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

**1. Call to Order**
Moment of Reflection

**2. Public Hearing**
2.1 Bylaw 2019-14 – Amendments to Land Use Bylaw

**3. Agenda – Amendments and Adoption**
3.1 October 21, 2019 Regular Council Meeting

**4. Adoption of Previous Minutes**
4.1 October 7, 2019 Regular Council Meeting Pg. 1

**5. Delegation**
5.1 Pat Toone – Parkland Regional Library Board Budget Pg. 5

**6. Bylaws**
6.1 Bylaw 2019-14 Amending Land Use Bylaw 2nd & 3rd Reading Pg. 26
6.2 Bylaw 2019-16 Snow Removal Pg. 52
6.3 Policy D-023-00-POL CPO Exhibit Pg. 59

**7. Old Business**

**8. New Business**
8.1 Grants to Organizations Pg. 68
8.2 Verbal Discussion - Letter from concerned Mayors of Brooks, Wetaskiwin, and Lacombe

**9. Administration**
9.1 Departmental Reports for September 2019 Pg. 70

**10. Municipal Area Partnership (MAP)**

**11. Council Committee Reports**
11.1 Councillor Richard Warnock for September 2019 (written & verbal report) Pg. 101
11.2 Mayor Terry Leslie Pg. 103

**12. Council Invitations / Correspondence**
12.1 Alberta Municipal Affairs – Municipal Indicators for Sundre Pg. 106

**13. Closed Meeting**
13.1 *FOIP Act* Section 24 Advice from Officials
13.2 *FOIP Act* Section23(1)(b) Local Public Body Confidences

**14. Return to Open Meeting**

**15. Adjournment**

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

*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
October 7, 2019

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

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

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

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

**CALL TO ORDER** The meeting was called to order at 5:59 p.m., with a moment of reflection on the business of the evening.

**PUBLIC HEARING** – *no public hearings*

**AGENDA – AMENDMENTS AND ADOPTION**

***Res. 322-07-10-19*** MOVED by Councillor Dalke that the Agenda be approved as presented.

***CARRIED***

**ADOPTION OF THE PREVIOUS MINUTES**

***Res. 323-07-10-19*** MOVED by Councillor Isaac that the Minutes of the Regular Meeting of Council held on September 23, 2019, be approved as presented.

**CARRIED**

**CLOSED MEETING**

Mayor Leslie excused all public members at 6:00 p.m., and advised that they are welcome to wait in the lobby to rejoin the council meeting after the closed meeting session concludes.

The following were in attendance for the closed meeting session:
**Staff:** Linda Nelson, CAO
Chris Albert, Director of Corporate Services to address Section 17 (2)(h) of the *FOIP Act* – Disclosure harmful to personal privacy
**Public:** None

***Res. 324-07-10-19*** MOVED by Councillor Warnock that Council go into closed meeting at 6:01 p.m.

**CARRIED**

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Initials

**RETURN TO OPEN MEETING**

***Res. 325-07-10-19*** MOVED by Councillor Preston that Council return to open meeting at 6:25 p.m.

**CARRIED**

**DELEGATION**

**EQUS REAL LTD.**

***Res. 326-07-10-19*** MOVED by Councillor Wolfe that the Town of Sundre Council thank Mr. Brian Hennings, General Counsel, of EQUS REAL LTD. for attending the Council Meeting and accept his presentation as information.

**CARRIED**

**Tax Account 4601.00**

***Res. 327-07-10-19*** MOVED by Councillor Funke that the Town of Sundre Council uphold the taxes as levied which were applied consistent with the Town of Sundre Bylaws and Provincial Legislation governing assessment and taxation of land by municipalities in Alberta.

**CARRIED**

**OLD BUSINESS** – *no Old Business*

**NEW BUSINESS**

**2020 FORTIS Alberta Franchise Fees**

***Res. 328-07-10-19*** MOVED by Councillor Funke that the Town of Sundre Council sets the FortisAlberta Franchise Fee to 10% effective January 1, 2020 with the entire amount to be placed in the Infrastructure Reserve account allocated to the wastewater upgrades.

**DEFEATED**

***Res. 329-07-10-19*** MOVED by Councillor Warnock that the Town of Sundre Council sets the FortisAlberta Franchise Fee to 10% effective January 1, 2020.

**CARRIED**

**2019 Sundre Hospital Futures Gala**

***Res. 330-07-10-19*** MOVED by Councillor Isaac that the Town of Sundre Council give approval for Administration to purchase 2 tables of 8 at a cost of $700.00 to attend the 2019 Sundre Hospital Legacy Gala on November 9, 2019 with funds to be allocated from the Council discretionary budget donations account.

**CARRIED**

**Policing Cost Model**

***Res. 331-07-10-19*** MOVED by Councillor Isaac that the Town of Sundre Council approve and support the Letter to the Minister of Justice and Solicitor General on the proposed Costing Model of Policing with the addition of a "Means" Test as one of the requests, and direct Administration to bring back a letter to the Minister of Municipal Affairs regarding taxation of cannabis facilities.

**CARRIED**

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Initials

**ADMINISTRATION**

**Departmental Report for August 2019**

***Res. 332-07-10-19*** MOVED by Councillor Warnock that the Town of Sundre Council accept the Departmental Reports for August 2019, as information.

**CARRIED**

**MUNICIPAL AREA PARTNERSHIP** – *nothing to report*

**COUNCIL REPORTS**– *nothing to report*

**COUNCIL INVITATIONS/CORRESPONDENCE**– *nothing to report*

**CLOSED MEETING – Notice to Public**

Mayor Leslie excused all public members at 7:30 p.m. and advised that they are welcome to wait in the lobby to rejoin the council meeting after the closed meeting session concludes.

The following were in attendance for the closed meeting session:
**Staff:** Linda Nelson, CAO
**Public:** None

*Council took a 10 minute break*

**CLOSED MEETING**

**Topic of Closed Meeting**

Section 23 (1)(b) of the *FOIP Act* – Local Public Body Confidences

Section 23 of the *FOIP Act* – Local Public Body Confidences

***Res. 333-07-10-19*** MOVED by Councillor Dalke that Council go into closed meeting at 7:40 p.m.

**CARRIED**

**RETURN TO OPEN MEETING**

***Res. 334-07-10-19*** MOVED by Councillor Wolfe that Council return to open meeting at 8:14 p.m.

**CARRIED**

***Res. 335-07-10-19*** MOVED by Councillor Warnock that Municipal Lawyers have suggested that it is considered best practice for all municipal councils to receive orientation and training half way through their terms, therefore, the Town of Sundre Council directs the CAO to set up a training and orientation session for Council, by a lawyer, who practices and is an expert in Governance Law, and that all of Council must attend.

**CARRIED**

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Initials

**ADJOURNMENT**

***Res. 336-07-10-19*** MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 8:15 p.m.

**CARRIED**

These Minutes approved this 21th, day of October, 2019

Mayor, Terry Leslie

CAO, Linda Nelson

Initials

TOWN OF SUNDRE

**REQUEST FOR DECISION**

| | |
|---|---|
| **COUNCIL DATE** | **October 21, 2019** |
| **SUBJECT** | **Delegation – Pat Toone** |
| **ORIGINATING DEPARTMENT** | **Legislative Services** |
| **AGENDA ITEM** | **5.1** |

**BACKGROUND/PROPOSAL:**

Mrs. Pat Toone, the Town of Sundre representative on the Parkland Regional Library Board is giving an overview of the proposed 2020 Budget of the Parkland Regional Library.

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

Please find attached a copy of the 2020 Proposed Budget for Parkland Regional Library.

