to access all documents about him or her which are in the custody of the awards program. Questions regarding the collection and use of personal information for the 2019 Minister's Seniors Service Awards Program may be addressed to the Director of Communications by telephone at 780-644-5678 or by mail at Communications Director, Communications, Seniors and Housing, 3rd Floor, 44 Capital Boulevard, 10044 - 108 Street, Edmonton, AB T5J 5E6.

Signature _____ Date _____

2. Organization Nomination

Criteria

An Alberta organization that:

- Is not for profit; and
- Relies on volunteers to support seniors.

Nominations must include a summary of organization information, letters of support, and a nomination form signed by the board chair, executive director, or president.

Summary of Organization Information

To ensure your nomination is as detailed as possible, include a summary with the following information (if applicable):

- Date (year) the organization was established;
- Organization purpose or mission statement;
- Number of staff;
- Number of volunteers;
- How volunteers within the organization support seniors;
- The number of seniors that benefit from the services the organization provides;
- List of services/programs/events provided by the organization, including a description of each, frequency, and how long the service has been provided; and
- Special initiatives or projects, including a description.

Letters of Support

(Two to five letters are recommended)

Letters of support are the best way to demonstrate the impact of the organization's service to seniors.

Letters of support should be written by someone with detailed knowledge of the organization's programs and services or someone benefiting from the services. Letters of support can include information outlined in the organization summary.



Seniors and Housing Minister Lori Sigurdson, Kathleen Nakagawa, Betty Sewall and Her Honour, the Honourable Lois E. Mitchell, CM, AOE, LLD, Lieutenant Governor of Alberta.

3. The Alice Modin Award

In 1985, Strathcona County resident, Alice Modin, lobbied county council to declare an annual seniors' day. Alice's work was pivotal in creating a week-long celebration, first recognized as Seniors' Week by the Government of Alberta in 1986.

Alice was a strong advocate for seniors, passionate about local history, and a consummate community volunteer. She volunteered at the Mannville Five Point Women's Institute and the Sherwood Oaks Senior Citizens' Association. Alice's hard-working nature was an asset for soldiers during the second world war, when she and other women prepared gift boxes to send to local soldiers.

In 1999, Alice received the Minister's Seniors Service Award in recognition of her outstanding volunteer service in support of seniors. In 2011, she was recognized by the International Women's Day committee in Strathcona County for making a difference in her community.

Alice passed away in 2014. In recognition of Alice's contributions to Alberta through the establishment of Seniors' Week, and her long-standing volunteer and charitable efforts in her community, the Alice Modin Award was introduced as a new category of the Minister's Seniors Service Awards in 2017.

Criteria

An individual Albertan or couple who:

- Is 65 years of age or older and has been volunteering in their community for 20 or more years;
- Actively promotes volunteerism amongst seniors; and/or
- Has had a provincial impact on seniors through their volunteer efforts.

Summary of Volunteer Activities

Provide a summary of volunteer activities to capture all of the community volunteer work of the nominee. Please include:

- Where the individual volunteers;
- The type of volunteer work (e.g. meal delivery, music lessons);
- How long they have been volunteering; and
- Who has benefited from the service (e.g. seniors, youth, the community).

SAMPLE SUMMARY OF VOLUNTEER ACTIVITIES

Volunteer service provided and where	Service provided to	Number of years volunteering	Additional information
Coordinate seniors to volunteer at boys and girls club	Community at large, youth	Since 1978	

Letters of Support

Letters of support are the best way to demonstrate the impact of the volunteer's work. These letters should:

- Be written by those who benefited directly from the volunteer service or someone with detailed knowledge of the volunteer service; and
- Provide details of the volunteer service and the positive impact on the community.

