



Regular Council Meeting
Council Chambers
July 30, 2018
6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing**
3. **Agenda – Amendments and Adoption**
3.1 July 30, 2018 Regular Council Meeting
4. **Adoption of Previous Minutes**
4.1 July 9, 2018 Regular Council - Page 1
5. **Delegation**
5.1 Wild Rose Humane Society - Page 6
5.2 Sundre Daycare - Page 7
6. **Bylaws**
6.1 RFD Bylaw 2018-12 Bylaw Enforcement Officer - Page 32
7. **Old Business**
7.1 Delegation: AdMaki – Presentation on Proposed Destination Marketing Vision - Page 37
7.2 RFD Destination Marketing Vision - Page 38
8. **New Business**
8.1 RFD To Waive the Community Centre Rental Fee for 2018 Sundre Hospital Futures Legacy Gala - Pg 39
8.2 RFD To Waive the Development Permit Fee for “Sasquatch & Partners” Sign - Page 42
8.3 RFD Sundre School Fair Committee, Request for Monetary Support - Page 48
8.4 Alberta Urban Municipalities Association (AUMA) Resolution (information forthcoming)
8.5 Letter to Minister Anderson (information forthcoming)
9. **Administration**
9.1 RFD Departmental Reports – June 2018- Page 50
9.2 CAO Report – Overview Municipal Accountability Program- Page 81
10. **Notice of Motion**
11. **Municipal Area Partnership (MAP)**



Regular Council Meeting
Council Chambers
July 30, 2018
6:00 p.m.

12. Council Committee Reports

13. Inquiries Between Councillors or to Administration
13.1 Question from Councillor Funke

14. Council Invitations / Correspondence

14.1 Alberta Recreation and Parks Association, Elected Officials Workshop - Page 107

14.2 Alberta Culture and Tourism, 2018 Stars of Alberta Volunteer Awards - Page 111

14.3 Alberta Municipal Affairs - 2017-2018 Annual Report, Minister Pickering, Minister Anderson - Page 112

14.4 Clearwater County Broadband Initiative Provincial Broadband Strategy - Page 116

15. In Camera – Notice to Public

16. In-Camera

16.1 Advice from Officials – FOIPP Section 24

16.2 Local Public Body Confidences – FOIPP Section 23

16.3 Privileged Information – FOIPP Section 27 (1)

16.4 Local Public Body Confidences – FOIPP Section 23

17. 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
July 9, 2018

The regular meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Monday, July 9, 2018, commencing at 6:00 p.m.

IN ATTENDANCE

Deputy Mayor 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 Planning and Economic Development, M. Marko
Acting Director of Corporate Services, C. Albert
Special Projects Administrator/Development Officer, B. Fountain
Legislative Executive Assistant, C. Robey

Absent:

Mayor Terry Leslie (in attendance via telephone)

Public:

3 Members
Mr. Frank Greif, Eagle Valley Community Association
Ms. Desiree Kuori, Municipal Advisor, Alberta Municipal Affairs
Ms. Debbie McCann, Municipal Advisor, Alberta Municipal Affairs
Ms. Sharon Young, Consultant, Municipal Health and Safety Association
Ms. Tracey Polowich, Contigo Business Services Inc.
Mr. Simon Ducatel, Sundre Round Up

CALL TO ORDER

Deputy Mayor Funke called the meeting 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. 280-18-07-09 MOVED by Councillor Wolfe that the agenda be approved, as presented.

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

Res. No. 281-18-07-09 MOVED by Councillor Warnock that the minutes of the regular meeting of council held on June 18, 2018, be approved, as presented.

CARRIED

DELEGATION**Eagle Valley Community Association**

Council welcomed Mr. Frank Greif, from the Eagle Valley Community Association Working Group.

Mr. Greif provided Council with information concerning the background and priorities of the Working Group. Council was presented with a copy of a book they produced entitled *Eagle Valley, Our Legacy*.

Alberta Municipal Affairs

Council welcomed Ms. Kuori and Ms. McCann from Alberta Municipal Affairs.

Council was provided with a brief introduction highlighting their position titles, responsibilities and the purpose of the Municipal Accountability Program (MAP). Council was informed that a final report will be provided to the Chief Administrative Officer.

BYLAWS**RFD Bylaw 2018-10 To Address Administrative Changes to the Town of Sundre's Land Use Bylaw*****Res. No. 282-18-07-09***

MOVED by Councillor Dalke that the Town of Sundre Council give First Reading to Bylaw 2018-10, being the Land Use Bylaw of the Town of Sundre.

CARRIED***Res. No. 283-18-07-09***

MOVED by Councillor Warnock that the Town of Sundre Council schedule a Public Hearing for Bylaw 2018-10 on September 10, 2018.

CARRIED**RFD Bylaw 2018-11 Land Use Bylaw Amendment to Address Cannabis Production Facility and Cannabis Retail Store Uses*****Res. No. 284-18-07-09***

MOVED by Councillor Preston that the Town of Sundre Council give First Reading to Bylaw 2018-11, being a Bylaw to Amend the Land Use Bylaw to provide for Cannabis Production Facility and Cannabis Retail Store uses.

CARRIED***Res. No. 285-18-07-09***

MOVED by Councillor Wolfe that the Town of Sundre Council schedule a Public Hearing for Bylaw 2018-11 on September 17, 2018.

CARRIED**OLD BUSINESS****NEW BUSINESS****RFD Public Participation Policy*****Res. No. 286-18-07-09***

MOVED by Councillor Warnock that the Town of Sundre Council approve the Public Participation Policy as presented, with appreciation to the stakeholder working group.

CARRIED

RFD Occupational Health and Safety Pilot Project Results

Council welcomed Ms. Sharon Young, Consultant, Municipal Health and Safety Association. Council viewed a PowerPoint presentation and was provided with a copy of the Pilot Project Final Report.

Res. No. 287-18-07-09

MOVED by Councillor Wolfe that the Town of Sundre Council directs Administration to implement aspects of the draft action plan as they deem appropriate. **CARRIED**

RFD Strategic Plan for the Town of Sundre***Res. No. 288-18-07-09***

MOVED by Councillor Isaac that the Town of Sundre Council approve the Strategic Plan for the Town of Sundre, as presented. **CARRIED**

RFD AFRRCS Request for Proposals***Res. No. 289-18-07-09***

MOVED by Councillor Warnock that the Town of Sundre Council support the preparation and issuance of an RFP for the purchase of radios compatible to a common radio network, to facilitate communication with one another, and to improve the coordination between different agencies. **CARRIED**

Mr. Marko left the meeting at 7:00 p.m.

Mr. Marko returned to the meeting at 7:01 p.m.

RFD Amendment to Membership Agreement with Mountain View Regional Waste Management Commission***Res. No. 290-18-07-09***

MOVED by Councillor Wolfe that the Town of Sundre Council approve an amendment to Section 1.01 of the Mountain View Regional Waste Management Commission Membership Agreement that will allow the Mountain View Regional Waste Management Commission to accept 5,000 tonnes to a maximum of 10,000 tonnes of waste annually from outside of the Members' Municipal boundaries. **CARRIED**

Res. No. 291-18-07-09

MOVED by Councillor Preston that the Town of Sundre Council supports new and future innovations in waste management, and to work towards having an independent review of the Mountain View Regional Waste Management Commissions operations and financials, and to support the Mountain View Regional Waste Management Commission move towards Option 5 with the possibility of the total sale of all assets and liabilities, pending the outcome of the review. **CARRIED**

RFD Extension to Waste Collection Contract***Res. No. 292-18-07-09***

MOVED by Councillor Warnock that the Town of Sundre Council approve the option to renew the contract between the Town of Sundre and Can Pak Environmental Inc. for an additional two years, as provided for under clause 1 of the contract, and that the CAO be authorized to sign the extension on behalf of the Town. **CARRIED**

Res. No. 293-18-07-09**RFD To Waive Development Permit Fee for Sundre and District Chamber of Commerce Fire Advisory Sign**

MOVED by Councillor Wolfe that the Town of Sundre Council waive the development fee of \$80.50 for the Fire Advisory Sign to be installed at the Visitor Information Centre by the Sundre and District Chamber of Commerce.

CARRIED**Res. No. 294-18-07-09****RFD Naming of Municipal Office**

MOVED by Councillor Preston that the Town of Sundre Council acknowledges that the building located at 717 Main Avenue West, Sundre, Alberta, be named as the Town of Sundre Municipal Office.

CARRIED**Res. No. 295-18-07-09****RFD National Drowning Prevention Week Proclamation**

MOVED by Councillor Wolfe that the Town of Sundre Council proclaim July 15 – 21, 2018 as National Drowning Prevention Week on behalf of the Citizens of Sundre.

CARRIED**ADMINISTRATION****Res. No. 296-18-07-09****RFD Departmental Reports – May 2018**

MOVED by Councillor Wolfe that the Town of Sundre Council accept the May 2018 Departmental Reports, as information.

CARRIED**NOTICE OF MOTION**

Notice of Motion, Councillor Isaac:

Subject: *“To bring forward a Motion to direct Administration to research and bring back to Council for decision, information on Recreation Boards. Details such as: How to form a Recreation Board, How to Run a Recreation Board, how Recreation Boards run in other communities, and how Recreation Boards in Sundre were run in the past, etc. The purpose of this Motion would be for Council to decide if the Town of Sundre should form a Recreation Board and what it would look like.”*

REFERRAL MOTION**Res. No. 297-18-07-09**

MOVED by Councillor Warnock that this Motion be referred for consideration of the ICC Committee because the Committee is working on the Recreation and Culture Agreement. As per Section 24.5, the time of the matter to be returned to Council is the September 24, 2018 Regular Council Meeting.

CARRIED**MUNICIPAL AREA PARTNERSHIP****COUNCIL REPORTS**

- 1. Report to Council – June 2018, Mayor Leslie**
- 2. Report to Council – June 2018, Deputy Mayor Funke**

Res. No. 298-18-07-09

MOVED by Councillor Dalke that the Town of Sundre Council accept the June 2018 Report(s) to Council, as information.

CARRIED

INQUIRIES BETWEEN COUNCILLORS OR TO ADMINISTRATION**Community News Update**

Deputy Mayor Funke shared that during the Sundre Pro Rodeo, Councillor Paul Isaac and his wife, Brenda, received an award acknowledging their volunteer service and dedication.

COUNCIL INVITATIONS / CORRESPONDENCE

1. *Alberta Health – Update on Nurse Practitioner, Deputy Premier Hoffman*
2. *Greenwood Neighbourhood Place – New Horizons for Seniors Grant Application, CAO Letter of Support*

Res. No. 299-18-07-09

MOVED by Councillor Wolfe that the Town of Sundre Council accept the correspondence received during the period June 19, 2018 through July 5, 2018, as information.

CARRIED

IN CAMERA – Notice to Public**IN CAMERA****ADJOURNMENT**

Res. No. 300-18-07-09

MOVED by Councillor Warnock being that the agenda matters have been concluded the meeting adjourned at 7:18 p.m.

CARRIED

These minutes approved this 30th day of July, 2018.

Deputy Mayor

Chief Administrative Officer



COUNCIL DATE: July 30, 2018

SUBJECT: Delegation: Wild Rose Humane Society

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 5.1

BACKGROUND/PROPOSAL:

Council to welcome Mr. Dean Orlando, Volunteer President.

Presentation will be of a verbal nature concerning the following topics:

- Overview of operations of the new shelter, explanation of current programs
- Invitation for future Board Members to assist with governance and strategic planning
- Future events



COUNCIL DATE: July 30, 2018

SUBJECT: Delegation: Sundre Daycare Centre

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 5.2

BACKGROUND/PROPOSAL:

Council to welcome Ms. Jessica Evans, and Ms. Amanda Hunter, from the Sundre Daycare Centre.

Sundre **Daycare**

Valley Kids Out of School Care

SDCVK, est. 2008
Sundre, AB

“Our wish and our purpose is to facilitate learning through play”



We offer Daycare, Preschool and Out of School Care



Location, Location, Location....

**The Sundre Daycare is conveniently located
in Sundre Community Centre Complex
above GNP & Valley Kids Out of School Care
is located in River Valley School**



An amazing learning environment



We are a Non-Profit Organization



Benefits of Non-Profits

- ✿ Serve a public purpose or need**
- ✿ Contribute to the quality of life for our community**
- ✿ Governed by a Board of Directors (most are parents like us), who serve as trustees that ensure resources are directed toward the organizations purpose/mission....Not Private Gain**

Sundre's 1st and Only Accredited Childcare Facility



What does Accreditation Mean to Parents?

- ✿ We go Above and Beyond Provincial Licensing Regulations and Requirements**
- ✿ Our Staff are required to partake in more professional development which means more knowledge and more training!**
- ✿ Accreditation = Better Standard of Care**

Playing & Learning...



What makes us different?

- ✿ We offer it all....one stop shopping for childcare
- ✿ Licensed Preschool Program; with options to extend for full day childcare
- ✿ Accredited Daycare; with a variety of subsidy options including stay at home subsidy
- ✿ Before, After and Out of School Care through our Valley Kids Program

We work on Kindergarten Readiness



Our Field Trips

We aim to provide teaching moments and introduce the children to new experiences and places.



We love Field Trips!



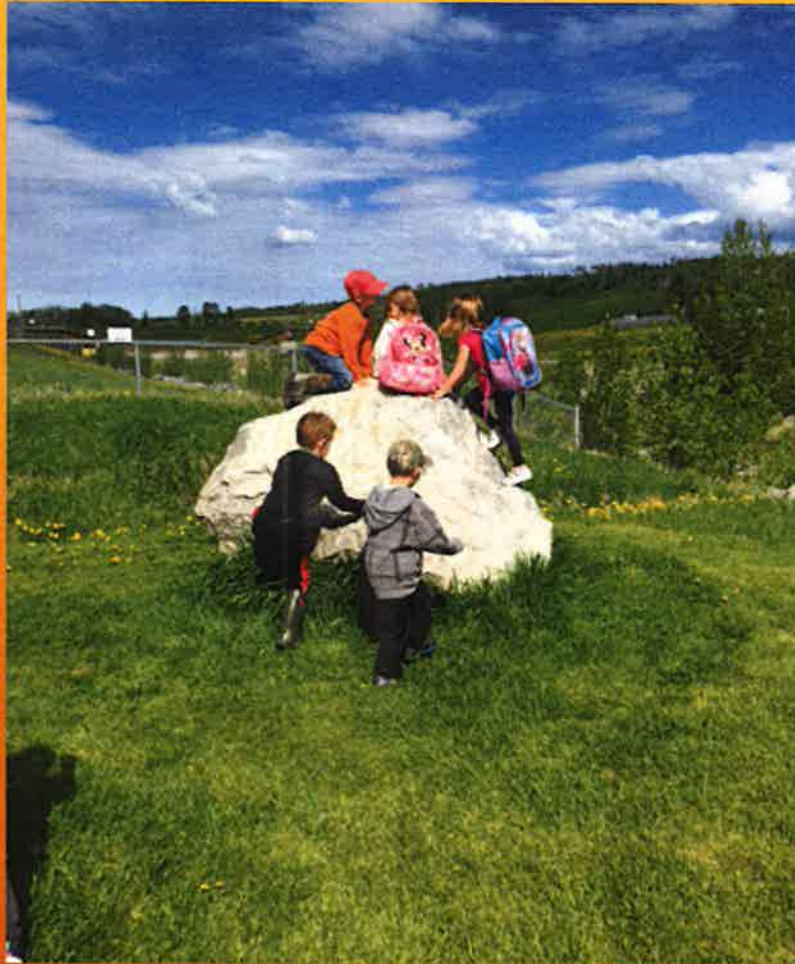
Oh the places we go....



Outdoor Play is the best!



Valley Kids Summer Programs



Trips to the Seniors Lodge



Community Events



Chinese New Year Celebration



Super Hero & Princess Ball

We love Art Projects!



Our Amazing Staff



Our Amazing Staff



**Just because you don't use the daycare
doesn't mean that you don't benefit from it...**

- ✿ Quality childcare spaces
at reasonable prices
attracts businesses and
professionals (ex, doctors)
to our community**
- ✿ When considering a move
to a new town, childcare
options are on many
people's lists to consider**



The End...Yippppppeeee





REQUEST FOR DECISION

COUNCIL DATE: July 30, 2018

SUBJECT: Bylaw 2018-12 Bylaw Enforcement Officer

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 6.1

BACKGROUND/PROPOSAL:

According to the *Municipal Government Act*, (MGA) Section 556, every Council must by Bylaw:

- (a) Specify the powers and duties of bylaw enforcement officers, and
- (b) Establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officers. (1994 cM-26.1 s556)

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Upon review of history documentation, it has been determined that there was never a bylaw passed which addresses bylaw enforcement officers within the Town of Sundre.