In compliance with the Town of Sundre's agreement with The Parkland Library Board, they require Council's decision regarding the increase of the 2020 per capita requisition by November 1st.

The next meeting of the Parkland Library Board is on November 7, 2019, where they will review the results of the municipal vote.

**ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

Strategic Plan Priority 3. Community Well-being

3.3 Continue to work with and value community groups.

**ADMINISTRATION RECOMMENDATIONS:**

That Council approve the proposed 2020 Budget of the Parkland Regional Library Board.

**MOTION:**

That the Town of Sundre Council thank Mrs. Pat Toone for attending the Council meeting and approve the 2020 Parkland Regional Library Budget with a requisition of $8.55 per capita.

That the Town of Sundre Council thank Mrs. Pat Toone for attending the Council meeting and accept the Proposed 2020 Budget for Parkland Regional Library increase to the per capita requisition, as information.

| | |
|---|---|
| Date Reviewed: October 18,2019 | CAO: Amida Neban |

Parkland Regional Library

# Proposed BUDGET 2020

# Proposed 2020 Budget
## PARKLAND REGIONAL LIBRARY

| | | Present Budget 2019 | 2020 |
|---|---|---|---|
| | **Income** | | |
| 1.1 | Provincial Grants | 990,831 | 990,831 |
| 1.2 | First Nations Grant | 109,624 | 145,602 |
| 1.3 | Membership Fees | 1,801,371 | 1,868,987 |
| 1.4 | Alberta Rural Library Services Grant | 428,738 | 428,738 |
| 1.5 | Interest Income | 27,000 | 35,000 |
| | **TOTAL Income** | **3,357,564** | **3,469,158** |
| | **Support Materials & Services Directly to Libraries** | | |
| 2.1 | Alberta Rural Library Services Grant | 428,738 | 428,738 |
| 2.2 | Allotment Funds issued to Libraries | 247,637 | 247,916 |
| 2.3 | Cataloguing Tools | 3,800 | 3,000 |
| 2.4 | Computer Maint.Agree. Software licenses | 168,049 | 192,967 |
| 2.5 | eContent Platform fees, Subscriptions | 44,400 | 53,700 |
| 2.6 | FN Provincial Grant expenses | 59,357 | 78,839 |
| 2.7 | Freight | 6,500 | 6,500 |
| 2.8 | Internet Connection Fees | 10,800 | 14,400 |
| 2.9 | Member Library Computers Allotment | 65,504 | 65,580 |
| 2.10 | Outlets - Contribution to Operating | 800 | 800 |
| 2.11 | Periodicals | 1,100 | 1,100 |
| 2.12 | Postage Reimbursement | 7,000 | 4,000 |
| 2.13 | Supplies purchased Cataloguing/Mylar | 25,000 | 25,000 |
| 2.14 | Vehicle expense | 43,000 | 46,000 |
| 2.15 | Workshop/Training expense | 15,000 | 14,000 |
| | **PRL Circulating Collections** | | |
| 2.16 | Audio Book | 3,800 | 3,500 |
| 2.17 | eContent | 45,000 | 47,500 |
| 2.18 | Large Print | 10,000 | 10,000 |
| 2.19 | Programming Kits | 1,000 | 1,500 |
| 2.20 | Reference | 4,500 | 4,500 |
| | **TOTAL Support Materials & Services Directly to Libraries** | **1,190,985** | **1,249,540** |
| | **Cost of Services** | | |
| 3.1 | Audit | 16,200 | 15,200 |
| 3.2 | Bank expenses | 1,500 | 2,000 |
| 3.3 | Bank Investment Fees | 4,500 | 4,500 |
| 3.4 | Building-Repairs/Maintenance | 17,000 | 18,000 |
| 3.5 | Communications/Marketing/Advocacy | 5,000 | 5,000 |
| 3.6 | Continuing Education | 20,000 | 20,000 |
| 3.7 | Dues/Fees/Memberships | 11,500 | 11,500 |
| 3.8 | Insurance | 13,750 | 17,200 |
| 3.9 | Janitorial/Outdoor maintenance expense | 34,500 | 32,500 |
| 3.10 | Photocopy/Printing | 7,000 | 7,000 |
| 3.11 | Postage | 5,500 | 5,500 |
| 3.12 | Promotion/Trade Shows/Publicity | 6,500 | 6,500 |
| 3.13 | Salaries | 1,566,669 | 1,599,769 |
| 3.14 | Salaries - Employee Benefits | 346,960 | 351,949 |
| 3.15 | Supplies/Stationery/Building | 30,000 | 30,000 |
| 3.16 | Telephone | 11,000 | 12,000 |
| 3.17 | Travel | 12,000 | 12,000 |
| 3.18 | Trustee expense | 22,000 | 32,000 |
| 3.19 | Utilities | 35,000 | 37,000 |
| | **TOTAL Cost of Services** | **2,166,579** | **2,219,618** |
| **TOTAL Expenses (library materials & cost of service)** | | **3,357,564** | **3,469,158** |
| | **Surplus/Deficit** | 0 | 0 |
| | **AMOUNT PER CAPITA REQUISITION** | **8.25** | **8.55** |

## Notes for the Parkland Regional Library Budget 2020

**Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library Agreement. According to clause eight of the agreement – Library System Budget:**

*8.1 The PRL Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*

*8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*

*8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*

*8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRL Board.*

*8.5 The PRL Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*

*8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2020, the increase to the municipal per capita requisition is $8.55.

PRL's budget projections for 2020 use the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For 2020, we project the provincial operating grant to regional systems will remain at $4.70 per capita and $5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2016 population statistics.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of $4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue with a slight increase due to a population redistribution from PLSB. Using 2016 population figures, the grant is calculated at $10.25 per capita (line 1.2). PRL was assigned the Ermineskin Cree Nation on Maskwacis. This band was formerly allocated to the Yellowhead Regional Library system. This additional allocation provided nearly $36,000 in additional income but also a corresponding expense (see line 2.6).
- It is assumed the rural library service grant will also be issued at $5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at $1.13 per capita (line 2.2).
- eContent Platform fees, Subscriptions (line 2.5) has been increased due to adding Niche Academy, increases for Novelist Plus, Bibliotheca's CloudLinking service, and the TAL Core. This line also now includes Audio Cine and Survey Monkey moved from periodicals.
- The eContent line (line 2.17) has been increased slightly.
- The Audit expense line (3.1) has been reduced slightly due to Parkland switching its auditor after an RFP process this spring.
- Salaries will go up a step for most staff plus a consumer price index increase in compliance with Parkland's Compensation Policy (line 3.13).
- The Benefits line (line 3.14) has also increased proportionately to the salaries line (line 3.13) since benefits are calculated in relation to wages.
- Trustee expenses have increased by $10,000 to accommodate Advocacy Committee meetings (line 3.18).
- Provincial grants amount to approximately 45.5% of PRL's total income.