2019 Minister's Seniors Service Awards

Nomination Form

☐ Individual ☐ Organization ☐ Alice Modin

☐ Mr. ☐ Ms. ☐ Mrs. _____ Other _____ Organization: _____

First: _____ Last: _____

Home Address: _____

City: _____ Alberta Postal Code: _____

Phone: _____ Email: _____

The personal information collected on this form is collected under s. 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will only be used and disclosed to determine the Nominee's suitability and eligibility to receive the Minister's Seniors Service Award and for other reasonably related administrative purposes in accordance with the FOIP Act. If I am selected for an award, I hereby freely consent to the disclosure, as the Ministry deems appropriate, of my name, address, phone number, and any information provided as part of this nomination package, to interested parties including the media for interviews, stories and follow up.

I hereby give permission to the Government of Alberta to use my material (photograph, video, name or quotation) without any compensation to me. I understand this material will be used in communication and materials about Government of Alberta programs and services and they will be distributed to the public through a variety of means, including printed and electronic communications. All government communications where this material will appear shall constitute the property of the Government of Alberta, solely and completely.

I understand that the material may be used by or licensed to other public bodies and private companies for use in materials in promoting the province of Alberta.

I waive all moral rights, claims, and objections arising from the use of this material, worldwide and in perpetuity, in favour of the Government of Alberta, its agents, employees, and contractors.

If I have questions regarding my consent or the use of my information, I can contact Communications with Alberta Seniors and Housing by phone at 780-644-5678, or by mail at 44 Capital Blvd, Third Floor, Edmonton, AB T5J 3S7.

Alberta Seniors and Housing collects personal information about the Minister's Seniors Service Award nominees pursuant to section 33(c) of the FOIP Act. The information collected will be used for the purposes of administering the Minister's Seniors Service Awards program and promoting the program and its related events. The information may be disclosed to MLAs, and the media. Questions regarding the collection and use of personal information for the 2019 Minister's Seniors Service Awards Program may be addressed to the Director of Communications by telephone at 780-644-5678 or by mail at Communications Director, Communications, Seniors and Housing, 3rd Floor 44 Capital Boulevard, 10044 - 108 Street, Edmonton, AB T5J 5E6.

☐ I consent to this nomination, and authorize the collection and use of personal information about me that may be submitted from individual nominators and meet all the requirements listed under "Eligibility". I further understand that by consenting to the nomination, my personal information may be used by Alberta Seniors and Housing for promoting the Minister's Seniors Services Awards Program as outlined above.

Signature _____ Date _____

Nomination Deadline: February 28, 2019
Please ensure consent box is checked prior to submitting form.

Parkland Regional Library Board meeting November 8, 2018 at 1:00pm. In Lacombe

This was the organizational meeting with some new members. There were alot of members missing.

The Executive Director Ron Shepard welcomed the new members and gave a short statement on the purpose of the board.

The agenda was approved. The Consent Agenda was approved which contained the Financial Satement, Executive Committee Meeting minutes of August 30th and October 4th , Review of Strategic Plan and business arising from the minutes. Parkland is still waiting for permission from the Provincial Government to sell the existing building and land so we can move forward with the building of our new Building.

Election of the Chair: Debra Smith from the Village of Lougheed was re-elected.

Election for our zones representative is Jason Alderson from Rocky Mountain House.

Sending three members to the Jasper Library Conference was done by a draw of names. Only members who have not attended for the board could submit their names.

PRLs Strategic plan was reviewed and approved.

PRL's proposed Budget was accepted by more than 60% of its member councils so it is passed.

PRL is working on its Advocacy Plan. PRL has had two workshops to develop a plan. The Executive Committee will create a Terms of Reference for an Advocacy Committee.

Ron Shepard gave his Directors report and Library Services report.

Bob Green form Carstairs is PRL's representative on ALTA[Trustee Association]. He talked about the importance of Library Boards to be members. ALTA provides education programs for Library Trustees.

The regular meeting was adjourned. An Orientation for new members was offered. Most people left.

The next meeting is February 21, 2019 at 1:00pm at Lacombe.