ADMINISTRATION RECOMMENDATIONS:

In order to meet the requirement set out in the *Municipal Government Act*, (MGA), Administration requests that Council approve Bylaw 2018-12, Bylaw Enforcement Officer Bylaw.

COSTS/SOURCE OF FUNDING:

N/A

MOTION:

That Council give First Reading to Bylaw 2018-12, being a Bylaw to provide for the appointment, empowerment, and discipline of bylaw enforcement officers within the Town of Sundre;

That Council give Second Reading to Bylaw 2018-12, being a Bylaw to provide for the appointment, empowerment, and discipline of bylaw enforcement officers within the Town of Sundre;

That Council read for Unanimous Consent, Bylaw 2018-12, being a Bylaw to provide for the appointment, empowerment, and discipline of bylaw enforcement officers within the Town of Sundre;

That the Town of Sundre Council give Third Reading and Final Reading to Bylaw 2018-12, being a Bylaw to provide for the appointment, empowerment, and discipline of bylaw enforcement officers within the Town of Sundre.

ATTACHMENTS:

Bylaw 2018-12 Bylaw Enforcement Officer Bylaw

**TOWN OF SUNDRE
BYLAW NO. 2018-12**

BEING A BYLAW OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE APPOINTMENT, EMPOWERMENT, AND DISCIPLINE OF BYLAW ENFORCEMENT OFFICERS WITHIN THE TOWN OF SUNDRE.

WHEREAS the Town of Sundre is required by Section 556 of the *Municipal Government Act* to specify the powers and duties of Bylaw Enforcement Officers, and establish disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officers.

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

1. TITLE

- (1) This Bylaw may be cited as the Town of Sundre "Bylaw Enforcement Officer Bylaw".

2. DEFINITIONS

- (1) In this Bylaw:

- (a) "Bylaw" means a bylaw of the Town of Sundre;
- (b) "Bylaw Enforcement Officer" means an employee of the Town of Sundre who in the execution of his duties, is a person employed for the preservation and maintenance of the public peace;
- (c) "Chief Administrative Officer" means the Chief Administrative Officer of the Town of Sundre, within the meaning of the *Municipal Government Act*;
- (d) "Council" means the Mayor and Councillors of the Town of Sundre;
- (e) "Town" means the municipal corporation of the Town of Sundre, in the Province of Alberta, or the area within the Town of Sundre's corporate limits, as the context requires;

3. APPLICATION

- (1) Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or license.
- (2) Any heading, sub-headings, or tables of contents in this Bylaw are included for guidance purposes and convenience only and shall not form part of this Bylaw.
- (3) Where this Bylaw refers to another Act, bylaw, regulation or agency, it includes reference to any Act, bylaw, regulation or agency that may be substituted therefore.

(4) This bylaw is gender-neutral, and accordingly, any reference to one gender includes the other.

(5) A copy of a record of the Town, certified by a designated officer as a true copy of the original, shall be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the person signing it.

4. APPOINTMENT

(1) The Bylaw Enforcement Officer shall be appointed by the Chief Administrative Officer.

(2) Upon a person being appointed as a Bylaw Enforcement Officer they shall, before entering upon their duties, take the official oath prescribed by the Oaths of Office Act.

(3) The authority and appointment of the Bylaw Enforcement Officer shall cease when the person is no longer an employee of the Town,

5. DUTIES

(1) The powers and duties of a Bylaw Enforcement Officers are as follows:

(a) To enforce bylaws within the Town;

(b) To follow lawful directions of the Chief Administrative Officer;

(c) To respond to and investigate complaints;

(d) To conduct routine patrols;

(e) To issue and service notices, tickets/tags, and lay information as required;

(f) To assist in the prosecution of bylaw contraventions including gathering evidence, assisting witnesses, and attending court to provide evidence as required;

(g) To perform all other lawful duties as may from time to time be assigned by the Chief Administrative Officer,

6. FORMAL COMPLAINTS AND DISCIPLINE

(1) A formal complaint against a Bylaw Enforcement Officer shall be in writing.

(2) Anonymous complaints shall not be investigated.

(3) If a formal complaint against a Bylaw Enforcement Officer is received by the Town, the Chief Administrative Officer shall:

(a) Advise the complainant of the receipt of the complaint within 30 days;

{b} Notify the Bylaw Enforcement Officer involved of the complaint, if appropriate;

{c} Investigate the allegations of the complaint by speaking with the complainant, any witnesses, the Bylaw Enforcement Officer involved, and any other person who may have knowledge relevant to the occurrence:

(d) Review relevant documents pertaining to the occurrence, including, but not limited to:

(i) Occurrence Reports;

(ii) Dispatch logs;

{iii} Notebooks;

{iv} Court documents;

{v} Legal documents;

(vi) Audio or video recordings.

(e) Advise the complainant and the Bylaw Enforcement Officer of the status of the investigation at upon request.

(f) Upon conclusion of the investigation the Chief Administrative Officer shall notify the complainant, and the Bylaw Enforcement Officer involved, of the disposition of the complaint as follows:

(i) "the complaint is unfounded" means that on the basis of a thorough investigation that no reasonable belief exists that the complaint has merit or basis;

{ii} "the complaint is unsubstantiated" means that on the basis of a thorough investigation there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred;

(iii) "the complaint is found to have merit in part" means that on the basis of a thorough investigation that a reasonable belief exists that the Bylaw Enforcement Officer engaged in misconduct in regards to portion(s) of the complaint, but not in its entirety;

(iv) "the complaint is found to have merit in whole" means that on the basis of a thorough investigation that a reasonable belief exists that the Bylaw Enforcement Officer engaged in misconduct in regards to the entirety of the complaint;

(g) No investigation shall be required if the Chief Administrative Officer determines the complaint to be frivolous, vexatious, made in bad faith, or relating to the interpretation or application of legislation, investigation outcome, or action taken as a result of an investigation.

(4) In the event a complaint is found to have merit in whole or in part, the Chief Administrative

Officer shall take appropriate disciplinary action in accordance with Town of Sundre Human Resources policy.

7. SEVERABILITY

(1) If any section(s) or part(s) of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such section or parts shall be deemed to be severable and all other sections or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.

That this Bylaw shall come into full force and effect upon the date of the Third and Final Reading.

Read for a first time on this ____ day of _____ 2018; Motion # _____.

Read for the second time on this ____ day of _____ 2018; Motion # _____.

Read for Unanimous Consent on this ____ day of _____ 2018; Motion # _____.

Read for the third time on this ____ day of _____ 2018; Motion # _____.

Mayor

Chief Administrative Officer



COUNCIL DATE: July 30, 2018

SUBJECT: Delegation: AdMaki – Presentation on Proposed Destination Marketing Vision

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 7.1

BACKGROUND/PROPOSAL:

Council to welcome Mr. Mark Kamachi, and Ms. Tanya Kamachi, from AdMaki.

Council will receive a presentation concerning the proposed Destination Marketing Vision.



REQUEST FOR DECISION

COUNCIL DATE: July 30, 2018
SUBJECT: Destination Marketing Vision
ORIGINATING DEPARTMENT: Economic Development
AGENDA ITEM: 7.2

BACKGROUND/PROPOSAL:

Advertising consultants from the firm AdMaki have been hired through assistance from Travel Alberta grant funding, to bring the Explore Sundre tourism marketing campaign to the next level. AdMaki has been working collaboratively with Town staff and members of the public to guide the Town's future destination marketing. They have crafted a brand concept being presented to Council for input and endorsement.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

After witnessing the conceptual pitch by AdMaki for Sundre's future advertising, is Council happy with the proposed identity being conveyed?

MOTION:

That the Town of Sundre Council endorse the conceptual destination brand marketing campaign, as presented by AdMaki.

Date Reviewed: July 26, 2018 CAO: Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE: July 30, 2018

SUBJECT: To Waive the Community Centre Rental Fee for the Sundre Hospital Futures Legacy Gala, November 10, 2018

ORIGINATING DEPARTMENT: Legislative Department

AGENDA ITEM: 8.1

BACKGROUND/PROPOSAL:

Mr. Gerald Ingeveld, President of the Sundre Hospital Futures Board, respectfully requests Council waive the Community Centre rental fee of \$751.60 (gst not included) for the November 10, 2018 Legacy Gala. The Gala is held yearly to raise funds in support of building a new hospital in Sundre.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council, has the authority, and has in the past waived Community Centre rental fees for non-profit organizations.

ADMINISTRATION RECOMMENDATIONS:

That Council waive the rental fee of \$80.50

COSTS/SOURCE OF FUNDING:

MOTION:

That the Council of the Town of Sundre waive the Community Centre rental fee of \$751.60 for the Sundre Hospital Futures Legacy Gala scheduled for November 10, 2018

ATTACHMENTS:

Copy of the Community Centre Rental Agreement

Date Reviewed: <u>July 9, 2018</u>	CAO: <u>Derrin Mub</u>
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COMMUNITY CENTRE #3, 96 - 2nd AV NW

RENTAL DATE(s): **November 9, 10 & 11, 2018**
GROUP/ORG: **Sundre Hospital Futures Legacy Gala**
TYPE OF USE: **Auditorium Wedding / Reunion**
TYPE OF USE:
Contact Name(s): **Sundre Health Professional Attraction and Recruitment Committee**
Contact Phone/E-mail: **Gerald Ingeveld**
Billing Address: **doublenranch@xplornet.com**
403-638-2356
Date: **Friday, Nov 09** Date: **Sunday, Nov 11**
Start Time: **9:00 AM** Start Time:
End Time: End Time: **3:00 PM**

Auditorium Fees:

Rental Fee:	\$751.60	x	1	\$751.60
Deposit:	\$250.00			
Subtotal:	\$751.60		PALS Required:	Yes
GST:	\$37.58		Bartenders Cert:	Yes
Total:	\$789.18		Insurance:	Yes

Conference Room Fees:

Included

Rental Fee:		Hours	\$0.00
Deposit:			
Subtotal:	\$0.00		
GST:	\$0.00	Staff required:	No
Total:	\$0.00		

Sub Total: \$751.60**Plus GST:** \$37.58**Deposit: \$0.00****TOTAL: \$789.18**

Notes: Please review booking dates and times to ensure they are correct. Please advise if you have any set up requirements prior to your rental. Please make sure required paper work is in our office prior to event date. We have WIFI services (no phone line) please make note for any requirements for your event accepting payments at the facility during your event. **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

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 **\$250.00**

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.

Renter/Date

Bar Rock, April 26/18

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	<u>Yes</u>
Main Door	<u>Yes</u>
Stage Storage	<u>Yes</u>
Kitchen	<u>Yes</u>

Bar Room	<u>Yes</u>
Sound System	<u>Yes</u>
Garbage Key	<u>Yes</u>
Community Sign	<u>Yes</u>



REQUEST FOR DECISION

COUNCIL DATE: July 30, 2018

SUBJECT: To Waive the Development Permit Fee for "Sasquatch & Partners" Sign

ORIGINATING DEPARTMENT: Planning & Economic Development

AGENDA ITEM: 8.2

BACKGROUND/PROPOSAL:

Planning and Development has received a Development Permit application from Lorelee Grattidge of Mountain View County for the installation of a sign structure to be installed at Sundre's Visitor Information Centre.

The Sasquatch & Partners message of "Sasquatch, Welcome To Our Backyard" is a program promoting safe and respectful environmental stewardship and use of the Clearwater County's recreation areas. This program has been quite successful in educating users of recreational areas in Clearwater County. Mountain View County in conjunction with Clearwater County wish to expand the program and promotion of environmental stewardship into Mountain View County's "West Country".

Ms. Grattidge on behalf of Mountain View County is requesting Council to waive the development permit fee.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council, has the authority, and has in the past, waived development permit fees for these types of applications.

ADMINISTRATION RECOMMENDATIONS:

That Council waive the development permit fee of \$80.50

COSTS/SOURCE OF FUNDING:

MOTION:

That the Council of the Town of Sundre waive the development fee of \$80.50 for the "Sasquatch, Welcome to Our Backyard" sign to be installed at the Visitor Information Centre.

ATTACHMENTS:

Copy of the Development Permit Application;
Sasquatch & Partners Information & Sign

Date Reviewed: July 16, 2018 CAO: Linda Nelson



Planning & Economic Development
Town of Sundre | 717 Main Avenue W. PO Box 420
Sundre, Alberta | T0M 1X0
www.sundre.com

Development Permit Application Form

This form must be completed in full and submitted for all development permit application types along with the completed applicable checklist. Any applications missing information may be refused.

OFFICE USE ONLY	Fee Paid \$ <u>80.50</u>	DP# <u>2018-D26</u>	Roll # <u>1009.002</u>
OSL Paid	<input checked="" type="checkbox"/> <u>No</u>		

Applicant Information

Applicant Name: Mountain View County, Clearwater County,
Mailing Address: _____ City _____ Prov. AB Postal Code Town of Sundre
Email Address: lgrattidge@mvcounty.com
Phone: 403-335-3311 Ext 163 Cell: 403-994-0837 Fax: _____

Proposed Development Sundre

Address of Proposed Development: 11C - Main Ave E.

Legal Description: Lot _____ Block _____ Plan _____

Description of Use: SW 1/4, S3, T33, R5 W5M.

Residential ☐ Commercial ☐ Industrial ☐ Institutional ☐

Installation of two signs
(see attachments)

Registered Owner

Registered Owner of Land: Alberta Government
Mailing Address: _____ City _____ Prov. AB Postal Code _____
Email Address: lisa.schrader@gov.ab.ca
Phone: 403-638-3805 Cell: 403-844-4097 Fax: _____

Please indicate your preference to receive correspondence on this application by choosing one of the following. If none chosen, or if information provided is unclear, Canada Post will be the default choice.

☐ Mail (Canada Post)

☒ Email

☐ Fax

Applicant's Signature: [Signature]

Date: June 19/18

The Municipal Government Act authorizes requiring information for the purpose of a development permit application. The Freedom of Information & Protection of Privacy Act applies. If you have any questions, please contact the FOIP Coordinator at 403-638-3551

Sasquatch & Partners



Sasquatch's message of environmental stewardship continues to expand with Sasquatch appearing across Clearwater County and also making a few guest appearances at conferences and sports shows across the province. You may also find Sasquatch's image in the Counties of Brazeau and Yellowhead with those municipalities signing a memorandum to use Sasquatch in like manner within their borders. You may even see him on a stylish t-shirt.

Sasquatch's grassroots effort is gaining traction and spreads the message of respectful, safe and ecologically sound enjoyment of natural landscapes - forests, foothills and mountains connected by rivers, streams and lakes.



The Sasquatch and Partners efforts began in 2013 as a collaboration between Clearwater County, industry and local Provincial government staff. Since that time other community organizations and businesses have joined the Sasquatch movement encouraging visitors and citizens of Clearwater County to camp and travel in areas that are safe for the traveler and for the environment.

If you have a question of how Sasquatch can work with your organization, or to request the use of Sasquatch's copyrighted image, please contact the Agricultural Services and Landcare department at 403-845-4444.

Watch for Sasquatch road signs in Clearwater County declaring the welcome to our backyard message.



atstraffic.ca
800.661.7346

PROOF

December 13, 2017	Original	S.C.
	Rev. 1	
	Rev. 2	
	Rev. 3	
	Rev. 4	

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

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

Layout approved as submitted ☐; with changes shown ☐;

Provide a new layout with changes shown. ☐

Signature: _____ Date: _____
email confirmations accepted

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

Clearwater Sasquatch open arms 1121-50005380

193x213 cm

2 pcs. H75



4'

3'

Max. 2ft off
ground level ↓



atstraffic.ca
800.661.7346

PROOF

January 2, 2018	Original	S.C.
	Rev. 1	
	Rev. 2	
	Rev. 3	
	Rev. 4	

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

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

Layout approved as submitted ☐ ; with changes shown ☐ ;

Provide a new layout with changes shown. ☐

Signature : _____ Date: _____
email confirmations accepted

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

Sasquatch Welcome to our backyard 8'x4' 1121-50005380

8ft posts recommended

8'x4'



SASQUATCH-APPROVED RECREATION

- ◆ Control your campfire. Make sure it is out when you leave.
- ◆ Keep campsites a minimum of 100 metres from all oil and gas facilities.
- ◆ Stay on existing trails with off-road vehicles and share the trails with other users.
- ◆ Do not disturb environmentally sensitive areas such as creeks, wetlands, trees and shrubs.
- ◆ Respect wildlife.
- ◆ Respect grazing livestock such as cattle and horses.
- ◆ Pack out ALL garbage and recyclables.