At the end of the budget documents you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at $225,000. One other anticipated reserve fund transfer for 2020 is for the purchase of two new cargo vehicles. Lastly, we also have the amortization of PRL's capital assets. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

**Brief Notes – September 2020**

INCOME

1.1 The Provincial Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at $4.70 per capita.
1.2 The First Nations grant for reserve residents is calculated at $10.25 per capita
1.3 Estimated requisition to municipalities to balance budget
1.4 Estimate, based on announcement from PLSB and calculated at $5.55 per capita
1.5 Increased to reflect the anticipated returns on investments

LIBRARY MATERIALS

2.1 Estimate, based on announcement from PLSB - see 1.4 above
2.2 Reflects allotment rate of $1.13 per capita
2.3 Based on actual costs and reduced slightly from the 2019 amount
2.4 Line increased to account for the new Polaris Integrated Library system maintenance agreement. Also, to allow for the purchase of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRL and member library computers, PRL's management of wireless networks
2.5 Line to pay for platform fees/subscriptions for eContent - increased due to adding Niche Academy and increases for Novelist Plus and the TAL core. Covers eResources subscriptions and includes Survey Monkey and the Audio Cine fees moved from periodicals
2.6 This line created due to PLSB expectations for direct First Nations services, the amount for 2020 is $5.55 per capita to spearhead outreach activities and services to First Nations reserve residents
2.7 Held at 2019 level as based on actual costs
2.8 Increased amount due to need for more internet bandwidth
2.9 Based on current population at $0.30 per capita
2.10 Held at $800
2.11 Held at $1,100
2.12 Reduced due to Polaris change to borrow by mail function and new policy
2.13 Held at 2019 amount - used for purchasing library material processing items such as mylar book covers, cataloguing records, and multimedia cases
2.14 Increased to $46,000 due to operating three cargo vans and two consulting vehicles - anticipated maintenance costs for five vehicles and fuel, using a 5 year review of actual costs
2.15 Reduced slightly to $14,000 used for projects for training library managers and staff, and library conference expenses

PRL Circulating Collections

2.16 Reduced slightly in 2020

2.17 Line reflects materials allotment for the purchase of eContent, increased slightly in 2020
2.18 Held at 2019 amount
2.19 Increased to $1,500 for updating existing kits and building new kits
2.20 Held at 2019 amount

COST OF SERVICES

3.1 The fee for 2020 is slightly down with our new audit company as we completed our latest Request for Proposal. This line also includes the annual legal letter required from PRL's lawyer for the auditor

3.2 Increased slightly to $2,000 - to cover the cost of cheques and electronic banking services

3.3 Held at $4,500

3.4 Increased slightly to $18,000 - janitorial items such as window and carpet cleaning for the building have been moved to line 3.9 - based on five-year averages

3.5 Held at 2019 amount of $5,000 - used to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards

3.6 Held at $20,000

3.7 Held at $11,500 - to cover PRL's cost to belong to membership organizations (e.g. Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), The Alberta Library (TAL), etc.)

3.8 Increased to cover the additional vehicles to insure and the addition of cyber insurance, with the rest based on a 5 year review of actual costs

3.9 Reduced slightly from 2019 to $32,500 - includes snow removal, yard maintenance, janitorial services and janitorial maintenance (carpet and window cleaning)

3.10 Held at 2019 amount of $7,000 based on usage over last three years

3.11 Held at 2019 amount of $5,500 - based on five year averages

3.12 Held at $6,500

3.13 Increased to reflect predicted staff salary costs based on current staff levels and in compliance with the new compensation policy

3.14 Increased to reflect predicted staff benefits costs based on current staff levels

3.15 Held at $30,000 - based on a five-year review

3.16 Increased slightly to $12,000 - based on actual costs

3.17 Held at 2019 amount of $12,000 - based on a five-year review

3.18 Increased significantly in 2020 to $32,000 to include an advocacy committee, executive committee meetings and to support trustee activities

3.19 Based on five-year averages – increased slightly to $37,000

# Complete Notes to the 2020 Budget

## Proposed 2020 Budget
### PARKLAND REGIONAL LIBRARY

| | | Present Budget 2019 | Proposed Budget 2020 |
|---|---|---|---|
| | **Income** | | |
| **1.1** | Provincial Grants | 990,831 | 990,831 |
| **1.2** | First Nations Grant | 109,624 | 145,602 |
| **1.3** | Membership Fees | 1,801,371 | 1,868,987 |
| **1.4** | Alberta Rural Library Services Grant | 428,738 | 428,738 |
| **1.5** | Interest Income | 27,000 | 35,000 |
| | **TOTAL Income** | **3,357,564** | **3,469,158** |

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**Income – line details**

*1.1 Provincial Grants:* for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at $4.70 per capita - this rate is subject to change annually.

*1.2 First Nations Grant:* the First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at $10.25 per capita based on First Nations reserve residents found within Parkland's regional borders. The grant is to provide system level services to FN reserve residents. The grant is composed of two grants. The $4.70 system operating grant and the $5.55 per capita rural library services grant. The $4.70 is used to fund operations of the regional system. The $5.55 per capita is to fund various First Nations initiatives. See line 2.6. This grant amount has increased due to the GOA's decision to allocate the population of the Ermineskin Cree Nation to Parkland.

*1.3 Membership Fees:* $8.55 per capita – requisition to municipalities to balance the budget. This is an increase of 3.6%.

*1.4 Alberta Rural Library Services Grant:* grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRL of municipalities and municipal districts, which do not appoint a library board – the grant is passed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at $5.55 per capita – see line 2.1 under Support Materials & Services Directly to Libraries.

*1.5 Interest Income:* estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments.

| | Support Materials & Services Directly to Libraries | 2019 | | 2020 |
|---|---|---|---|---|
| 2.1 | Alberta Rural Library Services Grant | 428,738 | | 428,738 |
| 2.2 | Allotment Funds issued to Libraries | 247,637 | | 247,916 |
| 2.3 | Cataloguing Tools | 3,800 | | 3,000 |
| 2.4 | Computer Maintenance Agreement Software licenses | 168,049 | | 193,959 |
| 2.5 | eContent Platform fees, Subscriptions | 44,400 | | 53,700 |
| 2.6 | FN Provincial Grant expenses | 59,357 | | 78,839 |
| 2.7 | Freight | 6,500 | | 6,500 |
| 2.8 | Internet Connection Fees | 10,800 | | 14,400 |
| 2.9 | Member Library Computers Allotment | 65,504 | | 65,580 |
| 2.10 | Outlets - Contribution to Operating | 800 | | 800 |
| 2.11 | Periodicals | 1,100 | | 1,100 |
| 2.12 | Postage Reimbursement | 7,000 | | 4,000 |
| 2.13 | Supplies purchased Cataloguing/Mylar | 25,000 | | 25,000 |
| 2.14 | Vehicle expense | 43,000 | | 46,000 |
| 2.15 | Workshop/Training expense | 15,000 | | 14,000 |
| | **PRL Circulating Collections** | | | |
| 2.16 | Audio Book | 3,800 | | 3,500 |
| 2.17 | eContent | 45,000 | | 47,500 |
| 2.18 | Large Print | 10,000 | | 10,000 |
| 2.19 | Programming Kits | 1,000 | | 1,500 |
| 2.20 | Reference | 4,500 | | 4,500 |
| | **TOTAL Support Materials & Services Directly to Libraries** | **1,190,985** | | **1,249,540** |

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## Support Materials & Services Directly to Libraries - line details

*2.1 Alberta Rural Library Services Grant:* provincial grant received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

*2.2 Allotment Funds Issued to Libraries:* reflects allotment rate of $1.13 per capita – held at 2017 level.

*2.3 Cataloguing tools:* based on actual costs – reduced slightly – includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; among other resources, all of which are used to prepare books and other materials for libraries.

*2.4 Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRL's management of wireless networks, PRL's computers, and licensed services for the Polaris integrated library system increased to reflect the US dollar exchange, increased quantity of licensing, and now includes small non-capital IT items as needed such as monitors and bar code scanners.