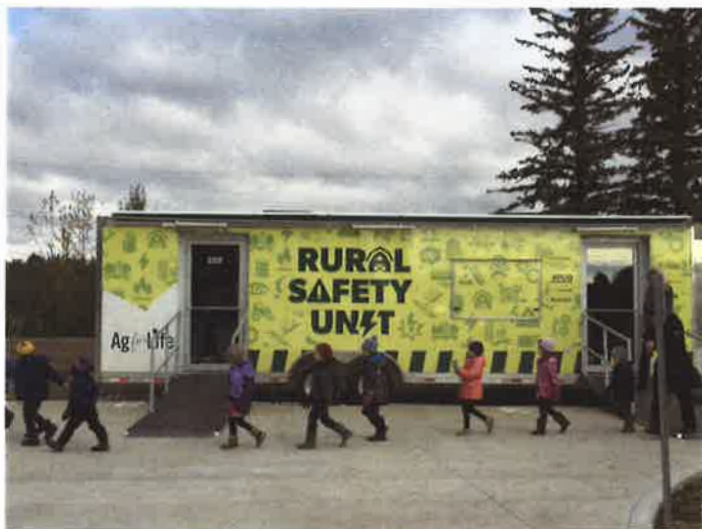
Respectfully submitted by Pat Toone

JANUARY 2019

His Worship Terrance Leslie
Town of Sundre
PO Box 420
Sundre, AB
Canada, T0M 1X0

Dear Mr. Leslie,

As elected council for your Municipal District, Agriculture for Life (Ag for Life) knows you have a strong vested interest in ensuring rural Alberta communities remain safe. Since 2011, Ag for Life has played a vital role in educating Albertans about rural and farm safety and we are asking for your support in keeping our state-of-the-art Rural Safety Unit on the road as we work to build a culture of safety among Alberta's youngest residents and their families.



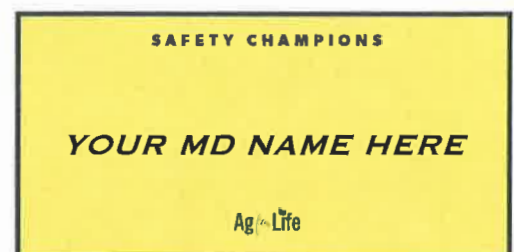
Making Safety Stick

Ag for Life's Rural Safety Unit helps to educate, encourage and promote safety on the farm, ranch and rural areas with a long-term goal of reducing the number of injuries and fatalities.

The mobile unit, filled with interactive, digital and mechanical safety learning stations, is aimed at rural grade 4 to 12 students, volunteers, teachers, young farm workers and farm families, who live on, work, play, or visit farms and ranches. Learning stations are themed around topics like *hazard identification, large equipment safety, and chemical safety.*

As part of our Bumper Sticker campaign, we are asking that you help make safety stick in rural Alberta communities by making a donation of \$1,500. Your support will ensure the Rural Safety Unit continues to deliver high quality safety education across the province in 2019.

In recognition of your support, a bumper sticker (sample pictured right) with your MD's name will be placed on the outside of the mobile unit under our Safety Champions wall showcasing your commitment to safety to the rest of the province.



Let's Connect

It would be a pleasure to have your municipality partner with Ag for Life on this initiative. We sincerely thank you for your consideration.

LUREE WILLIAMSON

Chief Executive Officer

CELL 403 862 5688

EMAIL lwilliamson@agricultureforlife.ca

LAURA HUDSON

Fund Development Manager

CELL 403 862 4542

EMAIL lhudson@agricultureforlife.ca



HELP MAKE SAFETY STICK

Your donation of \$1,500 will help Ag for Life reach more Albertans with critical rural safety programming. On behalf of rural communities across Alberta, we thank you! To make your donation please complete this form and send by mail to:

32 Priddis Creek Drive Foothills, AB T0L 1W2

Name: _____

MD Name (to be printed on sticker): _____

Email: _____

Address: _____

Payment (\$1,500): Cash ☐ Credit ☐ Cheque ☐

Name on card

Card number

Expiry date

Security code

Zip/Postal code

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Charity BN/Registration # 845824507RR0001



Mountain Rose Women's Shelter Association
 Box 325, 5110 50 Avenue
 Rocky Mountain House, Alberta T4T 1A3
 Phone 403-845-5339 Fax 403-845-2124
 Crisis Line 1-877-845-4141