EMERGENCY: 911 or 310-FIRE

Max.
5 ft off
ground
level ↓



★ Proposed sign locations



REQUEST FOR DECISION

COUNCIL DATE: July 30, 2018

SUBJECT: Sundre School Fair – 100th Year Anniversary, Request for Monetary Support

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 8.3

BACKGROUND/PROPOSAL:

2018 marks the 100th year anniversary of the Sundre School Fair. This year, this event takes place on September 7th at the Sundre Curling Rink.

School Fair entrants are registered students residing in the Sundre area. Horticulture, Industrial Arts, Baking, Handicraft and school work entries are showcased and judged.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Sundre School Fair Committee requests Council's consideration of a monetary contribution of \$675.00, to be utilized by the Committee to purchase commemorative participant ribbons for each student.

ADMINISTRATION RECOMMENDATIONS:

Allocation of funds is at Council's discretion.

COSTS/SOURCE OF FUNDING:

Community Events Donations:

Budget Allocation		\$ 5,000.00
Less Spending		
Olds & District Kiwanis Festival	\$(300.00)	
Play 4 Sundre Kidz Golf Tournament	<u>\$(500.00)</u>	
Total Spent (as at July 15,2018)		<u>\$(800.00)</u>
Budget Remaining		\$4,200.00

MOTION:

That the Town of Sundre Council approves of a monetary contribution to the Sundre School Fair Committee in the amount of \$ _____, with funds to come from the Community Events Donation Account.

OR

That the Town of Sundre Council accepts the correspondence from the Sundre School Fair Committee as information.

ATTACHMENTS:

July 18, 2018 Sundre School Fair Committee letter

Date Reviewed: July 24, 2018 CAO: Aminda Nelson

July 18, 2018



Town of Sundre
Box 420,
Sundre, Alberta
T0M 1X0

Dear Mayor and Council:

Re: Sundre School Fair 100 Years

This year marks the 100th year of the Sundre School Fair. To commemorate this anniversary, we would like to provide a PARTICIPANT ribbon to each student. We have sourced these items locally and the cost will be \$675.00.

We are asking your consideration to cover the costs of this special project. As the 2018 School Fair will be held on September 7th we would appreciate your early response.

The students are given the day off from school to participate in this event and we would like to acknowledge the success of the school participation in the past.

We thank you for your time and consideration, and look forward to your favorable response.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Theresa J. Nelson'. The ink is dark and the signature is fluid.

Theresa J Nelson
Sundre School Fair Committee



REQUEST FOR DECISION

COUNCIL DATE: July 30, 2018

SUBJECT: Departmental Reports – June 2018

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 9.1

BACKGROUND/PROPOSAL:

June 2018 Departmental Reports attached.

In addition, please find attached the May 2018 Departmental Report from Economic Development and Communications.

ADMINISTRATION RECOMMENDATIONS:

That council accept the attached reports for information.

MOTION:

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

Date Reviewed: July 24, 2018 CAO: Linda Nelson



DEPARTMENTAL REPORT

DEPARTMENT: Community Services
SUBMITTED BY: Barbara Rock
DATE: July 25, 2018
FOR MONTH OF: June 2018

Brief Outlines Please

TOPIC # 1:

Vandalism Thursday June 28
Ball Diamonds/Skate Park

ISSUES:

Skate Park: Items located in the parking lot and by the skate park area were thrown into the Bearberry Creek.

Ball Diamond porta-potties: Access was gained to the units and they were tipped over and toilet paper was thrown around the area.

RESOLUTIONS/SUCSESSES:

Staff checked/removed items from the creek on Friday morning. Ashtray, parking blocks, and barricades were recovered from the Creek. Parking blocks were unsalvageable.

Resident to the East of Ball Diamonds saw 3 youth on bicycles leaving the area and called staff, staff intercepted youth at the Community Centre parking lot. Youth went over and cleaned up toilet paper off of diamond 2 fence and outside of chain-link cage. Our Can was contacted and they removed units Friday morning and cleaned remaining area. A parent from one of the youth contacted Our Can Friday morning. Damage to unit \$130.00.

TOPIC # 2:

Outdoor Sports Fields
Sundre Minor Ball
Sundre Soccer Club

ISSUES:

Maintaining sports fields around school use and minor ball to ensure they were groomed and prepared for use. Monitoring dugouts and porta-pottie cage to make sure they were locked. Locks were cut off or missing several times, had to keep replacing them. Continuous communication to Minor Ball and school's.

RESOLUTIONS/SUCCESSSES:

Staff checks facility daily, communication to Minor Ball, Sundre Soccer, Schools, Bylaw Officer and RCMP to assist with monitoring/patrolling the ball diamond area.

TOPIC # 3:

Events:

Sundre Rodeo Parade

Rodeo Cabaret

Sundre High School Graduation

Preparing for July 1st/July long weekend

ISSUES:

Scheduling staff to work events, clean/prepare facility for back-to-back rentals while taking care of daily tasks. Staff having to adjust regular work hours and hoping everyone stayed healthy to work. Operations summer student was able to assist with watering which was very much appreciated.

Rodeo Cabaret – window in the arena lobby damaged, tight timeline getting it replace for graduation.

RESOLUTIONS/SUCCESSSES:

Communication with all staff to work out a schedule to balance workload and avoid burn out. We had a few glitches but we all worked as a team and made it through a very busy 10 days the end of June.

TOPIC # 4:

Community Centre – Power

Friday, June 22 when we got to work in the morning we had limited power.

ISSUES:

After having electrician and Fortis troubleshoot situation it was determined the main cable from the Centre Street power pole to the transformer box by the Community Centre main entrance was not allowing Phase 5 power. Meeting was held with tenants regarding the situation. Fortis would supply a generator to provide full power to the facility then would be in on Monday morning to check if the cable was in conduit and whether it could be pulled out and replaced without having to dig up the parking lot. Timelines were discussed with school out

Thursday, June 28, High School Graduation Friday, June 29 and July 1st celebration. Daycare required power to be open and Fortis assured the generator would provide them full power. Communication to Linda, Chris, Jim, Kevin and Community Services staff, Sundre Library, GNP, and Daycare regarding the situation. Community Services on-call staff supported Fortis and Electrician with access to the facility.

RESOLUTIONS/SUCSESSES:

Fortis placed generator outside of facility 6:00pm, Sunday, June 24, electrician assisted to ensure everything was powered up. Monday Fortis was successful pulling out cable and replacing with new cable. Everything was reconnected and powered back up by 6:30pm Monday night. Costs for the power repair are the responsibility of Fortis.

TOPIC # 5:

Greenwood Campground – power

Thursday, June 28, power went out sites 7 -17, 31 & 32.

Camp host called staff to assist.

ISSUES:

Approximately 8:10pm the glass fell off of meter at power box and power went out at sites 7 - 17, 31 & 32. Danger of bare wires and keeping everyone clear of area. Camp ground busy with arrivals for the long weekend.

RESOLUTIONS/SUCSESSES:

Electrician and Fortis called out, power was restored for the night and new meter was installed Friday, June 29.

TOPIC # 6:

Vegetation Management/Weed Spraying

Week of June 4 to 8

ISSUES:

Ensuring communication to the public regarding chemical product and schedule areas to be sprayed.

RESOLUTIONS/SUCSESSES:

Meeting with Wellworks and various Department Town staff to discuss product, areas to be sprayed, process to address questions/concerns from the public. Wellworks applied application early in the morning when there was less traffic and public out using parks/green spaces. Signage was placed as spraying was done and removed after 48 hours. Town staff was enabled with chemical information and spraying scheduled for them to respond to the public concerns.

TOPIC # 7:

Arena Winter Ice Allocation

Tuesday, June 19

ISSUES:

Meeting with User Groups for 2018-19 ice requirements. This has been general practice for many years.

RESOLUTIONS/SUCCESSES:

Start the process of ice schedule and user groups returning for the 2018-19 season. Identified ice times that could work better for some of the user groups and potential for programs/public use activities.



DEPARTMENTAL REPORT

DEPARTMENT: Corporate Services
SUBMITTED BY: Chris Albert
DATE: July 24, 2018
FOR MONTH OF: June 2018

Questica Budgeting Software:

The project has been restarted and is scheduled to be completed by August 31, 2018. Currently, the schedule is on track.

ISSUES:

- Due to numerous restarts of the project and significant lapses in timelines, a large portion of included implementation hours have been used. Additional costs may be incurred if project is delayed further or if major changes are required.
- System limitations may negatively impact 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 have required adjusting data inputs to achieve consistent results.

RESOLUTIONS/SUCCESSSES:

- work in progress
- Discussions with Questica have been very positive and they want are motivated to help us succeed. Questica will work with us to stay within the established costs and meet the deadline.
- Preliminary discussions have been undertaken with Department Managers and Directors to better understand their needs and present some information on how the budgeting process may work going forward.
- 2015 to 2018 Budget and 2015 to 2017 Actual data was imported without significant issues.
- I have reviewed 10 training webinars to familiarize myself with the system. There are approximately 100 webinars available.
- I have reached out to the Town of Canmore, who has been using Questica for more than 15 years, to have some discussions regarding their processes. They have agreed to assist and discussions will begin in late June / early July.
- Conversations have begun with both external IT groups to ensure a smooth installation of the software and integration with our accounting system to minimize manual intervention.

Taxes & Utilities:

The 2018 Tax Assessment and notices were mailed out May 10th and the deadline for payment without penalty was June 30th.

Tax Recovery Sales: worked with Assessor and other parties to initiate process for recovering delinquent taxes through auction sale of properties, anticipated to occur in October. This is an annual process that is mandated through the MGA and it is our sincere hope, as well as past experience, that the delinquent accounts are rectified before sale action is ultimately required.

ISSUES: None

RESOLUTIONS/SUCSESSES:

- Of the \$4.3M in Tax Levies, approx. 75% was collected by June 30th. Of the outstanding amounts, approx. 57% are on the TIPP Program. Therefore, we have a little more than 10% delinquency.

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 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 creating issues for staff.

RESOLUTIONS/SUCSESSES: ongoing diagnostics and testing

- We are currently undertaking a software & hardware inventory to develop a robust evergreening plan.

Workshops / Training Sessions:

Attended a Government Finance Officers Association 3-day Conference, which gave me an opportunity to interact and gain insight from a number of colleagues from across the province. There were also upwards of 20 learning sessions offered on a number of topics affecting municipal finance.

ISSUES: None

RESOLUTIONS/SUCCESES: ongoing learning



DEPARTMENTAL REPORT

DEPARTMENT: Economic Development and Communications
SUBMITTED BY: Jonathan Allan
DATE: July 20, 2018
FOR MONTH OF: May 2018

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

ISSUES/UPDATE:

- May C1 downtown vacancy: 7.9%.
- Greater Downtown vacancy: 9.6% (Increase over April).
- Attended multiple meetings with MVC regarding MAP committee-supported Investment Promotion brochures being produced in partnership with area municipalities.
- Met with local businesses to advise about potential improvements for visitor/customer attraction.
- Invited **Central Alberta: Access Prosperity** (central Alberta's foreign direct investment attraction agency, funded in part by Central Alberta Economic Partnership, of which Sundre is a member) to meet with area manufacturers and exports. Presentation was made to several local stakeholders, including a rep from the Chamber of Commerce.
- Issued project opportunities document to Access Prosperity for FDI attraction.
- Continued meeting with local small businesses, as usual, to discuss various items, such as activities, marketing, storefront improvement, branding, business health, etc.

TOPIC # 2: Tourism and Advertising

ISSUES/UPDATE:

- Worked with Mountain View County-led initiative to introduce regional tourism providers and visitor information centre employees to local attractions in County, including Sundre.
- Final advertising contracts were made.
- RFP for new Destination Marketing/Branding project, to take the Explore Sundre tourism marketing campaign to the next level and create new marketing assets (photos, videos, etc.) was issued.

- Multiple phone meetings had with potential online influencers who we could hire to generate publicity for Sundre; none hired at this point.
- Setup and manned Town's booth at Sundre Home Expo trade show.

TOPIC # 3: Broadband Development

ISSUES/UPDATE:

- Met with **CCI wireless** and with **Canadian Fibre Optics Corp** (at separate times), and toured them around community to show new developments, and quality of our utility poles.

TOPIC # 4: Other Projects

ISSUES/UPDATE:

- Continued work with Community Services and local potential donors for development of Gazebo.
- Met with Trails working group with Community Services; provided strategy during meeting to move forward toward development of new mapping, connectivity and signage.
- Worked on way-finding signage planning and order.

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

ISSUES/UPDATE:

- Attended Red Deer Airport AGM, as a regional stakeholder.
- DARC meeting attended without quorum.
- Received Storefront Improvement Program Grant application for new business in town (Cedar's Pub), which was approved.
- Met with DARC members and Communities in Bloom committee to help devise CIB participation this summer.
- Met with MVC colleague and new Chamber president to discuss new signage placement at the VIC.
- Met with Chamber representatives to discuss their closing of the Visitor Information Centre in May, its hours and its importance as a tourism facility supporting marketing the community.

TOPIC # 6: Communications

ISSUES/UPDATE:

- RFP for new Website, Tourism website and mobile app issued.
- Continued standard communications with assistance of *de facto* comms assistant (Chelsea).



DEPARTMENTAL REPORT

DEPARTMENT: Economic Development and Communications

SUBMITTED BY: Jonathan Allan

DATE: July 17, 2018

FOR MONTH OF: June 2018

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

ISSUES/UPDATE:

- June C1 downtown vacancy: 8.9% (increase over May)
- Greater Downtown vacancy: 10.4% (increase over May).
- Discussed Sundre airport development with consultant hired by MVC.
- LocalIntel-developed investment promotion website (accessed via: <https://sundre.ecdev.org> & www.growsundre.com) finalized. Regional investment website: <https://mountainviewcorridor.ecdev.org>
- Toured major company around Town for potential investment.
- Corresponded with local developer and realtors about residential development.
- Continued working with and meeting with area municipalities and Investment promotion consultants funded through MAP.
- Developed downtown revitalization tactics for Council to consider during workshop, including: addition of downtown architectural guidelines overlay into LUB; trilateral development of old Shop Lands; Centre Street (downtown) redevelopment; etc. (other items to encourage for downtown revitalization include: Gazebo, work with province to widen Main Ave sidewalks and add trees, greater Storefront improvement program support).

TOPIC # 2: Tourism and Advertising

ISSUES/UPDATE:

- Interviewed multiple Destination marketing/branding firms for tourism campaign; hired firm named AdMaki (same firm that is working on the MAP-supported investment attraction marketing materials project).

- Attended professional Travel Alberta-sponsored photoshoot around Town, featuring models, etc.

TOPIC # 3: Broadband Development

ISSUES/UPDATE:

- Not much development occurred during the month of June toward broadband, as potential partners were still conducting research.

TOPIC # 4: Other Projects

ISSUES/UPDATE:

- Worked on gazebo development project.
- Continued work in preparation for way-finding signage order.

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

ISSUES/UPDATE:

- Attended Central Alberta Economic Partnership AGM in Red Deer.
- Approved SEDIF grant for Bulls and Wagons Rodeo.
- Attended Emergency Operations Centre leadership training in Blackfalds over two days.
- Continued corresponded with MVC and Chamber regarding new signage at VIC.

TOPIC # 6: Communications

ISSUES/UPDATE:

- Corresponded with and interviewed multiple website development firms.



DEPARTMENTAL REPORT

DEPARTMENT: Emergency Management
SUBMITTED BY: Kevin
DATE: 2017/July/03
FOR MONTH OF: June 2018

Brief Outlines Please

TOPIC #1:

Hazard Season

ISSUES:

June, July and August bring severe weather. Sundre EM is and will be monitoring various weather sources throughout these months.

RESOLUTIONS/SUCSESSES:

TOPIC #2:

Flood Readiness Grant

ISSUES:

Phase Two of this grant took up much of Kevin's time from June 1st to the end of June. A full report is due to the province in August.

RESOLUTIONS/SUCSESSES:

A number of items were approved for funding. However because of the requirements and timing of the grant some items were not included or approved. Approved items include EOC materials, the creation of an informational flip book for residence, a Satellite Phone, 2 trash pumps and hoses, the repurposing of a large generator.

TOPIC # 3

Took part in website RFP selection interviews.

ISSUES:**RESOLUTIONS/SUCSESSES:****TOPIC # 4**

Attended Disaster Recovery Program Training, Chris attended as well.