*2.5 eContent Platform fees and Subscription fees:* to pay for platform fees for CloudLibrary ebooks, and Novelist, Novelist Select subscriptions, Niche Academy, now includes Audio Cine and Survey Monkey fees moved from periodicals, and the TAL core of eResource subscriptions (includes 4 public library focused databases: Ancestry Library Edition, Consumer Reports, Solaro (homework help), and TumbleBook Library – Premium)

*2.6 FN Provincial Grant Expense:* line created due to expectations from the Public Library Services Branch that direct services to indigenous communities be provided and accounted for, the amount estimated is $5.55 per capita to spearhead outreach activities and services. This grant amount has increased due to the GOA's decision to allocate the population of the Ermineskin Cree Nation to Parkland.

*2.7 Freight:* vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts – held at the 2019 level.

*2.8 Internet Connection Fees:* for internet service provision to member libraries and HQ – increased for extra bandwidth required.

*2.9 Member Library Computers:* income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

*2.10 Outlet - Contribution to Operating:* amounts set by board policy, up to $200 annually, if a local library outlet's sponsoring society provides matching funds – held at $800.

*2.11 Periodicals:* held at 2019 level, includes professional development publications and library journals.

*2.12 Postage Reimbursement:* reduced to account for a change in the borrow by mail service – reimbursement for items interlibrary loaned or mailed directly to patrons by member libraries.

*2.13 Supplies purchased Cataloguing/Mylar:* held at 2019 level, line for purchasing library materials processing such as precut "mylar" book covers, cataloguing records, and multimedia cases.

*2.14 Vehicle Expense:* includes fuel and accounts for fluctuation in fuel prices, repairs and tire replacements for three cargo vans and two vehicles for staff use – line increased due to the use of three cargo vans and two staff consulting vehicles.

*2.15 Workshop/Training:* includes costs for all workshops and training activities hosted or planned by PRL staff for member libraries regardless of whether they are held at PRL or other locations – reduced slightly to $14,000.

**PRL Circulating Collections**

*2.16. Audiobook Materials:* reduced – used to support the physical audio collection.

*2.17 eContent:* increased slightly – includes allotment for 3M eBooks, Zinio Magazines, One Click digital eAudiobooks, and potentially other eContent.

| | |
|---|---|
| *2.18. Large Print Books:* | held at 2019 level. |
| *2.19 Programming Boxes:* | increased to $1,500 - to refresh and build new programming kits for programming in member libraries. |
| *2.20 Reference Materials:* | held at 2019 level – to purchase limited amounts of reference material for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this budget line. |

| | Cost of Services | 2019 | | 2020 |
|---|---|---|---|---|
| 3.1 | Audit | 16,200 | | 15,200 |
| 3.2 | Bank expenses | 1,500 | | 2,000 |
| 3.3 | Bank Investment Fees | 4,500 | | 4,500 |
| 3.4 | Building-Repairs/Maintenance | 17,000 | | 18,000 |
| 3.5 | Communications/Marketing/Advocacy | 5,000 | | 5,000 |
| 3.6 | Continuing Education | 20,000 | | 20,000 |
| 3.7 | Dues/Fees/Memberships | 11,500 | | 11,500 |
| 3.8 | Insurance | 13,750 | | 17,200 |
| 3.9 | Janitorial/Outdoor maintenance expense | 34,500 | | 32,500 |
| 3.10 | Photocopy/Printing | 7,000 | | 7,000 |
| 3.11 | Postage | 5,500 | | 5,500 |
| 3.12 | Promotion/Trade Shows/Publicity | 6,500 | | 6,500 |
| 3.13 | Salaries | 1,566,669 | | 1,599,769 |
| 3.14 | Salaries - Employee Benefits | 346,960 | | 351,949 |
| 3.15 | Supplies/Stationery/Building | 30,000 | | 30,000 |
| 3.16 | Telephone | 11,000 | | 12,000 |
| 3.17 | Travel | 12,000 | | 12,000 |
| 3.18 | Trustee expense | 22,000 | | 32,000 |
| 3.19 | Utilities | 35,000 | | 37,000 |
| | **TOTAL Cost of Services** | **2,166,579** | | **2,219,618** |

## Cost of Services – line details

*3.1 Audit:* Reduced. Based on a drop in cost due to switching to a new auditor – includes costs for an annual letter from PRL's lawyer required for the audit process.

*3.2 Bank Expenses:* increased slightly - to cover the cost of cheques and other banking services including enhanced electronic services.

*3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on actual charges – held at 2019 level.

*3.4 Building-Repair/ Maintenance:* based on repairs expected in aging building – increased slightly to $18,000 – costs are based on five-year averages.

*3.5 Communications/ Marketing/Advocacy:* this line is used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards, held at 2019 level.

*3.6 Continuing Education:* funds PRL staff to attend the Alberta Library Conference, plus other conferences, workshops, seminars, technology courses, and other continuing education activities – held at $20,000.

*3.7 Dues/Fees/Memberships:* for Parkland's membership in professional organizations; may include, but not necessarily be limited to: Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), Alberta Public Library Administrators' Council (APLAC); and The Alberta Library (TAL). Held at 2019 level.

*3.8 Insurance:* this line has increased to account for an extra staff vehicle and the addition of cyber insurance. It includes the building, HQ's contents, PRL's outlet libraries contents, vehicles, general liability, bond and crime - based on a review of actual historical costs.

*3.9 Janitorial Expense:* reduced slightly to $32,500 for janitorial building maintenance such as carpet and window cleaning – also includes snow removal, yard maintenance, and small repairs.

*3.10 Photocopy/Printing:* held at 2019 amount – reflects actual costs reviewed over last three years and estimated usage – now includes printing costs if an outside source is used for publications.

*3.11 Postage:* held at 2019 level - based on actual costs.

*3.12 Promotion/Trade Shows/ Publicity:* held at 2019 level, includes, but not limited to, printing systems' brochures and hospitality expenses for the Alberta Library Conference (ALC), the trade shows for the Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) conventions, plus

gifts/donations, flowers for libraries' anniversaries, and promotional items.

*3.13 Salaries:* estimated at the maximum level and increased to support the new compensation policy and salary grid. The budget reflects the possibility of all eligible staff members moving up a step on the grid plus receiving a cost of living adjustment in 2020.

*3.14 Salaries-Employee Benefits:* increased on the basis of all eligible staff members being provided full benefits including LAPP and Blue Cross.

*3.15 Supplies/Stationery/ Building:* held at 2019 level - based on a six-year review - includes, but not limited to, book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies.

*3.16 Telephone:* includes line charges, toll free number, mobile telephones, and long distance costs – increased slightly to $12,000.

*3.17 Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at $0.505 per km to staff when they are unable to use the PRL staff vehicles) – based on actual and estimates, held at $12,000.

*3.18 Trustee Expense:* increased significantly to account for the advocacy committee meetings – along with costs for a 10 member executive committee meeting 8 or 9 times a year, and 4 trustees attending the Alberta Library Conference; also includes $100 half day/$200 full day honorarium and mileage for committee meetings (includes meetings the board chair attends such as, Systems Directors and Board Chair meetings hosted by the Public Library Services Branch).

*3.19 Utilities:* based on five-year averages – increased slightly to $37,000.

# Proposed 2020 Budget

## PARKLAND REGIONAL LIBRARY

| | Present Budget 2019 | Proposed Budget 2020 |
|---|---|---|
| **TOTAL Income** | **3,357,564** | **3,469,158** |
| **TOTAL Support Materials & Services Directly to Libraries** | **1,190,985** | **1,249,540** |
| **TOTAL Cost of Services** | **2,166,579** | **2,219,618** |
| **TOTAL Expenses (library materials & cost of service)** | **3,357,564** | **3,469,158** |
| **Surplus/Deficit** | 0 | 0 |
| **AMOUNT PER CAPITA REQUISITION** | **8.25** | **8.55** |

## Budget Supplement

### Explanation points to the 2020 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRL has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRL's Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing two delivery vans in 2020. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve. The old delivery vans will be sold and the money received from the sale of the retired vans will be added to the Vehicle Reserve.