January 10, 2018

Dear Community Stakeholder,

Mountain Rose Women's Shelter Association (MRWSA) is a non-profit, charitable organization that provides resources and support to individuals and families impacted by domestic violence in the Town of Rocky Mountain House and Clearwater County. We believe:

- in a non-violent society in which women have both the freedom and the responsibility to direct all the important aspects of their lives: emotional, intellectual, spiritual, economic and sexual.
- meaningful actions toward a non-violent society necessitates changing community awareness of, and challenging the acceptability of victimization of women and children.
- women are able to evaluate their fears, attitudes, alternatives and options in a manner that will enhance the empowerment of all women.

Our programs include: Emergency Shelter, basic emergency services, crisis support and information, referrals, and Community Services including Outreach Services, Parent Child Assistant Program, Housing Support Services, and Community Engagement Services.

In 2018, MRWSA assisted 165 women and children in the Emergency Shelter. Due to the size of our current location, we turned away another 327 women with 211 children who were seeking shelter from domestic violence. During this time frame, the MRWSA Crisis Line also received 634 crisis calls. These numbers do not include people accessing the MRWSA Community Services.

MRWSA participated in the *Annual Provincial Shelter Data Count* with other domestic violence shelters across Alberta. Enclosed is the 'snap-shot' document that highlights some of the ways Alberta Shelters helped women and their children in 2018.

This package is meant as an introduction to Domestic/Family Violence and the work that is being done across the province. I am available to meet with you to provide specific information regarding the work that is being done in our community.

Sincerely,

Cindy Easton
 Executive Director
 Mountain Rose Women's Shelter Association
ceaston@mrwsa.net



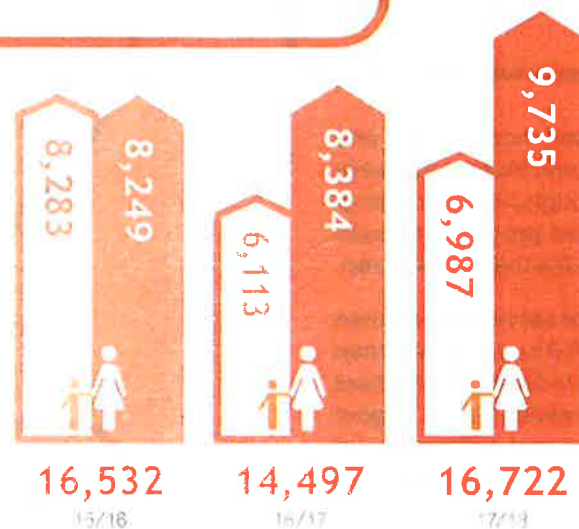
NO VACANCY

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



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.

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.

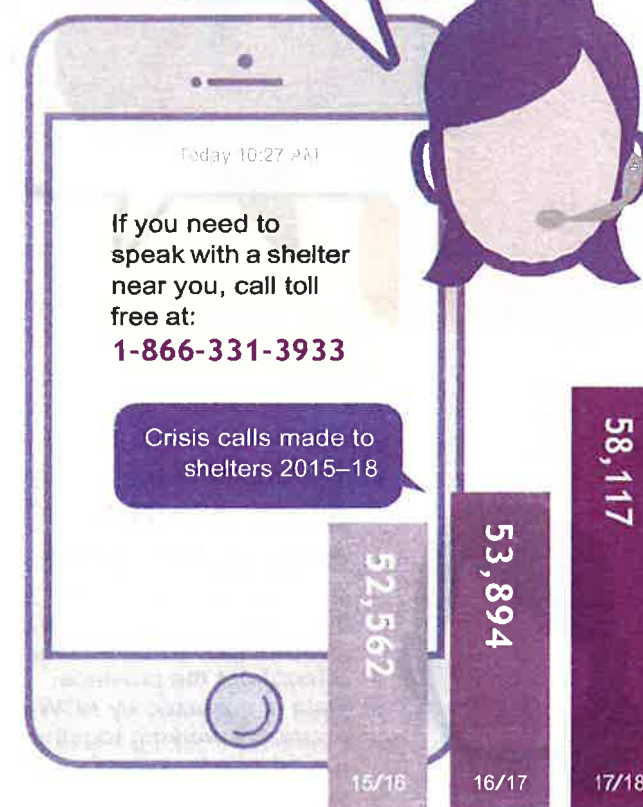


6,408 people served through outreach in 17/18.