ISSUES:

RESOLUTIONS/SUCSESSES:

Received instructions on DRP applications, what qualifies and the process involved. Very informative course.

TOPIC # 5

Proposed changes to the Emergency Management Act

ISSUES:

Attended session on the Proposed changes to the Emergency Management Act along with CAO Nelson and Councilor Preston.

RESOLUTIONS/SUCSESSES:

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

ATTACHMENT # 1	<hr/>
ATTACHMENT # 2	<hr/>
ATTACHMENT # 3	<hr/>
ATTACHMENT # 4	<hr/>
ATTACHMENT # 5	<hr/>



DEPARTMENTAL REPORT

DEPARTMENT: Fire

SUBMITTED BY: Marty Butts / Patty LaPointe

DATE: July 20, 2018

FOR MONTH OF: June, 2018

Brief Outlines Please

TOPIC # 1:

- Total calls for June was 27 (7 more than June 2017)
- Tri- Services Ball has now been finalized. Total raised was \$12,405.44. A cheque for \$4,000 was presented to each user group – Sundre Search and Rescue, Sundre Citizens on Patrol and Chinook Arch Victim Services.



DEPARTMENTAL REPORT

DEPARTMENT: Operations

SUBMITTED BY: Jim Hall

DATE: July 25, 2018

FOR MONTH OF: June, 2018

Brief Outlines Please

TOPIC # 1: Wastewater Lagoon

ISSUES:

The wastewater lagoon system has continued to show changes to the treatment levels this summer. Further maintenance is planned to mitigate other parameters.

RESOLUTIONS/SUCSESSES:

Operators have initiated sludge removal and small repairs of the pond liners.

TOPIC # 2: Pedestrian Crossing installation

ISSUES:

All three intersections that are currently involved in the round a bout test have had concerns stemming from confusion and in correct crossing practices. The round a bouts cause drivers additional attention and pedestrians have had issues crossing and/or cross incorrectly causing near misses.

RESOLUTIONS/SUCSESSES:

Operations requested the purchase of high visibility pedestrian crossing and with council approval the 4th street round a bout has had the system installed and very positive feedback from drivers and pedestrians. Operations is working with AT to pass along feedback in hopes of finding funding for the remaining locations. These will be planned for the school zone locations as well in the future.

TOPIC # 3: Main Ave capital project

ISSUES:

The water looping section of the project is very difficult. It involves crossing the Prairie Creek and has the options of directional drilling or open trench to cross the creek. These 2 options have very different approaches to permits, costs and scheduling. It is currently holding the release of the tender for the entire project.

RESOLUTIONS/SUCSESSES:

CIMA has all design documents prepared for tender release once the biological impact study dictates the construction type.

TOPIC # 4: Street Sweeping

ISSUES:

Heavy sanding for the 2017/18 year has left a large amount of sand on the street networks.

RESOLUTIONS/SUCSESSES:

Roads staff have continued to sweep all main streets and are now focused on residential. The parade route and mains attributed to the rodeo were swept prior to the rodeo and parade.

TOPIC # 5: 10th Street SW road condition

ISSUES:

The graveled section of 10 Street SW has been a difficult situation for the roads staff as well as the lone resident at the south end. The Town clears snow during winter however the heavy haul traffic from the County, Highway services and SNL degrades the surface continuously.

RESOLUTIONS/SUCCESES:

A representative from SNL Oilfield approached the operations group to assist in the repair of the road where it is damaged the most. A combined effort will see the road be rebuilt with proper materials which will allow for easier maintenance for the staff in the future.

TOPIC # 6: OH&S safety requirements

ISSUES:

During operations study of the latest changes to OH&S the staff have found several tasks that require new approaches to complete. Confined space now requires training certificates for safe work in this area. These acknowledgments have changed job completion and scope as well as increase budget costs in training.

RESOLUTIONS/SUCCESES:

The staff have embraced these changes and have diligently resolved each issue and continue to strive for the adherence to the act and safe work practices.



DEPARTMENTAL REPORT

DEPARTMENT: Peace Officer / Animal Control
SUBMITTED BY: Kevin
DATE: July 03, 2018
FOR MONTH OF: June 2018

Brief Outlines Please

TOPIC #1:

Increase in Barking Dog complaints and unsightly properties.

ISSUES:

As is normal with warmer weather there has been an increase in Barking Dog complaints and Unsightly properties usually because of un-kept yards. All are being addressed accordingly.

RESOLUTIONS/SUCSESSES:

TOPIC #2:

Sundre Rodeo Parade

ISSUES:

Sundre Operations, Community Services and the Peace Officer provide critical traffic control during the Rodeo Parade each year. The CPO attended Parade planning meetings throughout May and June to prepare. One incident did potentially put one of our employees at risk and Kevin has discussed the matter with the employee. The subject has been identified.

RESOLUTIONS/SUCCESSES:

TOPIC # 3

Took part in website RFP selection interviews.

ISSUES:

RESOLUTIONS/SUCCESSES:

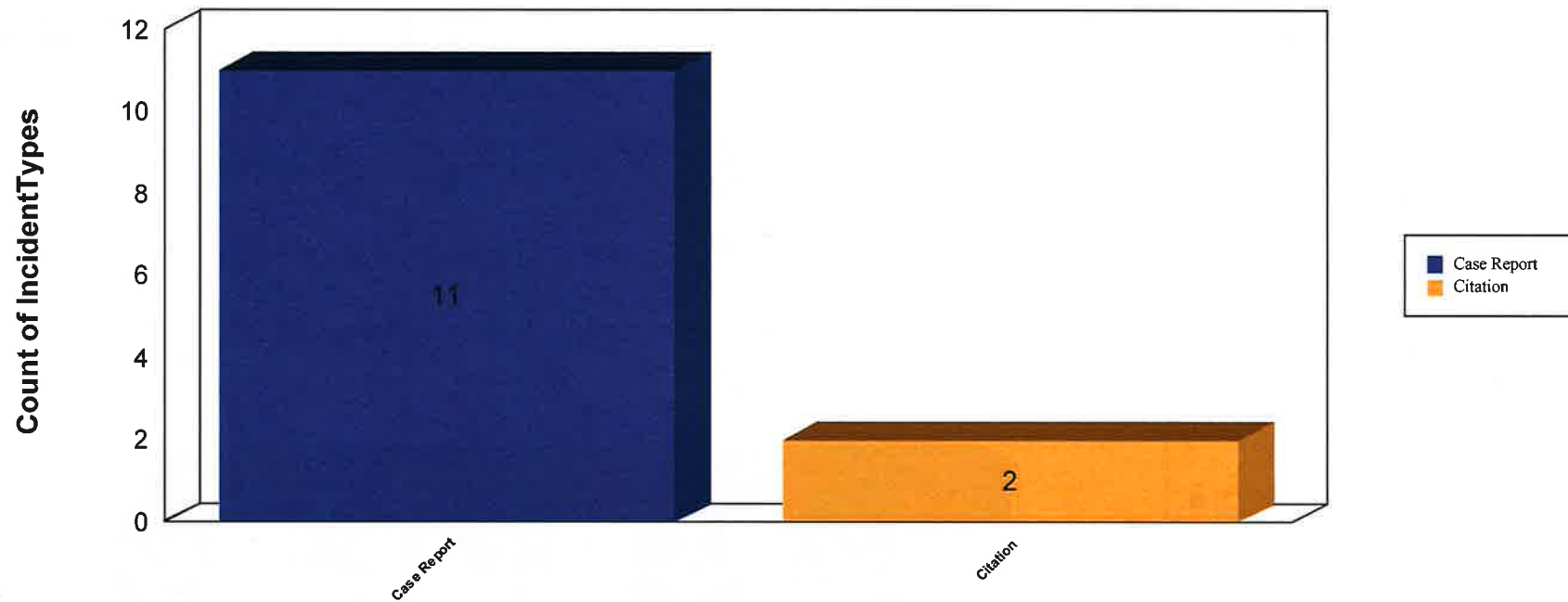
TOPIC # 4

ISSUES:

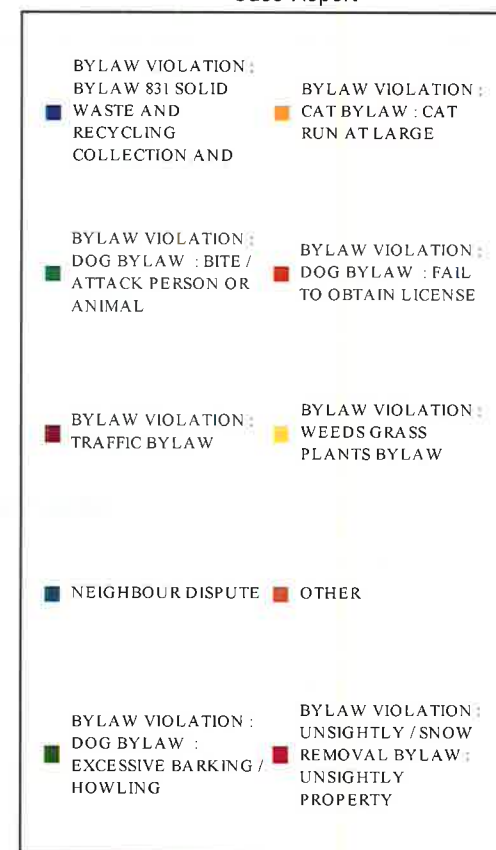
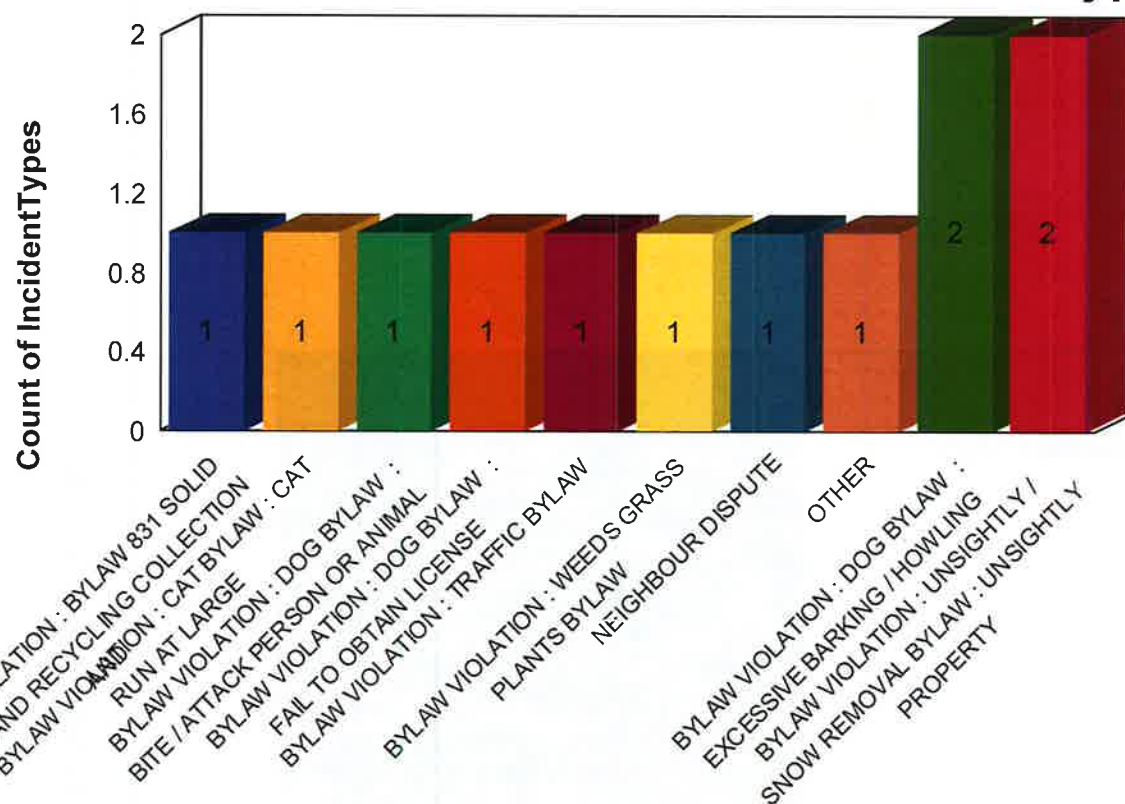
Town of Sundre

Statistics from: 6/1/2018 12:00:00AM to 6/30/2018 11:59:00PM

Count of Reports Completed



Count of Incident Types



7.69% # of Reports: 1 Case Report BYLAW VIOLATION : BYLAW 831 SOLID WASTE AND RECYCLING COLLECTION AND

7.69% # of Reports: 1 Case Report BYLAW VIOLATION : CAT BYLAW : CAT RUN AT LARGE

7.69% # of Reports: 1 Case Report BYLAW VIOLATION : DOG BYLAW : BITE / ATTACK PERSON OR ANIMAL

7.69% # of Reports: 1 Case Report BYLAW VIOLATION : DOG BYLAW : FAIL TO OBTAIN LICENSE

7.69% # of Reports: 1 Case Report BYLAW VIOLATION : TRAFFIC BYLAW

7.69% # of Reports: 1 Case Report BYLAW VIOLATION : WEEDS GRASS PLANTS BYLAW

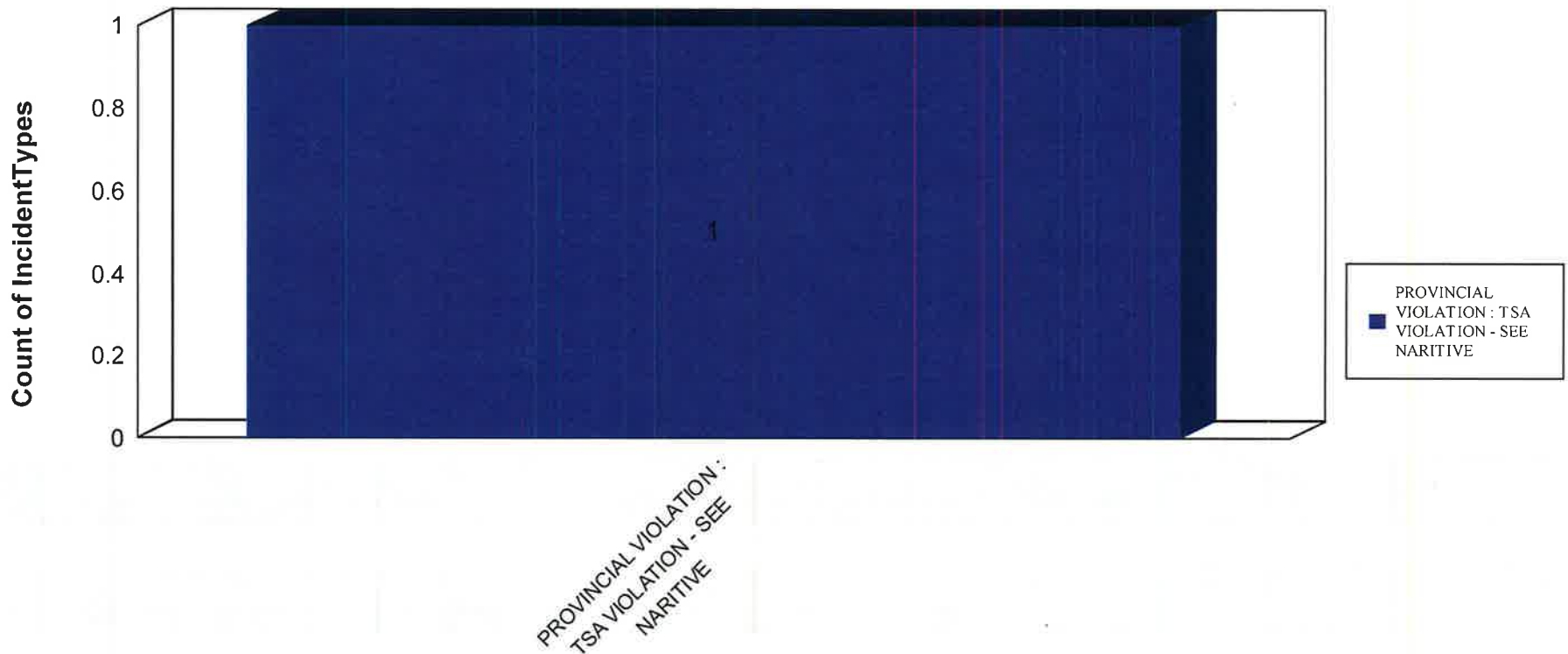
7.69% # of Reports: 1 Case Report NEIGHBOUR DISPUTE