**In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy. Capital assets are now purchased from reserves.**

# Parkland Regional Library

## Budget Supplement - Movement of Funds - 2020

Explanation points to the 2020 Budget dealing with Capital Assets, Amortization and Reserves
In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy.
Capital assets will now be purchased from reserves.

| 1 | MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME | 2020 | |
|---|---|---|---|
| | **Amortization Reserve** | | |
| | Anticipated funds required to cover current portion of amortization expense from Jan 1, 2009 forward | $32,287 | **A** |
| | *(actual amount will be affected by asset disposals during the year)* | | |
| | **Vehicle Reserve** | | |
| | Anticipated funds required to purchase new vehicles | $70,000 | **B** |
| | *(actual amount will be based on exact purchase price in the year)* | | |
| | **Technology Reserve** | | |
| | Anticipated funds required for Technology purchases | $225,500 | **B** |
| | *(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)* | | |
| | *(Estimated capital PRL assets - 2020, $69,400 -B)* | | |
| | | **$327,787** | |

| 2 | INCOME FROM THE SALE OF CAPITAL ASSETS | | |
|---|---|---|---|
| | Vehicle selling price | $8,000 | **C** |
| | *(actual amounts will be based on exact selling price in the year)* | | |
| | | **$8,000** | |

| 3 | MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES | | |
|---|---|---|---|
| | **Amortization Reserve** | | |
| | Residual Amortization anticipated - PRL assets | $97,580 | **B** |
| | *(actual amounts will be based on exact purchase amounts in the year)* | | |
| | **Vehicle Reserve** | | |
| | Proceeds from the sale of vehicles | $8,000 | **C** |
| | *(actual amounts will be based on exact selling price in the year)* | | |

| | | |
|---|---|---|
| **Technology Reserve** | | |
| Budgeted for member library computers | $65,504 | |
| | **$171,084** | |

## 4 CAPITAL ASSET EXPENSE ALLOCATION

| | | |
|---|---|---|
| Current year Amortization estimated - PRL Assets<br>*(actual amounts will be based on exact purchase amounts in the year)* | $41,820 | **B** |
| Amortization expense anticipated from years (Jan 2009 forward)<br>*(actual amount will be affected by asset disposals during the year)* | $32,287 | **A** |
| | **$74,107** | |

## 5 Unrestricted Operating Fund - as needed to balance at year end

| | |
|---|---|
| Current Amortization expense anticipated - from years previous to Dec 31, 2008<br>*(actual amounts will be based on exact disposals amounts in the year)* | $16,646 |

TOWN OF SUNDRE

# REQUEST FOR DECISION

| | |
|---|---|
| **COUNCIL DATE** | **October 21, 2019** |
| **SUBJECT** | **Bylaw 2019-14 Land Use Bylaw Amendment** |
| **ORIGINATING DEPARTMENT** | **Planning & Development** |
| **AGENDA ITEM** | **6.1** |

**BACKGROUND/PROPOSAL:**

The purpose of Bylaw 2019-14 is to amend the Land Use Bylaw to provide administrative changes for clarity, efficiency and new development opportunities. It also contains the new and updated Land Use Bylaw Map.

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

Bylaw 2019-14 provides administrative changes to the Land Use Bylaw as follows:

- Part One: Interpretation and Administration – provides clarity of development process;
- Part Two: Definitions – redefine, add and revise use definitions;
- Part Three: General Regulations – revise and add regulations to align with new definitions and districts;
- Part Four: Land Use District Regulations – add new "Unique Residential District (R-1A)" and revise the "Manufacture Home District (R-3)";
- Schedule "A" Land Use Map – to reflect updated land use districts; and
- Schedule "B" Drought Resistant or Low Water Trees, Shrubs and Perennials – vegetation tables

**ALIGNMENT WITH STRATEGIC PLAN**

This matter (process delivery) improves communication and transparency with stakeholders.

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council give Second and Third Reading to Bylaw 2019-14.

**COSTS/SOURCE OF FUNDING:**

n/a

**MOTION:**

THAT the Town of Sundre Council give Second Reading to Bylaw 2019-14 being a Bylaw to amend the Land Use Bylaw.

THAT the Town of Sundre Council give Third and Final Reading to Bylaw 2019-14, being a Bylaw to amend the Land Use Bylaw.

**ATTACHMENTS:**

1. Bylaw 2019-14
2. Planning Report

| | |
|---|---|
| Date Reviewed: October 18, 2019 | CAO: Sandra Nubar |

TOWN OF SUNDRE

**REPORT FOR COUNCIL**

**COUNCIL DATE:** **OCTOBER 21, 2019**

**SUBJECT:** **BYLAW 2019-14 TO AMEND LAND USE BYLAW**

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

## BACKGROUND

The purpose of Bylaw 2019-14 is to amend the Land Use Bylaw to provide administrative changes for clarity, efficiency and new development opportunities. It also contains the new and updated Land Use Bylaw Map.

Bylaw 2019-14 provides changes to the Land Use Bylaw as follows:

- Part One: Interpretation and Administration – improves clarity for development processes;
- Part Two: Definitions – redefines, adds and revises use definitions;
- Part Three: General Regulations – revises and adds regulations to align with new definitions and districts;
- Part Four: Land Use District Regulations – adds new "Unique Residential District (R-1A)" and revises the "Manufactured Home District (R-3)";
- Schedule "A" Land Use Map –updates land use district map; and
- Schedule "B" Drought Resistant or Low Water Trees, Shrubs and Perennials – adds vegetation tables.

The following provides an overview of these changes.

## PART ONE: INTERPRETATION AND ADMINISTRATION

This section contains the administrative framework for application processing including the responsibilities of the subdivision and development authorities and officers. It also provides the authority for making decisions on these applications.

Changes proposed through this amendment only address clarity matters related to interpretation and correcting language. It does not affect the processes approved by Council for processing subdivision and development applications.

## PART TWO: SECTION 2 USE DEFINITIONS

This section contains the definitions of both permitted and discretionary uses recognized in the Town's Land Use Bylaw.

Changes proposed in this amendment add new uses including **"Housing, Garden Suite/Laneway Home", "Accessory Building-Oversized"** and **"sales and service outlet for farm equipment"**. Several other definitions have been revised for clarity. The **"Housing, Garden Suite/Laneway Home"** is being introduced into a new residential land use district to provide flexibility and innovation for the development of residential communities to accommodate secondary residential suites in backyards or within a rear yard accessory building. The **"Accessory Building-Oversized"** use could also accommodate a second storey residential suite or hobby uses that are accessory to the primary residence of this new district.

**PART THREE: GENERAL REGULATIONS**

This section contains the general site regulations applicable to specific uses and development for all land use districts.

Changes proposed through this amendment clarify the requirements for a conventional **"accessory building"**, **"accessory building-oversized"**, **"unsightly premises"**, **"access easement agreement"**, **"garden suite or laneway home"**, **"site landscaping"**, **"mini or self storage facility"**, **"bicycle parking and facilities"**, **"screening between residential and non-residential districts"** and **"screening for storage, garbage and general appearance"**.

**PART FOUR: LAND USE DISTRICT REGULATIONS**

This section contains the individual land use districts and their associated regulations including permitted and discretionary uses.