* Includes 340 men

500

Crisis calls to shelters

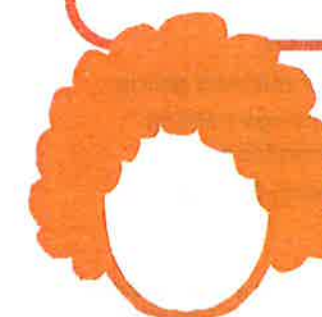


9% of women were living in stable housing upon entering shelter.

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

68%

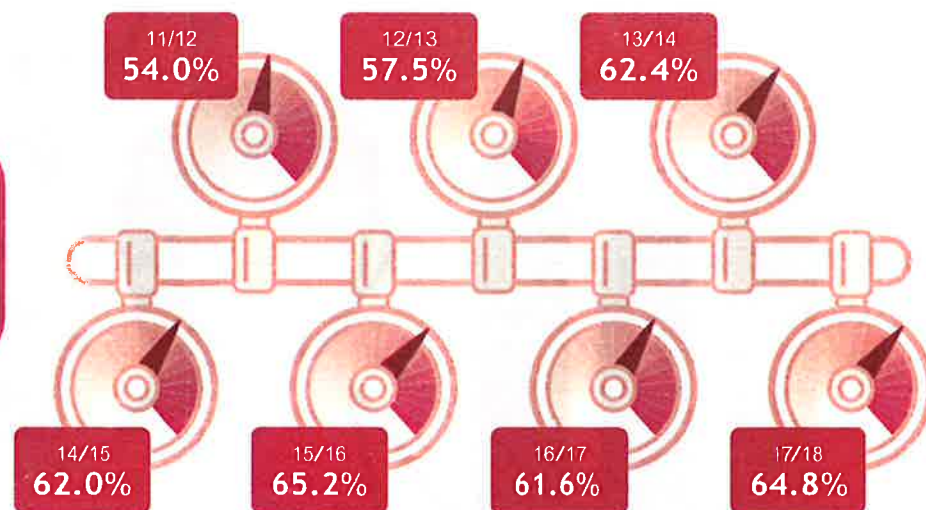
Second stage transformation



9%



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.

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)



6,292

15/16



6,004

16/17



5,840

17/18



2018 DATA RELEASE

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.



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

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.

Number of women, children and seniors sheltered in 17/18

10,390

* Includes 33 men



Number of women, children and seniors sheltered in 2015-18

30,987





THE ALBERTA ORDER OF EXCELLENCE



January 7, 2019

*His Worship Terrance Leslie
Town of Sundre
PO Box 420
Sundre AB T0M 1X0*

Dear His Worship Leslie,

The Alberta Order of Excellence is the highest honour the Province of Alberta can bestow on a citizen of this province. The membership of the Order reflects a true diversity of strengths, ideas and fields of endeavor and yet all members have one thing in common. They are united in their understanding that caring and committed individuals can and do make a difference in the strength of our communities, in the quality of life enjoyed by Albertans and in the benefits Canada has to offer the world.

Because of your position, I trust that you might know a remarkable Albertan who has made significant contributions to the lives of other Albertans and deserves to be considered for this honour. If so, I encourage you to nominate them for 2019. Nominees must be Canadian citizens, live in Alberta and have made a significant contribution provincially, nationally or internationally.

More information and nomination forms are available on our website at www.lieutenantgovernor.ab.ca/aoe. The deadline for submission is Friday, February 15, 2019.

Sincerely,

*Andrew C.L. Sims
Chair*

*Facebook: @AlbertaOrderofExcellence
Twitter: @AOEalberta*