7.69% # of Reports: 1 Case Report OTHER

15.38% # of Reports: 2 Case Report BYLAW VIOLATION : DOG BYLAW : EXCESSIVE BARKING / HOWLING

15.38% # of Reports: 2 Case Report BYLAW VIOLATION : UNSIGHTLY / SNOW REMOVAL BYLAW : UNSIGHTLY PROPERTY

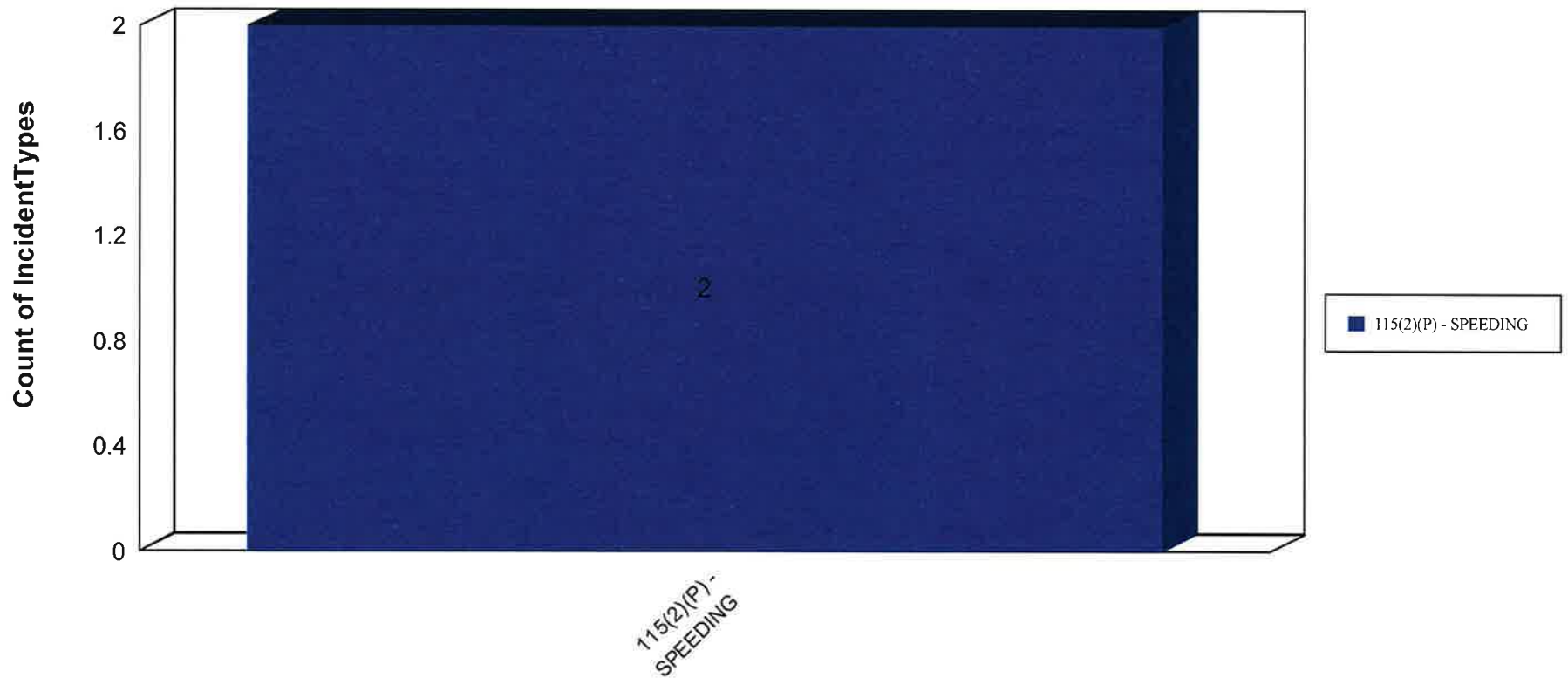
Count of Incident Types



7.69% # of Reports: 1 Case Report PROVINCIAL VIOLATION : TSA VIOLATION - SEE NARITIVE

Grand Total: 100.00% Total # of Incident Types Reported: 13 Total # of Reports: 11

Count of Incident Types



100.00% # of Reports: 2 Citation 115(2)(P) - SPEEDING

Grand Total: 100.00% Total # of Incident Types Reported: 2 Total # of Reports: 2

Grand Total: 100.00% Total # of Incident Types Reported: 15



DEPARTMENTAL REPORT

DEPARTMENT: Planning and Development
SUBMITTED BY: Mike Marko, Director of Planning and
Economic Development
DATE: July 01, 2018
FOR MONTH OF: June 2018

Brief Outlines Please

TOPIC # 1: Development and Building Permits (June)

ISSUES:

Permits Received:

- Development Permits – 7
- Building Permits – 7
- Electrical Permits – 4
- Gas Permits – 0
- Plumbing Permits – 0

RESOLUTIONS/SUCCESSSES:

Development Permits were for:

- Comprehensive highway commercial site with gas station, convenience store and drive-in food services (Main Ave. W.)
- Sign
- Change of use to expand a medical clinic

- Minor residential projects (3)

Building Permits were for:

- Minor residential projects (3)
- Semi-detached residential dwelling (2)
- Institutional for church deck/ramp expansion
- Industrial for medical cannabis production facility (total construction value \$10,493,000)

Construction for Candre's production facility has commenced with preparation of the land for the foundation. The balance of the building will be completed upon approval of a separate building permit.

Electrical, gas and plumbing permits were issued for various projects.

TOPIC # 2: Land Use Bylaw Amendments and Update

ISSUES:

- Preparation of Land Use Bylaw 2018-10 for 1st reading on July 09 and anticipated Public Hearing on Sept. 10
- Preparation of Land Use Bylaw Amendment 2018-11 for 1st reading on July 09 and anticipated Public Hearing on Sept 17

RESOLUTIONS/SUCSESSESS:

- Land Use Bylaw 2018-10 is a comprehensive amendment that will replace and update the current Land Use Bylaw (new Land Use Bylaw)

- Land Use Bylaw Amendment 2018-11 will address cannabis retail stores and cannabis production facilities to align with Federal and Provincial legislation on the legalization of cannabis
- Public consultation will continue on the new land use bylaw and the cannabis amendment as comments come in from key stakeholders (July / August) and a public information session is held in August

TOPIC # 3: Real Property Reports

ISSUES:

Eleven (11) real property reports were reviewed and processed at the request of property owners.

RESOLUTIONS/SUCSESSES:

Processing real property reports are a service to land owners to support the sale of real estate. Financial Institutions require a real property report prior to approving mortgages and other forms of loans against property.

TOPIC # 3: Subdivision and Condominium Plans

ISSUES:

The applicant for the Bridgewater Land I Sundre Ltd. (Sundre Hills) subdivision for a 56 unit bareland condominium plan is preparing a plan and strategy for tree clearing on the site in preparation of the site for subdivision development. A Development Permit to address tree removal is anticipated to be forthcoming.

RESOLUTIONS/SUCSESSES:

The applicant has one year to complete the conditions for the Sundre Hills subdivision approval and register the plan at the Land Titles Office.

LIST & PROVIDE ATTACHMENTS:
(project documents/reports/graphs/correspondence)

1. No attachments.



REQUEST FOR DECISION

COUNCIL DATE: July 30, 2018

SUBJECT: Overview of Municipal Accountability Program

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 9.2

BACKGROUND/PROPOSAL:

On March 28th, Alberta Municipal Affairs announced a new program to collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Municipal Accountability Program (MAP) is a review of municipal processes and procedures to help develop knowledge of mandatory legislative requirements and will support municipalities with their legislative compliance.

See attached report.

RECOMMENDED ACTION

That Council receive the attached report as information.

MOTION:

That the Town of Sundre Council receive the report regarding the overview of the information provided to Alberta Municipal Affairs to support the Municipal Accountability Program review as information.

Date Reviewed: <u>July 24, 2018</u> CAO: <u>Donna Nelson</u>
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REPORT TO COUNCIL

COUNCIL DATE **JULY 30, 2108**

SUBJECT: **OVERVIEW OF MUNICIPAL ACCOUNTABILITY PROGRAM**

REPORT WRITER: **CHIEF ADMINISTRATIVE OFFICER**

BACKGROUND/PROPOSAL:

On March 28th, Alberta Municipal Affairs announced a new program to collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

On July 9, 2018, Alberta Municipal Affairs spent the afternoon with staff to review our processes and procedures particular to the new legislation, and representatives attended the council meeting that evening.

The Municipal Accountability Program (MAP) is a review of municipal processes and procedures and is intended to assess and develop knowledge of mandatory legislative requirements. This review program supports municipalities with their legislative compliance. The MAP will consist of multi-year cycle reviews and has been ordered by the Minister under Section 571 of the Municipal Government Act. All Municipalities with populations of 5,000 or less will participate in the MAP. The primary contact for the ministry is the chief administrative officer (CAO). Ministry staff co-ordinated the visit, which included working collaboratively with the CAO. A customized 'MAP' report will be provided to the CAO, which will identify areas of compliance, as well as include recommendations and resources to assist in remedying any legislative inconsistencies that may exist. Continued proactive contact will be maintained throughout the four-year cycle with each municipality as needed or as requested, regardless of compliance status.

Interaction with elected officials was be limited to a presentation explaining the MAP Process and as mentioned, they attended the July 9th council meeting to confirm legislative meeting requirements are met.

In preparation for the review, staff complied reports and supporting information to facilitate and support the Ministry staff in the review process. The Town of Sundre has been very proactive in

creating procedures, Bylaws and Policies to comply with the legislation, and we were pleased that we had the opportunity to present our details to Alberta Municipal Affairs.

The following information is an overview/compilation of the information that staff collected in preparation for the review. The full copy of the information has been transferred to a binder that we will use as a guide/template for staff and Council in the creation of future policies, bylaws and procedures.

AREA OF FOCUS GOVERNANCE – CAO BYLAW

Municipal Affairs (MA) was provided with a copy of the CAO Bylaw, along with documentation related to Council's Review and adoption of the Bylaw. The Bylaw encompasses all requirements under s. 208, s. 268.1, s. 270, and s. 272 of the Municipal Government Act, and was initially reviewed by the Bylaw/Policy Review committee in September of 2017. It was presented to council at a Special Council Meeting on October 2, 2017, and a few minor adjustments were recommended. The Bylaw was given all three readings at the October 10, 2017 Regular council Meeting. The Bylaw was subsequently amended to incorporate the new legislation and adopted by council on May 7, 2018.

AREA OF FOCUS GOVERNANCE – COUNCIL CODE OF CONDUCT

MA was provided with the Council Code of Conduct Bylaw, along with documentation related to Council's review and adoption of the Bylaw. The Bylaw encompasses all requirements of the Code of Conduct for Elected Officials Regulation and was initially reviewed by the Policy/Bylaw Review Committee in September of 2017. It was presented to Council at a Special Council Meeting on October 2, 2017, and a few minor adjustments were recommended. The Bylaw was subsequently given all three readings at the October 10, 2017 Regular Council Meeting.

The Code of Conduct requires Councillors to participate in orientation training and other training opportunities with regard to the roles and responsibilities of Council. MA was provided with a collection of dates and agenda's related to the orientation training provided to Councillors for the 2017 to 2021 term.

AREA OF FOCUS PLANNING/ASSESSMENT TAXATION – IMPARTIALITY OF APPEAL BOARDS SDAB TRAINING REQUIREMENTS

Assessment Review Board

The Town of Sundre has entered into a partnership with The City Of Red Deer, to establish a Regional Assessment Review Board, to exercise the functions of a Local Assessment Review

Board, and the functions of a Composite Review Board, in respect of assessment complaints made by respective taxpayers of partner municipalities. The Bylaw was adopted on April 16, 2018. The Bylaw does not contemplate Council as Board Members.

Subdivision and Development Appeal Board

The Town of Sundre has recently amended the Land Use Bylaw to place the authority and responsibility for development on the Planning and Development Department, and the authority and responsibility for subdivisions on the Subdivision Officer, where a subdivision is less than 10 lots, or an Area Structure Plan, Concept Plan or Outline Plan has been approved by Council, and the Council for all other subdivision approvals.

The Subdivision and Development Appeal Board Bylaw does not contemplate Councillors as members of the Board. The training requirements have been written into the Bylaw and will be implemented when the training obligations required by the Minister have been established. The Town of Sundre will continue to train members until such a time as the training requirements have been established. The Bylaw requires a clerk position to be established and sets out training requirements for that designated position.

The Town may consider entering into an agreement with partner municipalities for the establishment of an Intermunicipal Subdivision and Development Appeal Board. Discussions have commenced, but decisions have not been made at this point.

MA was provided with:

- a copy of Bylaw No. 2018-06, the Bylaw to Establish a Regional Assessment Review Board
- a copy of Bylaw No. 12.17, the Land Use Bylaw establishing the Authority and Responsibility for Development and Subdivision approvals.
- a copy of Bylaw No. 2018-02, the Subdivision and Development Appeal Board Bylaw.

AREA OF FOCUS PLANNING- COLLABORATION WITH INDIGENOUS COMMUNITIES

The Town of Sundre is not adjacent to, nor in close proximity to an Indian Reserve or a Metis Settlement. We are however adjacent to Crown owned lands, which recognize Treaty rights pertaining to traditional hunting and gathering grounds.

The Town of Sundre has been working with the Chamber of commerce on a Boardwalk project that would be constructed on Crown owned lands. We currently have a disposition lease with the Province, which permits the Town to occupy the lands for passive recreation types of uses, which would include a project such as an educational boardwalk. We have been in contact with Alberta Environment and Parks, as well as Indigenous Relations through the Province to ensure that we are not infringing on Treaty or other indigenous rights.

Although we have been assured that there is not an infringement, we are committed to working with our indigenous friends and neighbors on this project. The town of Sundre does have a Metis population within the municipality, so the project will be twofold. The boardwalk will showcase the area, and hopefully be a draw for tourism, and it will celebrate the history and roots of our Metis friends through signage and educational opportunities.

MA was provided with a copy of the proposed project and emails between the Town and Indigenous Relations.

AREA OF FOCUS PLANNING – INTERMUNICIPAL COLLABORATION FRAMEWORK

The Town of Sundre and Mountain View County have appointed ICF Committee members and have commenced discussions on the ICF process and resulting agreements. On June 11, 2018 the Town Council adopted the Protocol Agreement as step one of the formal process.

The Intermunicipal Collaboration Committee has set up a series of meetings to address the Master Agreement. A draft agreement has been prepared and has had an initial cursory review by administration.

It was decided that administration (the two CAO'S) would be given authority to negotiate the sub-agreements prior to Council approval. Administration is currently in the process of reviewing the draft Shared Facility Agreement.

MA was provided with:

- a copy of the Protocol Agreement.
- information related to the Draft Master Agreement.
- Information related to the Draft Shared Facility Agreement.

AREA OF FOCUS GOVERNANCE – CAO BYLAW

One of Council's priorities was a review of all Town of Sundre Bylaws, with direction to create a records management system that would recognize both past and current Bylaws, and a method for clear distinction between the two.

MA was provided with a record of all actions taken on the Bylaw review project to date.

MA was provided with an amendment to a rescinding bylaw to incorporate s. 63 and s. 65 of the Act. The original bylaw rescinded past bylaws that did not require notification at the time of passing, however, administration felt it would be important to incorporate these sections so the bylaw can be used as a template for any future bylaws to be rescinded.

AREA OF FOCUS GOVERNANCE – COUNCIL MEETINGS

MA was provided with the amendment to the Council Procedural Bylaw, along with the documentation supporting the Request for Decision to amend and adopt the Bylaw. The Bylaw encompasses all requirements of the Council and council Meetings Regulation that came into force on October 26, 2017.

MA was provided with copies of two regular Council meeting minutes.

- The April 16, 2018 Approved Minutes of Council, incorporated the new procedures. The new procedures include a record of the invitation to the public to rejoin the meeting once the in-camera session has concluded.
- The April 28, 2018 minutes record the reason for staff being in attendance at the in-camera session, and the time the staff member left the in-camera session.