Changes proposed through this amendment include wording amendments for consistency, removal and addition of specific uses to modernize terminology, adding a new **"Unique Residential District (R-1A) District"** and revising the **"Manufactured Home District (R-3)"** for clarity. The new **"Unique Residential District (R-1A) District"** provides opportunities for the development of innovative residential communities with the option for secondary garden suite/laneway home construction in addition to the primary residence, and larger rear yard accessory buildings to accommodate the hobby activist.

**SCHEDULES "A" and "B"**

The revised (updated) Schedule A - Land Use District Map is appended to this amendment as Appendix 1 and a new Schedule B - Drought Resistant or Low Water Trees, Shrubs and Perennials is appended to this amendment as Appendix 2. The new Schedule B provides a list of recommended plant species to be incorporated as part of the landscaping for new development.

**SUMMARY**

This Land Use Bylaw Amendment mainly addresses "housekeeping" changes to address improvements for consistency and ease of interpretation for the benefit of the Town's subdivision and development authority, stakeholders and developers. The intent is to improve the tools that provide better communication and transparency with all stakeholders. The amendments also introduce some new uses and a new residential land use district that provides innovation with options for for secondary garden suites/laneway homes and larger accessory building development.

**RECOMMENDED ACTION**

Administration recommends that Council give Second, and Third Reading to Bylaw 2019-14.

Mike Marko
Director of Planning and Economic Development

TOWN OF SUNDRE
BYLAW NO. 2019-14

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

**WHEREAS**, Section 639 of the *Municipal Government Act, R.S.A., 2000, Chapter M-26* and amendments thereto requires Council to enact a Land Use Bylaw.

**AND WHEREAS**, Section 191(1) of the *Municipal Government Act, R.S.A. 2000, Chapter M-26* and amendments thereto authorizes Council to amend a Land Use Bylaw.

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

Bylaw 2018-10, as amended, is further amended by approving administrative changes to Part One: Interpretation and Administration, Part Two: Section 2 - Use Definitions, Part Three: General Regulations, Part Four: Land Use District Regulations and updating Schedule "A" Land Use Map and adding Schedule "B" as follows:

**UNDER PART ONE - INTERPRETATION AND ADMINSTRATION**

**REVISE:** Section 1.7 4) "shall" to "may" receive all applications for development;

**REMOVE:** Section 1.7 4) (j)(k).

**ADD** to Section 1.7.2 "d)" The Real Property Report shall be no older than ninety (90) days from the date of survey. Real Property Reports exceeding ninety (90) days may be accepted for review and shall be accompanied by a sworn Statutory Declaration indicating that no additional building or structures have been added to the parcel since the date of the survey.

**ADD** to Section 1.7.2 "e)" A minimum of two (2) Originals of the Real Propert Report must support a request for compliance.

**ADD** Section 1.7.7 Compliance with Other Legislation
"All development shall comply with any relevant Federal, Provincial, or Municipal legislation and regulations in addition to this Bylaw."

**ADD:** Section 1.9.1 Development and Subdivsion Appeals
Appeal procedures for Development and Subdivision decisions shall be conducted in accordance with the *Municipal Government Act.*

**REVISE:** Section 1.11 1) l) "is part of a development for which a development agreement has been approved" to "is part of a development for which a development permit has been approved".

**REVISE:** Section 1.14 12) "six (6) months" to "one (1) year" after the date of the refusal of the application.

**REVISE:** Section 1.14 13) "six(6) months" to "one (1) year" after the date of the refusal of the application if:

**REVISE:** Section 1.16 Title "Subdivsion Applications, Decisions, and Conditions of Appeal" to "Subdivsion Applications, Decisions, and Conditions of Approval".

**UNDER PART TWO: SECTION 2 - USE DEFINITIONS**

**ADD: "Accessory Building – Oversized"** means an oversized accessory building which is incidental or subordinate to the principal building and use of the same property that provides space for property owners to be creative and beneficial for the storage of their personal automobiles, off-road vehicles, lawn maintenance equipment and other personal chattels, and may contain a loft area for a Garden Suite / Laneway Home.

**REVISE:** "**Accessory Suite"** to **"Housing, Accessory Suite"**.

**REVISE: "Bulk Fuel Dealership"** from "means a facility providing for the storage and sale of bulk fuel products" to "means a facility providing for the retail, wholesale and delivery of bulk fuel products including related storage facilities and vehicle parking".

**ADD: "Housing, Garden Suite / Laneway Home"** means a second Dwelling Unit on a parcel, to be used as a separate accommodation that is subordinate to the primary dwelling and may be a stand alone structure or may be located within the loft of an Accessory Building – Oversized, with a minimum of one on-site parking stall and a minimum floor area of $100m^2$ private amenity space. Access to the Garden Suite or Laneway Home is allowable from a front / side yard driveway or rear lane.

**REMOVE: "riding stables"** from definition of Outdoor Recreation Services.

**ADD: "sales and service outlet for farm equipment"** means a facility providing for the sale, rental service or repair of farm equipment.

**REVISE: "Seniors Housing"** to **"Housing, Seniors"**.

**UNDER PART THREE: GENERAL REGULATIONS**

**REVISE SECTION 1.1 (a) "Residential Buildings"** to **"Residential Districts"**.

**REVISE SECTION 1.1 (a) (iv) to read:** An accessory building shall not be more than 4.5 m. in height and shall not exceed the height of the main building with the exception of an Accessory Building – Oversized in the Unique Residential (R-1A) District.

**REVISE SECTION 1.1 (a) (vii) to read:** An accessory building erected or placed on a parcel shall not be used as a dwelling with the exception of an Accessory Building – Oversized containing a Garden Suite / Laneway Home in the Unique Residential (R-1A) District.

**ADD TO SECTION 2.2:**

(c) No person shall allow any other object or chattel which, in the opinion of the Development Authority, is unsightly or tends to adversely affect the amenities of the neighbourhood or area to be stored in any yard.

**REVISE SECTION 3.1 (i):** Remove "restrictive covenant" and replace with "access easement agreement and plan, or other appropriate legal instrument".

**REVISE SECTION 6.6 GARDEN SUITES:**

**6.6 Garden Suites / Laneway Homes**

1) Only one Garden Suite / Laneway Home shall be allowed per lot and must be detached from the primary residence as a stand alone structure, or as a residential unit (loft) within an Accessory Building – Oversized located in a R-1A District.
2) The subdivision of the property to create two (2) lots, one for the primary structure and one for the Garden Suite / Laneway Home is prohibited.
3) A Garden Suites / Laneway Home shall be restricted to a single storey dwelling (max. 5 m. in height) and may include an attached single car garage, unless the Garden Suite / Laneway Home is located in the loft of an Accessory Building – Oversized.
4) Access to the Garden Suite / Laneway Home is allowable from a front / side yard driveway or rear lane.
5) A Garden Suite / Laneway Home requires a Development Permit and the Development Authority will take into consideration the potential effect of the development on the privacy of adjacent properties in regard to such potential issues as window placement, landings for entrances, outdoor amenity space, parking and height.
6) The minimum floor area for a Garden Suite / Laneway Home shall be 148.64m$^2$;
7) A Garden Suite / Laneway Home shall provide a minimum of one (1) on-site parking stall.
8) A Garden Suite / Laneway Home shall be designed to reasonably complement the existing primary dwelling on the site. The appearance and quality of the finishing materials of the Garden Suite / Laneway Home shall reflect the fact that it is a dwelling unit.