AREA OF FOCUS REGULATIONS/ACTS TO BE AWARE OF (NOT MANDATORY/AFFECTED BY OTHER REGULATIONS NOT YET ESTABLISHED)

Petitioning Process

The Town of Sundre is aware of the Legislation regarding the Petitioning Process that came into force on October 26, 2017, and that if a Bylaw is proposed, the following shall apply:

Applicable Sections in Legislation

s.223(2)(b); s.226.1(1)(a); s.226.1(1)(b); s.226.1(1)(c); s.226.1(1)(d); s.226.1(1)(e); s.224(2)(c.1); s.226.2(1)(a); s.226.2(1)(b); s.226.2(3); s.224.(3.1); 225(3)(a.1); 226(1)

Parental Leave

The Town of Sundre is aware of the Legislation regarding the Maternity and Parental Leave provisions that came into force on October 26, 2017, and that if a Bylaw is proposed, the following shall apply:

Applicable Sections in Legislation

Bylaws respecting maternity and parental leave for councillors

144.1(1) A council of a municipality may, by bylaw, having regard to the need to balance councillors' roles as parents with their responsibilities as representatives of residents, establish whether councillors are entitled to take leave prior to or after the birth or adoption of their child.

(2) If a bylaw under subsection (1) entitles councillors to take leave, the bylaw must contain provisions:

- (a) respecting the length of the leave and other terms and conditions of the leave entitlement, and
 - (b) addressing how the municipality will continue to be represented during periods of leave.
- (Added by the Act to Strengthen Municipal Government)*

Public Notification Methods

The Town of Sundre is aware of the Legislation regarding the Public Notification Methods provisions that came into force on October 26, 2017, and that if a Bylaw is proposed, the following shall apply:

Applicable Sections in Legislation

606.1(1) A council may by bylaw provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606.

(2) Before making a bylaw under subsection (1), council must be satisfied that the method the bylaw would provide for is likely to bring proposed bylaws, resolutions, meetings, public hearings and other things advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other things relates or in which the meeting or hearing is to be held.

(3) Council must conduct a public hearing before making a bylaw under subsection (1).

(4) A notice of a bylaw proposed to be made under subsection (1) must be advertised in a manner described in section 606(2)(a) or (b) or by a method provided for in a bylaw made under this section.

(4) A notice of bylaw proposed to be made under subsection (1) must be advertised in a manner described in section 606(2)(a) or by a method provided for in a bylaw made under this section.

(5) A notice of a bylaw proposed to be made under subsection (1) must contain

- (a) a statement of the general purposed of the proposed bylaw;
- (b) the address or website where a copy of the proposed bylaw may be examined, and
- (c) an outline of the procedure to be followed by anyone wishing to file a petition in respect of the proposed bylaw.

(6) A bylaw passed under this section must be made available for public inspection.

Municipal Amalgamation Notification Process

The Town of Sundre is aware of the new requirements for Notification for the Amalgamation process (and other requirements) under the Municipal Government Act that came into force on October 26, 2017. If the Town initiates amalgamation, the following legislation will be complied with.

Applicable Sections in Legislation

Restriction on amalgamation

101(1) Subject to subsection (2), no order amalgamating municipal authorities may be made that would result in an area of land that is

- (a) not included in any municipal authority, or
- (b) part of the amalgamated municipal authority, but is not contiguous with other land in the amalgamated municipal authority.

(2) An order may amalgamate 2 or more summer villages whose boundaries are not contiguous but border on or include all or part of the same body of water.

(3) Despite section 77, an order may amalgamate 2 or more summer villages if it gives the amalgamated municipal authority the status of a summer village.

(4) Where an order gives an amalgamated municipal authority the status of a summer village as required by subsection (3), the status of the summer village may be changed in accordance with Division 3.

Initiation of amalgamation proceedings

102 The procedure for the amalgamation of 2 or more municipal authorities may be initiated

- (a) by a municipal authority,
 - (b) by 2 or more municipal authorities in accordance with the regulations made under section 106.1, or
 - (c) by the Minister under section 107.
- (c) all local authorities having jurisdiction to operate or provide services in the initiating municipal authority or in any of the municipal authorities with which it proposes to amalgamate.

103(4)

- (b) include proposals for consulting with all local authorities referred to in subsection (1)(c) and the public about the proposed amalgamation.

Municipal Amalgamation Reporting Process

The Town of Sundre is aware of the Legislation regarding the Municipal Amalgamation provisions that came into force on October 26, 2017, and that if an amalgamation is proposed, the following apply:

Applicable Sections in Legislation

Report on negotiations

105(1) On conclusion of the negotiations, the initiating municipal authority must prepare a report that describes the results of the negotiations and that includes

- (a) a list of the matters relevant matters, including those referred to in sections 89(1), (2), (3) and (4) and 111, that are agreed on and a list of any of those matters on which there is no agreement between the municipal authorities,
- (b) a description of the public consultation processes involved in the negotiations, and
- (c) a summary of the views expressed during the public consultation processes.

(2) The report must

(a) include a certificate by the initiating municipal authority stating that the report accurately reflects the results of the negotiations, and

(b) be approved by resolution of the council of the initiating municipal authority and by resolution of the councils of the other municipal authorities that agree to the amalgamation.

(3) A municipal authority whose council does not pass a resolution approving the report may include in the report its reasons for not approving.

Municipally Controlled Corporations

The Town of Sundre is aware of the Legislation regarding the Municipally Controlled Corporations provisions that came into force in April 2018, and that the following shall apply if the Town proposed forming a Municipally Controlled Corporation:

Applicable Sections in Legislation

s. 75.1(1) to 75.5(2)

Offsite Levies Expanded Scope, Intermunicipal, and Provincial Transportation

The Town of Sundre is in the process of reviewing our Offsite levy Bylaw. The following sections **may** be incorporated into the Bylaw, pending identification and costing of specific infrastructure, identifying the benefitting areas and cost allocations for the specific infrastructure. It is assumed that we will be in a position to consider adding the capital costs for community recreation facilities, fire halls, police stations, and libraries in conjunction with the update to the Master Servicing/Infrastructure Plan has been completed later this year.

The Town is aware of the new Offsite Levy Regulations with regard to intermunicipal infrastructure and facilities, (if an intermunicipal offsite levy bylaw is contemplated), consultation, annual reporting, appeals, and sale of facilities, that came into force on October 26, 2017.

The Town is aware of the Legislation related to connections to provincial highways, as follows:

(c.2) subject to the regulations, new or expanded transportation infrastructure required to connect, or to improve the connection of, municipal roads to provincial highways resulting from a subdivision or development;

Conservation Reserve

The Town of Sundre is aware of the new requirements under the Municipal Government Act that came into force on October 26, 2017. If the Town wishes to designate lands within the municipality as CR, the following requirements shall be incorporated into the Municipal Development Plan and require conservation policies to be written into all area structure plans.

Applicable Sections in Legislation

127

(2) Where under section 664.2 a municipality has paid compensation to a landowner for conservation reserve that is subsequently annexed by order to another municipality, the order must require the municipality to which the land is annexed to pay compensation to the other municipality in the same amount that was paid to the landowner.

135(1)

(c) in the case of an amalgamation or an annexation, if at the time of the notice under section 103 or 116 any land or any portion of it is designated or required to be provided as a public utility lot, environmental reserve, conservation reserve, municipal reserve or municipal and school reserve under Part 17 or a former Act as defined in Part 17, on the amalgamation or annexation taking effect the ownership of the land becomes vested in the new municipal authority in place of the old municipal authority,

632(1)

(g) may contain policies respecting the provision of conservation reserve in accordance with section 664.2(1)(a) to (d).

Land for conservation reserve

661.1 The owner of a parcel of land that is the subject of a proposed subdivision must provide to a municipality land for conservation reserve as required by the subdivision authority pursuant to this Division.

Conservation reserve

664.2(1) A subdivision authority may require the owner of a parcel of land that is the subject of a proposed subdivision to provide part of that parcel of land to the municipality as conservation reserve if

- (a) in the opinion of the subdivision authority, the land has environmentally significant features,
- (b) the land is not land that could be required to be provided as environmental reserve,
- (c) the purpose of taking the conservation reserve is to enable the municipality to protect and conserve the land, and
- (d) the taking of the land as conservation reserve is consistent with the municipality's municipal development plan and area structure plan.

(2) Within 30 days after the Registrar issues a new certificate of title under section 665(2) for a conservation reserve, the municipality must pay compensation to the landowner in an amount equal to the market value of the land at the time the application for subdivision approval was received by the subdivision authority.

(3) If the municipality and the landowner disagree on the market value of the land, the matter must be determined by the Land Compensation Board.

Designation of municipal land

665(1) A council may by bylaw require that a parcel of land or a part of a parcel of land that it owns or that it is in the process of acquiring be designated as municipal reserve, school reserve, municipal and school reserve, environmental reserve, conservation reserve, or public utility lot.

(c.1) conservation reserve, which must be identified by a number suffixed by the letters "CR",

(3) The certificate of title for a municipal reserve, school reserve, municipal and school reserve, environmental reserve, conservation reserve or public utility lot under this section must be free of all encumbrances, as defined in the *Land Titles Act*.

(2) Subject to section 670.2(9), the aggregate amount of land that may be required under subsection (1) may not exceed the percentage set out in the municipal development plan, which may not exceed 10% of the parcel of land less all land required to be provided as conservation reserve or environmental reserve or made subject to an environmental reserve easement.

(3) The total amount of money that may be required to be provided under subsection (1) may not exceed 10% of the appraised market value, determined in accordance with section 667 or, in the case of land referred to in section 670.2, the value determined in accordance with the regulations under that section of the parcel of land less all land required to be provided as conservation reserve or environmental reserve or made subject to an environmental reserve easement.

(3.1) For greater certainty, for the purposes of calculating the 10% under subsection (2) or (3), the parcel of land includes any land required to be provided under section 662.

Environmental Reserve

The Town of Sundre is aware of the new requirements under the Municipal Government Act that came into force on October 26, 2017. If the Town wishes to designate lands within the municipality as ER, the following requirements shall be incorporated into the Municipal Development Plan and require conservation policies to be written into all area structure plans.

Applicable Sections in Legislation

664(1) Subject to section 663 and subsection (2), a subdivision authority may require the owner of a parcel of land that is the subject of a proposed subdivision to provide part of that parcel of land as environmental reserve if it consists of

(c) a strip of land, not less than 6 metres in width, abutting the bed and shore of any lake, river, stream or other water body.

(1.1) A subdivision authority may require land to be provided as environmental reserve only for one or more of the following purposes:

(a) to preserve the natural features of land referred to in subsection (1)(a), (b) or (c) where, in the opinion of the subdivision authority, those features should be preserved;

(b) to prevent pollution of the land or of the bed and shore of an adjacent water body;

(c) to ensure public access to and beside the bed and shore of a water body lying on or adjacent to the land;

(d) to prevent development of the land where, in the opinion of the subdivision authority, the natural features of the land would present a significant risk of personal injury or property damage occurring during development or use of the land.

(1.2) For the purposes of subsection (1.1)(b) and (c), “bed and shore” means the natural bed and shore as determined under the *Surveys Act*.

Agreement respecting environmental reserve

664.1(1) In this section, “subdivision approval application” means an application under section 653 for approval to subdivide a parcel of land referred to in subsection (2).

(2) A municipality and an owner of a parcel of land may, before a subdivision approval application is made or after it is made but before it is decided, enter into a written agreement

(a) providing that the owner will not be required to provide any part of the parcel of land to the municipality as environmental reserve as a condition of subdivision approval, or

(b) providing that the owner will be required to provide part of the parcel of land to the municipality as environmental reserve as a condition of subdivision approval, and specifying the boundaries of that part.

(3) Where the agreement provides that the owner will not be required to provide any part of the parcel of land to the municipality as environmental reserve, the subdivision authority must not require the owner to provide any part of the parcel as environmental reserve as a condition of approving a subdivision approval application.

(4) Where the agreement specifies the boundaries of the part of the parcel of land that the owner will be required to provide to the municipality as environmental reserve, the subdivision authority must not require the owner to provide any other part of the parcel as environmental reserve as a condition of approving a subdivision approval application.

(5) Subsections (3) and (4) do not apply on a subdivision approval application where either party to the agreement demonstrates that a material change affecting the parcel of land occurred after the agreement was made.

Joint Use and Planning Agreements

The Town of Sundre is aware of the new requirements for Joint Use Planning with School Boards under the Municipal Government Act that came into force in April 26, 2018. We are aware that changes will be made to the School Act and accompanying regulations. There are currently no plans for schools in the near future, however, as we update our Municipal Development Plan, and any proposed area structure plans, we will work with Chinooks Edge School Division to locate the sites, and to begin negotiations on Joint Use and Planning agreements with the School Board.

Applicable Sections in Legislation

Joint use and planning agreements

670.1(1) Where on the coming into force of this section a school board is operating within the municipal boundaries of a municipality, the municipality must, within 3 years after this section comes into force, enter into an agreement under this section with the school board.

(2) Where after the coming into force of this section a school board commences operating within the municipal boundaries of a municipality, the municipality must, within 3 years after the school board commences operating in the municipality, enter into an agreement under this section with the school board.

(3) An agreement under this section must contain provisions

(a) establishing a process for discussing matters relating to

(i) the planning, development and use of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality,

(ii) transfers under section 672 or 673 of municipal reserves, school reserves and municipal and school reserves in the municipality,

(iii) disposal of school sites,

(iv) the servicing of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality, and

(v) the use of school facilities, municipal facilities and playing fields on municipal reserves, school reserves and municipal and school reserves in the municipality, including matters relating to the maintenance of the facilities and fields and the payment of fees and other liabilities associated with them,

(b) respecting how the municipality and the school board will work collaboratively,

(c) establishing a process for resolving disputes, and

(d) establishing a time frame for regular review of the agreement,

and may, subject to this Act, the regulations, the *School Act* and the regulations under that Act, contain any other provisions the parties consider necessary or advisable.

(4) More than one municipality may be a party to a joint use and planning agreement.

(5) A joint use and planning agreement may be amended from time to time as the parties consider necessary or advisable.

Funding future reserves

670.2(1) In this section, “reserve land assembly area” means an area of land referred to in subsection (2).

(2) A municipality may, by bylaw, in accordance with the regulations, identify and delineate the boundaries of an area of land in respect of which the municipality

(a) expects a future need for municipal reserve, school reserve or municipal and school reserve, and

(b) will require money to fund future purchases of land to increase the size of municipal reserve, school reserve or municipal and school reserve, or a combination of them, within the area and to service the land.

(3) A bylaw under subsection (2) must contain an estimate, prepared in accordance with the regulations, of the costs of purchasing land in the future to increase the size of municipal reserve,

school reserve or municipal and school reserve, or a combination of them, within the reserve land assembly area and of servicing the land.

(4) Where on a subdivision approval application a subdivision authority requires a combination of land and money to be provided under section 666(1)(c), the municipality may, if the land lies within a reserve land assembly area identified by bylaw under subsection (2) and the amount of money does not exceed 5% of the value, as determined in accordance with the regulations, of the land at the time the application for subdivision approval was received by the subdivision authority,

(a) retain the money in a fund, or

(b) in the case of money required to be provided in place of school reserve or municipal and school reserve, allocate any or all of the money in accordance with an agreement between the municipality and each school board concerned and retain the remainder, if any, in a fund.

(5) Money in a fund under subsection (4)(a) must be used only for the purposes of purchasing land to increase the size of municipal reserve, school reserve or municipal and school reserve, or a combination of them, within the reserve land assembly area and of servicing the land.

(6) Money in a fund under subsection (4)(b) must be used only for the purposes of purchasing land to increase the size of school reserve or municipal and school reserve, or a combination of them, within the reserve land assembly area and of servicing the land.

(7) Any interest earned on a fund under subsection (4)(a) or (b) accrues to the fund.

(8) Money in a fund under subsection (4)(a) or (b) must be accounted for separately from other money.

(9) A subdivision authority may require the owner of a parcel of land that is the subject of a proposed subdivision within a reserve land assembly area to provide an amount of land that exceeds the aggregate amount of land that could be taken as municipal reserve, school reserve or municipal and school reserve under sections 666(2) and 668.

(10) Where a subdivision authority requires the owner of a parcel of land to provide land under subsection (9), the municipality must, within 30 days after the Registrar issues a new certificate of title for the land under section 665(2), pay compensation to the landowner in an amount equal to the value, as determined in accordance with the regulations, of the amount of land that exceeds the aggregate amount of land that could be taken as municipal reserve, school reserve or municipal and school reserve under sections 666(2) and 668.

(11) The Minister may make regulations

(a) respecting reserve land assembly areas and the identification of reserve land assembly areas, including, without limitation, regulations respecting

(i) the amount of land that may be identified as a reserve land assembly area,

(ii) circumstances in which land may be identified as a reserve land assembly area;

(iii) factors that must be taken into consideration and factors that must not be taken into consideration in determining the size of a reserve land assembly area;

(iv) estimates of costs for the purposes of subsection (3), including, without limitation, what an estimate must include and the factors that must be taken into consideration and factors that must not be taken into consideration in preparing an estimate;

(v) the location of municipal reserve, school reserve or municipal and school reserve within a reserve land assembly area;

- (b) respecting the determination of the value of land for the purposes of subsection (4) or (10), or both;
- (c) respecting funds under subsection (4) and the use of money in a fund;
- (d) respecting the determination of the value of land proposed to be purchased for a purpose referred to in subsection (5) or (6);
- (e) respecting any other matter or thing that the Minister considers necessary for carrying out the intent and purpose of this section.

Ombudsman Act

The Town of Sundre is aware of the amendments to the Ombudsman Act, which sets out the functions and duties of the Ombudsman, and gives the Alberta Ombudsman expanded authority to investigate complaints to determine whether a municipality acted fairly and reasonably, and whether its actions and decisions were consistent with relevant legislation, policies and procedures.

Applicable Sections in Legislation (Ombudsman Act)

under s.1; s.12; s.16; s.18; s.21; s.21.1; s.26; and s.28.

AREA OF FOCUS HIERARCHY AND RELATIONSHIP OF PLANS

Requirement:

The *Municipal Government Act* identifies the hierarchy and relationship of statutory plans, so that each plan will be consistent with the plans above it and, in the event of an inconsistency, which provisions in what plan will prevail.

Section 622 of the *Municipal Government Act* requires all statutory plans, the land use bylaw and action undertaken pursuant to Part 17 of the *Municipal Government Act* to be consistent with the provincial land use policies and/or *Alberta Land Stewardship Act* (ALSA) regional plan. If there is a conflict between a provincial land use policy and ALSA regional plan, the ALSA regional plan prevails.

Section 632(4) of the *Municipal Government Act* requires the Municipal Development Plan to be consistent with the Intermunicipal Development Plan.

Section 633(3) of the *Municipal Government Act* requires Area Structure Plans to be consistent with the Intermunicipal Development Plan and Municipal Development Plan.

Section 634(2) of the *Municipal Government Act* requires Area Redevelopment Plans to be consistent with the Intermunicipal Development Plan and Municipal Development Plan.

Section 638(1) provides further clarification in case of a conflict or inconsistency between statutory plans as follows:

- The Intermunicipal Development Plan prevails to the extent of any conflict or inconsistency between the Intermunicipal Development Plan, Municipal Development Plan, Area Structure Plan or Area Redevelopment Plan; and
- The Municipal Development Plan prevails to the extent of any conflict or inconsistency between the Municipal Development Plan, Area Structure Plan or Area Redevelopment Plan.

Section 638.1 provides clarification in case of a conflict or inconsistency between statutory plans, the land use bylaw and an ALSA regional plan as follows:

- The ALSA regional plan prevails to the extent of any conflict or inconsistency between statutory plans and the land use bylaw.

Action:

The Town of Sundre will observe the hierarchy of statutory plans when reviewing applications for subdivision and development. Subdivision and Development Appeal Boards are also bound by the hierarchy of statutory plans when hearing an appeal and rendering a decision.

If a conflict or inconsistency between statutory plans is identified, then the Town's decision making authorities will observe the hierarchy and relationship of plans in the decision making process.

MA was provided with an Attachment that identifies the hierarchy and relationship of plans as they relate to each other in the subdivision and development process. This chart will be published on the Town's website together with a written explanation to support and provide information on the planning process and to identify the hierarchy and relationship of planning documents.

AREA OF FOCUS PROVINCIAL LAND USE POLICIES

Requirement:

The current *Municipal Government Act* Provincial land use policies will continue to be phased out of force as new regional plans under the *Alberta Land Stewardship Act* come into force.

Section 622(1) of the *Municipal Government Act* requires all statutory plans, the land use bylaw and action undertaken pursuant to Part 17 of the *Municipal Government Act* to be consistent with the Provincial land use policies. The Province is phasing out of force the land use policies where new regional plans under the *Alberta Land Stewardship Act* come into force, for planning regions.

Under section 622(2) of the *Municipal Government Act*, the Province, through regulation, has the authority to create land use policies for municipal planning matters that are not included in a regional plan under the *Alberta Land Stewardship Act*.

Action:

The Town of Sundre will continue to ensure its planning documents are aligned and consistent with the current Provincial land use policies. The Town of Sundre is currently in an area not bound by a regional plan under the *Alberta Land Stewardship Act*. MA was provided with the Provincial land use policies that the Town of Sundre must consider in Land Use Planning.

AREA OF FOCUS TRANSPARENCY OF NON-STATUTORY PLANNING DOCUMENTS**Requirement:**

Section 638.2(1) of the *Municipal Government Act* requires every municipality to compile and keep updated a list of any approved policies that may be considered in making decisions under Part 17 of the *Municipal Government Act*. Further, municipalities must publish the following on the municipality's website:

- List of policies referred to and described in Section 638.2(1);
- A summary of those policies, how they relate to each other and how they relate to any statutory plans and bylaws passed under Part 17 of the *Municipal Government Act*; and
- Any documents incorporated by reference in any bylaws passed in accordance with this Part.

A development authority, subdivision authority, subdivision development appeal board, Municipal Government Board or a court cannot have regard to any policy approved by a council unless the policy is set out in the list prepared, maintained and published under Section 638.2 of the *Municipal Government Act*.

Action:

Currently, the Town of Sundre has the following documents published on its website:

- Municipal Development Plan;
- Bearberry Creek Area Structure Plan;
- Eagle Ridge Area Structure Plan;
- Aspen Developments Concept Plan;
- Parks, Open Space & Trails Plan;
- Highway 27 Corridor - Downtown Area Redevelopment Plan;
- Town of Sundre Transportation Master Plan; and
- Sundre West Regional Stormwater Plan.

The Town is developing a new website in 2018 and will ensure that a comprehensive list of current Town of Sundre policies and documents applicable to Part 17 of the *Municipal Government Act* are maintained and updated on the Town of Sundre Website. This will also include any written explanation of how these policies and documents relate to any statutory plans and bylaws passed under Part 17 of the *Municipal Government Act*. This information will be updated and posted on the Town website within the prescribed timeline under the *Municipal Government Act* of January 1, 2019.

MA was provided with the current list of all statutory and non-statutory planning policies for the Town of Sundre.

AREA OF FOCUS MUNICIPAL DEVELOPMENT PLAN

Requirement:

Section 632(1) of the *Municipal Government Act* requires every council of a municipality to adopt by bylaw a Municipal Development Plan. A Municipal Development Plan must address matters such as:

- The future land use within the municipality;
- The manner of and the proposals for future development in the municipality;
- The co-ordination of land use, future growth patterns and other infrastructure with adjacent municipalities if there is no Intermunicipal Development Plan;
- The provision of the required transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities; and
- The provision of municipal services and facilitate either generally or specifically.

The Municipal Development Plan must also contain:

- Policies compatible with the subdivision and development regulations to provide guidance on the type and location of land uses adjacent to sour gas facilities;
- Policies respecting the provision of municipal, school or municipal and school reserves, including but not limited to the need for, amount of and allocation of those reserves and the identification of school requirements in consultation with affected school boards; and
- Policies respecting the protection of agricultural operations.

The Municipal Development Plan must also be consistent with the Intermunicipal Development Plan for lands that are applicable to both Plans.

Action:

The Town of Sundre adopted by bylaw a Municipal Development Plan in 2013. The Municipal Development Plan is not consistent with the older outdated Intermunicipal Development Plan, as certain Intermunicipal Development Plan policies are in conflict with the Municipal Development Plan due to the 2010 annexation and boundary changes with Mountain View County. Upon completion and adoption of a new Intermunicipal Development Plan within the next several years, the Town will review the Municipal Development Plan to ensure its overall consistency with the new Intermunicipal Development Plan.

AREA OF FOCUS PROVINCIAL TRANSPORTATION REFERRALS

Requirement:

Section 636(1)(f) of the *Municipal Government Act* requires, in the case of an Area Structure Plan within 1.6 km of a provincial highway to be referred to Alberta Transportation for review.

The Subdivision and Development Regulation was updated to align with this change specifically with respect to:

- The referral requirement of subdivision applications and subdivision decisions to Alberta Transportation if applications are within the 1.6 km distance of a provincial highway; and
- The referral of subdivision appeals to the Municipal Government Board if the land that is subject of the appeal is within the 1.6 km distance of a provincial highway.

Action:

The Town of Sundre will ensure that:

- All proposed and statutory plans and statutory plan amendments within 1.6 km of a provincial highway are referred to Alberta Transportation for review;
- All subdivision applications and subdivision decisions for lands within 1.6 km of a provincial highway are referred to Alberta Transportation; and
- All subdivision appeals are referred to the Municipal Government Board if the land that is subject of the appeal is within the 1.6 km distance of a provincial highway, unless otherwise the referral requirement is varied by Alberta Transportation pursuant to the *Municipal Government Act*.

MA was provided with a copy of the standard subdivision circulation notice which has been revised to indicate the 1.6 km distance requirement for subdivision circulation to Alberta Transportation.

AREA OF FOCUS ASSESSMENT & TAXATION – ACCESS TO INFORMATION

REQUIREMENTS:

s. 295; s. 296; s. 299; s. 300; s. 301; s. 304; s. 322; s. 464; s. 484; and s. 525

Municipalities must provide to an assessed person, when requested in the manner required:

- Information that is in the municipal assessor's possession at the time of the request, showing how the municipal assessor prepared the assessment of that person's property
- A summary of the most recent assessment of any assessed property in the municipality of which the assessed person is not the owner

ACTIONS:

In March 2015 the Town of Sundre entered into an assessment services contract with an accredited third-party assessment firm, Wild Rose Assessment Services Inc, which expires in March 2022. Stephen Washington, A.M.A.A., has been our assessor since 2005 and ensures adherence to all Government and Municipality regulations and Acts. Contact information for our assessors is provided on the reverse of tax notices, as well as for any inquiries where it would assist the request.

On June 4, 2018, Town staff received an inquiry via e-mail from a resident requesting tax assessment information. The inquiry was responded to the same day and a copy of the correspondence has been attached.

MA was provided with:

- 2015 RFP Response from Wild Rose Assessment Services Inc.
- June 4, 2018 inquiry

AREA OF FOCUS ASSESSMENT & TAXATION – CENTRALIZED DESIGNATED INDUSTRIAL ACCESS TO INFORMATION

REQUIREMENTS:

Municipalities may request information regarding designated industrial property within their jurisdiction, subject to confidentiality restrictions that do not preclude use of the information in an appeal.

ACTIONS:

The Town of Sundre is aware of our ability to request information regarding designated industrial properties.

AREA OF FOCUS ASSESSMENT & TAXATION – CORRECTIONS TO ASSESSMENTS

REQUIREMENTS:

s. 460; and s. 470

Assessor will be able to make corrections to assessments under complaint without needing ratification from the ARB or having the complaint withdrawn first. Assessors must follow the process outlined in the Matters Related to Assessment Complaints Regulation in regard to making correction to assessments under complaint.

ACTIONS:

The Town of Sundre has not received any formal complaints in several years and our accredited third-party assessor keeps up to date to ensure adherence to changing requirements (see “Access to Information” Area of Focus for description and attachments). There have been corrections to assessments under section 305(1) of the MGA, resulting from communications with a taxpayer and not under complaint.

MA was provided with a sample of a s. 305 correction

AREA OF FOCUS ASSESSMENT & TAXATION – LINKING RESIDENTIAL / NON-RESIDENTIAL TAX RATES**REQUIREMENTS:**

s. 357; and s. 358

The highest non-residential can be no more than five (5) times the lowest residential tax rate.

ACTIONS:

Highest Non-Residential Rate: 12.105

Lowest Residential Rate (not incl. annexed): 8.203

Ratio: 1.48 : 1 (compliant)

MA was provided with Bylaw 2018-07 “Tax Rate Bylaw”

AREA OF FOCUS ASSESSMENT & TAXATION – NOTICE OF ASSESSMENT DATE**REQUIREMENTS:**

Municipalities and the provincial assessor will be required to set a “notice of assessment date” between January 1 and July 1; and mail the assessment notices seven (7) days prior to the “notice of assessment date”.

ACTIONS:

The Town of Sundre used the “Assessment Notice Complaint Date Schedule for 2018” provided by Alberta Municipal Affairs to include a notice of assessment date on our combined Taxation Notice & Property Assessment, as well as to adhere to the complaint filing requirements and the mailing requirements.

MA was provided with:

- Sample tax notice
- Assessment Notice Complaint Date Schedule for 2018
- Signed certification of date mailed

AREA OF FOCUS ASSESSMENT & TAXATION – TAX RECEIPTS

REQUIREMENTS:

Municipalities are not required to provide property tax receipts unless requested by the taxpayer. Municipalities must notify taxpayers how to request a receipt.

ACTIONS:

The brochure included with every tax notice has a section which outlines that the Town does not provide receipts unless requested at time of payment. In addition, staff accepting payments at the Town office ask the resident if they would like a receipt.

MA was provided with a copy of the 2018 tax brochure

AREA OF FOCUS ASSESSMENT & TAXATION – BROWNFIELDS

REQUIREMENTS:

s. 364

Municipalities may grant multi-year tax exemptions, deferrals or reductions as a means of incentivizing cleanup and redevelopment of brownfields.

ACTIONS:

At this time, the Town of Sundre does not grant exemptions, deferrals or reductions to brownfields. We are aware of the regulations enabling that ability and may choose to exercise it in the future.

AREA OF FOCUS ASSESSMENT & TAXATION – C.O.P.T.E.R.

REQUIREMENTS:

s. 362(1)(n)(i) to (v)

New C.O.P.T.E.R. (Community Organization Property Tax Exemption Regulation) is currently being drafted and is expected to come into force on January 1, 2019.

ACTIONS:

The Town of Sundre makes every effort to follow the existing regulations. Currently, the Town does not require Community Organizations to re-apply for the exemption every year. We work diligently with our assessor and information within our possession, such as building and development permits, to assess the continued eligibility of existing recipients.

AREA OF FOCUS ASSESSMENT & TAXATION – C.O.P.T.E.R. CLARIFICATION

REQUIREMENTS:

New C.O.P.T.E.R. (Community Organization Property Tax Exemption Regulation) is currently being drafted and is expected to come into force on January 1, 2019.

ACTIONS:

The Town of Sundre is aware that these regulations will be changing in the future and will adopt the changes as they come into force.

AREA OF FOCUS ASSESSMENT & TAXATION – ASSESSMENT OF FARM BUILDINGS

REQUIREMENTS:

All farm buildings in urban and rural municipalities will not be assessed or charged municipal or education property taxes. The municipal assessor must assess farm buildings in urban using the schedule in the regulation.

ACTIONS:

The Town of Sundre contracts assessment services from an accredited third-party assessment firm, who ensures their adherence to changing requirements. Town staff has confirmed with our assessor that they are aware of this requirement and experienced in its application.

AREA OF FOCUS ASSESSMENT & TAXATION – ASSESSMENT OF FARMLAND

REQUIREMENTS:

Farmland will continue to be assessed as farmland until it is no longer used for farming operations. The municipal assessor must ensure that farmland with its top soil removed, or no longer being used for farming operations is assessed and taxed at market value, or where applicable according to the Minister's Guidelines.

ACTIONS:

The Town of Sundre contracts assessment services from an accredited third-party assessment firm, who ensures their adherence to changing requirements. Town staff has confirmed with our assessor that they are aware of this requirement and experienced in its application.

AREA OF FOCUS GOVERNANCE – MUNICIPAL CORPORATE PLANNING

REQUIREMENTS:

S. 283.1

Municipalities **must** adopt, as a minimum standard, a written three (3)-year financial plan and five (5)-year capital plan.

ACTIONS:

OPERATING PLAN / BUDGET: Previously, the Town of Sundre had adopted a two(2)-year operating budget cycle. At the December 5, 2016 Council meeting, Council approved the 2017 and 2018 operating budgets. At the April 9, 2018 Council meeting, Council adopted a motion to reaffirm the mill rate increases and expenditures as originally presented for the 2018 operating budget. Beginning in Fall 2018, Administration will introduce a four (4)-year planning cycle for the operating budget encompassing 2019 – 2022.

MA was provided with the 2017-2018 Operating Budget via the following link:
<http://www.sundre.com/financials-budget.html>

CAPITAL PLAN: At the February 12, 2018 Council meeting, Council moved to adopt the 2018-2022 Capital Plan as presented. The Capital Plan is updated annually and, following a Public Open House, is presented to Council for consideration.