9) Where a Garden Suite / Laneway Home is attached to or developed above or within an Accessory Building – Oversized, the suite shall have an entrance separate from the entrance to the garage, either from a common indoor landing or directly from the exterior of the structure. Exterior stairways shall be covered.
10) Garden Suites / Laneway Homes shall be separated from the principal dwelling unit by a minimum of 4.0 meters and a minimum of 1.2 meters from all other buildings.
11) The rear yard setback for a Garden Suite / Laneway Home shall be 1.0 m., and a side yard setback of 1.5 m.
12) On a lot where a Garden Suite / Laneway Home is to be located, only one servicing connection per utility will be permitted (water, sanitary, gas, electrical). The Utilities must be first be connected to the primary residence, and then fed to the Garden Suite / Laneway Home. Telecommunication servicing may be separate from that of the primary residence (satellite services, phone services etc.). Installation of all services and utilities are at the cost of the developer, builder or property owner.
13) Garden Suites / Laneway Homes shall not be constructed within the front yard setback of the primary residence.
14) All lots with a Garden Suite / Laneway Home shall have a driveway that provides access to the Garden Suite / Laneway Home from the front yard, side yard or rear yard.
15) Lots containing a Garden Suite / Laneway Home shall only be allowed to have one mailing address.
16) All Garden Suites / Laneway Homes are a Permitted Use in the R-1A District, and a Discretionary Use in the following Districts: R-2, R-4, R-4A.

**REVISE SECTION 9 LANDSCAPING:**

## 9. Landscaping

### 9.1 General Landscaping Requirements

a) Any area requiring landscaping or topographic reconstruction shall be landscaped and/or reconstructed so that the finished surface contours do not direct surface drainage onto an adjoining site.
b) All portions of a site not covered by structures, parking or traffic circulation areas shall be landscaped.
c) Existing trees and shrubs shall be preserved and protected unless the need for removal is demonstrated to the satisfaction of the Development Authority.
d) Any new development on multi-family residential, commercial, or institutional-designated lots of more than 0.4 ha, and residential development including more than 4 lots, and industrial-designated lots of more than 0.6 ha, shall require a

landscaping plan, signed by a landscape architect or a horticultural expert acceptable to the Development Authority. Development on these lots that are smaller than these sizes may incorporate the landscaping plan into the site plan.

e) Allowable trees and shrubs do not include those species or gender that create seeds of the cottony type such as cottonwoods and some species of Poplar. Suckering trees and shrubs are not allowed unless approved by the Development Authority.

**9.2 Landscaping Plan Requirements**

The landscaping plan or landscaped part(s) of the site plan shall include adjacent boulevards and Reserve lands, as required, and shall provide:

(i) Existing landscaping;
(ii) Total area of site and required landscaping;
(iii) Buffering setbacks;
(iv) Common botanical names;
(iv) Location and number of trees, shrubs, plant beds and planters;
(v) Size of trees and shrubs at time of planting;
(vii) Hard landscaped areas not covered by seed/sod or mulch bed.

a) The majority of landscaping shall be concentrated to the street-side of a development, unless the applicant can demonstrate to the Development Authority's satisfaction that doing so would be impractical or creates a landscaped communal area for the residents of a multi family development.
b) All Town boulevards adjoining a site shall be landscaped by the developer.
c) Crime Prevention Through Environmental Design (CPTED) and other safety considerations shall be incorporated into proposed landscaping, to the satisfaction of the Development Authority.
d) Landscaping shall not be planted or placed in such a manner as to impede traffic lines-of-sight or visibility.
e) In the event seasonal conditions prohibit the completion of landscaping, the lot shall have all landscaping completed prior to July 31st of the following growing season.

**9.3 Soft Landscaping** *(reference Schedule "B" of this Bylaw)*

a) Trees and shrubs shall be planted as follows:
   i. 1 tree per 35 $m^2$ and 1 shrub per 25 $m^2$ of designated landscaped area within the site;
   ii. All Boulevard planting to the satisfaction of the Development Authority;
   iii. 16 to 20 m. linear spacing along applicable boulevards in industrial areas;
   iv. All boulevard tree planting to the satisfaction of the Development Authority.
b) The minimum requirements for tree size and types at the time of planting shall be as follows:

i. 50 mm caliper for smaller deciduous trees and 35mm for ornamental flowering trees;
ii. 85 mm for larger deciduous trees;
iii. 2 m height for coniferous trees;
iv. 600 mm height or spread for shrubs;
iv. A minimum of half (½) of the trees shall be larger trees at maturity (≥ 6 m);
v. Conifers shall make up a minimum of a minimum of 25% of the proposed trees and shrubs for a development.

c) Trees shall be planted within landscaped areas so as to provide a mixture of species, color and seasonal foliage.

d) Trees and shrubs shall be planted together in clusters, unless shown to be impractical to the satisfaction of the Development Authority.

e) All new development shall be sodded unless seeding is approved by the Development Authority.

f) All trees and shrubs provided as landscaping shall be capable of long-term survival in Sundre and conform to the standards of the Canadian Nursery Landscape Association for nursery stock and the Town encourages all development to utilize drought resistant species.

**9.4 Hard Landscaping**

a) The amount of hard landscaping provided shall not exceed 50% of the required landscaping area.

b) Hard landscaping shall consist of any combination of decorative concrete, unit pavers, brick pavers, decorative crushed granular rock, washed rock, pea gravel, shale topping, or quarry tile. Road gravel is prohibited.

c) The Development Authority may treat raised planters constructed with concrete, concrete blocks or wood with a height of not less than 0.61 m, flower boxes attached to the structure, detached planter boxes, and benches as hard landscaping.

**9.5 Parking Lots**

a) Trees, shrubs, fencing, and berming shall be selectively arranged to provide for the screening of off-street parking facilities as viewed from the street, or as otherwise required by the Development Authority.

b) Shade trees shall be provided on the perimeter of parking lots of over 25 vehicles, to the satisfaction of the Development Authority, based on an approved Landscape Plan.

c) Where a parking area exceeds eight (8) parking stalls, the developer shall provide islands of landscaping within the parking lot to the satisfaction of the Development Authority.

d) Parking lots shall be designed to allow collection of site stormwater flows. This may include bio-swales or other natural storage and filtration systems integrated with landscaping and tree planting requirements.

**9.6 Screening and Buffering**

a) Where screening is required between two incompatible uses, a combination of landscaping, fencing and berming are appropriate methods of providing screening, to the satisfaction of the Development Authority and shall meet Town standard for slope and fence height.

**9.7 Landscaping Security**

a) The Development Authority may require an applicant, as a condition of development permit approval, to enter into and comply with a development agreement and to provide to the Town either cash or an Irrevocable Letter of Credit equal to up to 100% of the estimated landscaping costs, based on the average of up to three quotes or the costs as estimated by the Development Authority and shall include the costs of:
   (i) Rough grading of landscaped area;
   (ii) Minimum of 15 cm of topsoil and sod/seed;
   (iii) Cost of trees/shrubs, and
   (iv) Minimum of 15 cm of concrete or wooden curbing separating landscaped areas and parking areas.

b) The Approving Authority may release 80% of the cash or Letter of Credit to an amount of not less than $1,000.00 upon issuance of a construction completion certificate or site inspection by the Development Authority (smaller commercial or industrial projects) with respect to the landscaping.

c) If the proposed landscaping that is the subject of the security does not survive the one year maintenance period, the applicant shall replace all dead vegetation with vegetation of similar size and type.

d) If the landscaping is not completed within one year of the date the development permit is issued, then the cash or proceeds of the Letter of Credit shall be used by the Town to undertake the landscaping. If such amount shall be insufficient to cover the cost of the work, the remaining cost shall be a debt due from the developer to the Town and placed against the tax roll for the property.

e) The cash or Letter of Credit shall be released to the developer, upon written request, once an inspection of the site demonstrates to the satisfaction of the Development Authority that the landscaping is well maintained and in a healthy condition one growing season after completion of the landscaping.

f) An inspection of the site by the Development Authority must demonstrate that the landscaping has been well maintained and is in a healthy condition two growing seasons after completion of the landscaping. This inspection will be performed at the discretion of the Development Authority within four (4) weeks

from the date of receiving a written request for the applicant to perform said inspection.