MA was provided with:

- April 9, 2018 Approved Council Meeting Minutes
- 2017-2018 Operating Budget
- February 12, 2018 Approved Council Meeting Minutes
- 2018-2022 Capital Plan

AREA OF FOCUS ASSESSMENT & TAXATION – CENTRALIZED DESIGNATED INDUSTRIAL

REQUIREMENTS:

The municipal assessor must, in accordance with the regulations, provide the Minister or the provincial assessor with information that the Minister or the provincial assessor requires about property in the municipality. The designated industrial property requisition tax rate (set by the Minister of Municipal Affairs) must be shown separately on designated industrial property tax notices.

ACTIONS:

Our accredited third-party assessor is aware of the requirements and was in contact with the provincial assessor during March 2018 to ensure compliance and the correct information was being communicated.

Both the 2018 Tax Rate Bylaw and the tax notices had the requisition tax rate shown separately as required.

MA was provided with:

- Sample communication between municipal assessor and provincial assessor
- Bylaw 2018-07 "Tax Rate Bylaw"
- Tax notice for sample designated industrial property

AREA OF FOCUS ASSESSMENT & TAXATION – SUB-CLASSING NON-RESIDENTIAL PROPERTIES

REQUIREMENTS:

s. 297; and s. 354(3.1)

Municipalities are enabled to split the municipal non-residential class into sub-classes that are specifically defined in the Matters Related to Assessment Sub-Classes Regulation

- Vacant non-residential
- Small business
- Other non-residential

ACTIONS:

At this time, the Town of Sundre does not split municipal non-residential properties into sub-classes. We are aware of the regulations enabling that ability and may choose to exercise it in the future.

AREA OF FOCUS ASSESSMENT & TAXATION – TAX RATE RATIO

REQUIREMENTS:

Non-complying municipalities will be required to come into compliance with the legislated tax rate ratio of 5:1 over a period of time.

ACTIONS:

The Town of Sundre's 2018 Tax Rate Bylaw is compliant with the 5:1 ratio

AREA OF FOCUS OTHER INFORMATION REQUIRED SUBSEQUENT TO THE JULY 9TH REVIEW

MA was provided with the following additional documents, along with supporting information:

- Land Use Bylaw
- Bylaw Enforcement Officer
- Regional Service Commissions
- Minutes of Your Last Organizational Meeting
- Minutes of A Special Meeting
- Motion Establishing A Municipal Office
- Motion Appointing CAO
- Motion Appointing Auditor
- Motion Appointing Assessor
- A resolution naming the financial institution for the town;
- The 2017 management letter;
- The certification for the 2018 tax notices;
- Complete development application with the written decision;
- The elections bylaw;
- The 2017 ballot account;
- Copy of the affidavit for the disposition of 2017 election materials;
- Campaign disclosures;
- Bylaw establishing the Town of Sundre municipal library board; and
- If the systems library has an alternate member.
- any subdivision or development appeals in the last 4 years, including copies of the appeal as well

MOTION:

That the Town of Sundre Council receive the report regarding the overview of the information provided to Alberta Municipal Affairs to support the Municipal Accountability Program review as information.

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

Date Reviewed:

July 24, 2018

CAO:

Linda Nelson



COUNCIL DATE: July 30, 2018

SUBJECT: Correspondence

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 14.1

BACKGROUND/PROPOSAL:

Correspondence received by Legislative Services during the period July 6, 2018 through July 25, 2018.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached correspondence for information.

MOTION:

That the Town of Sundre Council accept the correspondence received during the period July 6, 2018 through July 25, 2018, as information.

ATTACHMENTS:

- 14.1 Alberta Recreation and Parks Association, Elected Officials Workshop
- 14.2 Alberta Culture and Tourism, 2018 Stars of Alberta Volunteer Awards
- 14.3 Alberta Municipal Affairs – 2017-2018 Annual Report, Minister Pickering, Minister Anderson
- 14.4 Clearwater County Broadband Initiative Provincial Broadband Strategy

Date Reviewed: July 24, 2018 CAO: Aminda Nelson

June 22, 2018

Mayor Leslie & Councillors
Town of Sundre
PO Box 420
Sundre Alberta, T0M 1X0



Dear Mayor Leslie & all Members of Council;

It is widely understood that a high quality of life is essential to the economic wellbeing of a community and a key aspect of quality of life within a municipality's controls is their recreation and parks programs and services. The Alberta Recreation and Parks Association (ARPA), with the support and encouragement of the AUMA, RMA and the Government of Alberta, have developed a professional development workshop on Recreation and Parks in Alberta for elected officials.

This workshop is complimentary to the Elected Officials Education Program of AUMA and RMA and provides a certificate upon successful completion. The workshop will provide Council members with an understanding of the national framework documents, Framework for Recreation in Canada 2015 - Pathways to Wellbeing and Parks for All - An action Plan for Canada's Parks Community and Common Vision for Increasing Physical Activity and Reducing Sedentary Living as well as the linkages to the Municipal Government Act and other applicable legislation. A significant portion of the day will be devoted to exploring practical examples that you can implement in your community.

We are very pleased to advise you that we have retained the services of the recently retired Mayor of Leduc, Mr. Greg Kruschke to deliver the recreation and parks course. The course can be delivered to your Council in various ways:

1) In your community

Greg will travel to your community to deliver the workshop as an inservice for your council, senior managers and if you like neighbouring council members.

2) At events

Greg will deliver the course at the ARPA Conference and Energize Workshop on Thursday October 25, 2018 at the Fairmont Jasper Park Lodge.

3) Online

You can learn at your own pace through two online course options. Greg will be available to answer questions via email in one of the options.

Please contact ARPA by telephone at 780-415-1745 or email arpa@arpaonline.ca to arrange for this governance course for your council.

Yours sincerely,


William Wells
Chief Executive Officer

Enclosures (2)

Recreation and Parks for Elected Officials Workshop

Fee Schedule

	ARPA Member	Non- Member	Conditions
<u>In Your Community</u>			
	\$3,400.00	\$4,000.00	Up to 10 Participants.
	\$270.00	\$340.00	Per additional participant (up to a maximum of 20 people per workshop).
ARPA Conference Session	\$269.00	\$339.00	Minimum of 10 participants required to run the workshop.
<u>Online Course</u>	Access to learning resources between April 1 st and March 30 th each year.		
<i>With support</i>	\$199.00	\$250.00	Email access to instructor
<i>Without support</i>	\$99.00	\$135.00	No access to instructor

All prices are subject to 5% GST



11759 Groat Road
Edmonton, AB T5M 3K6
Ph. 780-415-1745
Fax 780-451-7915



Greg Krischke BPE, ICD.D

Since graduating from the University of Alberta in 1975 with a Bachelor's degree in Physical Education Mr. Krischke has been a passionate supporter of recreation and parks. Greg has been involved in sport and recreation at a community, provincial, and national level.

Starting in 1995 Greg served on Leduc City council for 22 years including the last 13 as Mayor. Since 2004 the City of Leduc doubled in size, built a 309,000 sq ft recreation facility, constructed more than 60 kms of multiway paths and hosted many provincial, national and international events. Greg has served on the boards of the Alberta Recreation and Parks Association (ARPA), the Recreation For Life Foundation (RFLF) and the ARPA Energize sub-committee. Among his several awards, Greg is most proud to have received the Lieutenant Governor's inaugural Active Community, Elected Official award and in 2016 was named the Canadian Sport Tourism Champion of the year.



ALBERTA
CULTURE AND TOURISM

*Office of the Minister
MLA, Calgary-Cross*



June 28, 2018

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

Dear Mayor Leslie:

Across the province, thousands of volunteers are stepping up to make a difference, to improve the quality of life for all of us, and to make Alberta an even better place to be. Thanks to the dedication and commitment of volunteers, Albertans have access to the recreational, cultural, and social programs and facilities that are at the heart of strong, vibrant communities.

The Stars of Alberta Volunteer Awards were established by the Government of Alberta to shine the spotlight on volunteers and the value of their efforts. The 2018 awards nominations are now open and you can help recognize the remarkable volunteers in your community. Consider submitting a nomination to honour a worthy volunteer in your community and encourage local organizations and individuals to do the same. Share the stories of how volunteers are making a difference in your life and the life of your community.

Six awards, two in each category of youth, adult, and senior, are presented annually on International Volunteer Day, December 5, at Government House in Edmonton. Albertans whose volunteer efforts have contributed to the well-being of their community are eligible to be nominated.

Full information, including a nomination form and a downloadable promotional poster suitable for printing or placement on your community website, can be found on the Stars of Alberta website at www.alberta.ca/stars-awards. The deadline for nominations is September 21, 2018.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Best Regards,

Ricardo Miranda
Minister

cc: Honourable Shaye Anderson
Minister of Municipal Affairs

----- Forwarded message -----

From: **Brad Pickering** <Brad.Pickering@gov.ab.ca>

Date: Thu, Jun 28, 2018 at 1:02 PM

Subject: Alberta Municipal Affairs 2017-18 Annual Report

I am pleased to share the ministry's 2017-18 Annual Report with you - see link below.

This latest report provides a comprehensive review of the programs and initiatives we have undertaken over the past year to build stronger communities and make life better for Albertans.

Municipal Affairs has a broad set of responsibilities affecting lives at the local level every day. That's why collaboration is so integral to our mutual success.

In the annual report, you will find familiar details on how we have advanced the legislative framework to support important work done at the local level. We have been committed to engaging with Albertans, communities, and stakeholders at every stage of the legislative review. There are numerous examples of how we are improving public safety through building codes and emergency management. Our commitment to investing in priorities from roads to recreation, to public libraries, is evident in the ongoing programs we deliver.

Highlights of some of the key work of the ministry in 2017-18 include:

- implementing amendments to the *Municipal Government Act*, and developing related regulations;
- making growth management boards and intermunicipal collaboration frameworks mandatory to strengthen regional planning and service delivery;
- investing over \$2 billion in local infrastructure through the Municipal Sustainability Initiative;
- developing and implementing a builder licensing program to protect consumers;
- initiating review of the province's emergency management

framework; and

- amalgamating the administration of the Municipal Government Board, the New Home Buyer Protection Board, the Surface Rights Board, and the Land Compensation Board in the Ministry of Municipal Affairs.

This and more is covered in our results analysis, performance measures, and financial information. You will see how our actions and decisions connect to our goals and key strategies, and how we are progressing and adopting lessons learned.

I invite you to check out our [annual report](#), which can be found online on the Municipal Affairs website. It is a history of a journey we have shared, and I am confident we'll have more to celebrate on the road ahead.

I extend my sincere thanks to you and all our partners. My staff and I look forward to our continued collaboration.

Brad Pickering
Deputy Minister



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

AR92261

June 28, 2018

Re: Municipal Affairs 2017-18 Annual Report

As Minister of Municipal Affairs, I am pleased to share the ministry's 2017-18 Annual Report with you.

This latest report provides a comprehensive review of the programs and initiatives we have undertaken over the past year to build stronger communities and make life better for Albertans.

Municipal Affairs has a broad set of responsibilities affecting lives at a local level every day. That is why collaboration is so integral to our mutual success.

In the annual report, you will find familiar details on how we have advanced the legislative framework to support the important work done at the local level. We have been committed to engaging with Albertans, communities, and stakeholders at every stage of the legislative review. There are also numerous examples of how we are improving public safety through building codes and emergency management. Our commitment to investing in your priorities, from roads to recreation, to public libraries is evident in the ongoing programs we deliver.

Highlights of some of the key work of the ministry in 2017-18 include:

- implementing amendments to the *Municipal Government Act*, and developing related regulations;
- making growth management boards and intermunicipal collaboration frameworks mandatory to strengthen regional planning and service delivery;
- investing over \$2 billion in local infrastructure through the Municipal Sustainability Initiative;
- developing and implementing a builder licensing program to protect consumers;
- initiating review of the province's emergency management framework; and
- amalgamating the administration of the Municipal Government Board, the New Home Buyer Protection Board, the Surface Rights Board, and the Land Compensation Board in the Ministry of Municipal Affairs.

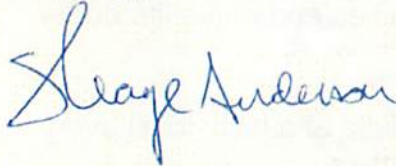
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This and more is covered in our results analysis, performance measures, and financial information. You will see how our actions and decisions connect to our goals and key strategies, and how we are progressing and adopting lessons learned.

I invite you to check out our [annual report](#) online at the Government of Alberta website. It is a history of a journey we have shared, and I am confident we will have more to celebrate on the road ahead.

I extend my sincere thanks to you and all our partners. I look forward to our continued collaboration.

Sincerely,

A handwritten signature in blue ink, reading "Shaye Anderson". The signature is fluid and cursive, with the first name "Shaye" being more prominent than the last name "Anderson".

Hon. Shaye Anderson
Minister of Municipal Affairs



July 24, 2018

Honourable Brian Malkinson
Minister of Service Alberta
Executive Branch, 103 Legislature Building
10800 - 97 Avenue
Edmonton, AB
T5K 2B6

**RE: Clearwater County Broadband Initiative
Provincial Broadband Strategy**

Clearwater County Council has been moving steadily toward the deployment of a community-based rural broadband network. Our initial steps were outlined in a letter sent to your predecessor on January 24, 2018.

Clearwater County strongly advocates for provincial support of community-based broadband projects throughout rural Alberta. The support could be achieved by:

- 1) **providing matching grants for any rural municipality investing in local broadband infrastructure,**
- 2) **adjusting the "flat rate fee" for ISP's to take into account the lower population density of smaller rural communities, and**
- 3) **provide right of way access to facilitate construction.**

In late March, Clearwater County received \$200,000 matching grant under Community and Regional Economic Support (CARES) program of the Economic Development and Trade Department and is in the process of developing a Broadband Strategic Action Plan, which will help connect more businesses to the internet, create jobs and benefit our broader rural community development.

In April, Council completed a questionnaire providing specific recommendations to your Ministry. The most important of these was a recommendation to encourage community-based projects in rural Alberta by providing matching grants to municipalities wishing to pursue these projects. These projects would help sustain communities by bridging the digital divide for rural Alberta, allowing residents to participate in the digital economy like our urban neighbours. Based on such a provincial policy, we would pursue federal grants that provide 50% of eligible broadband infrastructure project costs, with the province and municipality then contributing the remaining amount, or 25% each.

A previous policy adjustment to assign a "flat rate fee" for ISP's connecting to the SUPERNET was intended to avoid disparities in the cost of service for those communities far from the data centres. What it did not recognize is that even the flat rate does not easily enable the connection of small numbers of customers in rural Alberta. For example, a connection serving 50 customers costs the same each month as one serving 500 customers – thus the cost per individual is 10 times greater for the customer of the small project. We would like to see this issue addressed in the new Strategy.



Clearwater County is collaborating with and received support for our initiative from the Village of Caroline and Town of Rocky Mountain House, as well as from the O'Chiese First Nation which is currently installing fibre to residences in their community. We have discussed collaboration on this initiative with other municipalities and first nations in central Alberta and will continue working on a cooperative model to solve the deficiencies of rural connectivity. Broadband will be a discussion topic during all our Intermunicipal Collaboration Framework (ICF) negotiations.

Council understands that the Provincial Broadband Strategy will be completed this fall and we believe that this strategy should include support for community-based rural broadband projects. The Town of Olds pioneered community-based broadband service in Alberta and has inspired other municipalities to pursue being leaders of broadband services in their communities.

Clearwater County looks forward to hearing of provincial and federal grant opportunities that may arise once the Province's Broadband Strategy is completed. In the meantime, should your Department wish further information on the broadband work being done here in Clearwater County, please contact me at jvandermeer@clearwatercounty.ca or CAO, Rick Emmons or remmons@clearwatercounty.ca

Sincerely,

John Vandermeer
Reeve, Clearwater County

cc: Honourable Shaye Anderson, Minister of Municipal Affairs;
Honourable Amarjeet Sohi, Minister of Infrastructure and Community;
Honourable Deron Bilous, Minister of Economic Development and Trade;
Honourable Joseph Ceci, President of the Treasury Board and Minister of Finance;
Honourable Oneil Carlier, Minister of Agriculture and Forestry;
Honourable Richard Feehan, Minister of Indigenous Relations;
Honourable Sandra Jansen, Minister of Infrastructure;
Member of Parliament for Yellowhead, Jim Eglinski;
Rimbey-Rocky Mountain House-Sundre MLA, Jason Nixon;
Village of Caroline;
Town of Rocky Mountain House;
O'Chiese First Nation;
Sunchild First Nation;
Town of Olds;
Big Horn First Nation;
Summer Village of Burnstick Lake;
Town of Sundre;
Clearwater County Council.