**ADD: Section 16. Mini or Self Storage**

Mini or self storage developments are considered discretionary uses in commercial districts and permitted uses in industrial districts. Mini or self storage developments are prohibited in all residential districts. Requirements of a Development Permit:

(a) a comprehensive site plan illustrating the property boundaries, and access;
(b) a comprehensive site plan illustrating the siting of buildings, outdoor storage and fencing, internal roadways and parking;
(c) the site must have paved access and aisles;
(d) a storm water management plan for the entire site, which must include locations of storm ponds, low impact development initiatives, rainwater harvest and other storm water features.
(e) a landscaping plan demonstrating the location and type of trees, shrubs and plants, that provide screening from adjacent uses.
(f) proposed site servicing plan (water, sanitary and gas), if applicable;
(g) images and locations of the proposed signage.

**ADD Section 17. Bicycle Parking and Facilities**

a) Bicycle parking shall be provided by the developer and/or building owner for all multi-family, institutional, and commercial and industrial developments.
b) No specified bicycle parking or storage facilities are required for single family residential developments or attached housing developments.
c) Multi-family residential developments with over 20 units shall provide a minimum of 6 spaces per 20 units of indoor bicycle storage for residents.
d) All other uses will provide outdoor bicycle storage facilities based on Schedule 17A.

**ADD Schedule 17A**

| District / Use | Number of Bicycle Stalls |
|---|---|
| Housing, Attached and Housing, Apartment | Six (6) indoor storage spaces / 20 units<br>Four (4) outdoor spaces / 30 units |
| Institutional – Hospital | Minimum of 6 spaces at the main entrance;<br>As required by Staff at staff entrance |
| Institutional – School | Elementary: 1 per 20 students<br>Junior / Senior High School: 1 per 40 students |
| Institutional – Church | Minimum of 6 spaces |
| Cultural / Recreational Centre | Six (6) spaces per 1,500 $m^2$ |
| Theatre | Six (6) spaces per 300 seats |
| Commercial | Six (6) spaces per 1000 $m^2$ |

**ADD Section 18. Screening between Residential and Non-Residential Districts, Storage, Garbage, and General Appearance**

a) Where development is proposed that is not residential and which abuts an existing residential site, adequate screening or buffering shall be provided on the site of the development to the satisfaction of the Development Authority.

b) Garbage bins located within multi-family, commercial, industrial or institutional districts shall be stored in weatherproof and animal proof containers, screened from adjacent sites and public thoroughfares, and be located in the rear yard setback, in an easily accessible location on private property.

c) Residential garbage, recycling and compost bins to be stored in the front yard setback, to be set out no later than 7:00 a.m. on collection day.

d) Outside storage areas shall be screened from adjacent sites and thoroughfares to the satisfaction of the Development Authority.

e) All mechanical equipment or apparatus on the roof of any office, apartment, commercial, industrial, or public service building shall be screened to the satisfaction of the Development Authority.

f) All exterior work areas, storage areas and waste handling areas shall be screened and/or enclosed from view of adjacent sites, roadways, walkways, park areas and municipal or environmental reserve parcels in a manner compatible with the design and exterior materials of the Principal Building, to the satisfaction of the Development Authority.

g) Wrecked or damaged vehicles approved to be stored on a site within a commercial or industrial district, shall be screened or enclosed to the satisfaction of the Development Authority.

h) All construction sites shall be kept in a clean and tidy manner and containers for the disposal of construction waste shall be provided on site in accordance with the requirements of the Development Authority.

i) Developers will be held responsible for weed, dust, and garbage control on all new development sites.

j) The design, character, and appearance of any accessory buildings shall be compatible with the primary use on the lot.

**UNDER PART FOUR: LAND USE DISTRICT REGULATIONS**

**REVISE ALL DISTRICTS:** General Requirements statement to read: "In addition to the general regulations contained in Part Three of this Bylaw, the following regulations apply to this district:"

**REVISE PERMITTED USE:** "Home Office" to "Home Occupation – Minor" in Low Density Residential District (R-1), General Residential District (R-2), Estate Residential District (R-4), Serviced Estate Residential District (R-4A), Central Commercial District (C-1), Highway

Commercial District (C-2), Neighbourhood Commercial District (C-3).

**REVISE DISCRETIONARY USE:** "Home Occupation" to "Home Occupation – Major" in Low Density Residential District (R-1), General Residential District (R-2), Estate Residential District (R-4), Serviced Estate Residential District (R-4A), Central Commercial District (C-1), Highway Commercial District (C-2).

**REMOVE DISCRETIONARY USE:** "Child Care Services" from Central Commercial District (C-1).

**REVISE All REFERENCES TO:** Parks, Parks and Playgrounds in all Districts to "Public Parks".

**REMOVE:** "outdoor storage" from discretionary uses in Light Industrial District (I-1), defined under Equipment and Storage Yard.

**REVISE**: "outdoor storage" to "Equipment and Storage Yard" in Discretionary Uses in Flood Plain Industrial District (I-2).

**REMOVE**: "Solid Waste Transfer Station" from Discretionary Uses in Flood Plain Industrial District (I-2).

**REVISE:** "outdoor storage" to Equipment and Storage Yard in Permitted Uses in General Industrial District (I-4).

**REVISE:** "Recreation" to "Indoor Recreation Services" as a Permitted Use in General Industrial District (I-4).

**ADD**:"sales and service outlet for farm equipment" as Permitted Use in General Industrial Distict (1-4).

**REMOVE:** "recreation facilities" a Permitted Use in Public Service District (PS).

**ADD:** "Indoor Recreation Facility" and "Outdoor Recreation Facility" as Permitted Use in Public Service District (PS).

**ADD:** "Bulk Fuel Dealerships" to Highway Commercial District (C-2) as a Discretionary Use.

**ADD UNIQUE RESIDENTIAL DISTRICT (R-1A):**

## UNIQUE RESIDENTIAL DISTRICT (R-1A)

General Purpose: To provide an area for unique residential development on lots for single detached dwellings with options for rear yard accessory buildings or garden suite/laneway homes with access from a road or rear lane.

*Unique Option 1*: Single detached dwelling with oversized accessory building (garage) located in the rear yard of the lot with option for a residential suite located in the loft of the accessory building. Access to rear yard accessory building (garage) and residential suite is from a front/side yard driveway or rear/side yard lane. The residential suite (loft) will have an entrance separate from the entrance to the garage, either from a common indoor landing or directly from the exterior of the structure. Exterior stairways will be covered.

*Unique Option 2*: Single detached dwelling with garden suite/laneway home located in the rear yard of the lot. Access to the garden suite/laneway home is from a front/side yard driveway or rear/side yard lane.

All lots will be serviced with one service connection to the primary residence for municipal sewer, water, storm sewer and all other applicable utilities. The accessory building – oversized (with or without a residential loft) or garden suite / laneway home will be serviced from the primary residence. Future subdivision of these lots is prohibited.

Permitted Uses:

Accessory Building
Accessory Building – Oversized
Garden Suite / Laneway Home
Home Office
Housing, Single Detached Dwellings
Parks and Playgrounds
Protective Emergency Services

Discretionary Uses:

Adult Care Residence
Alternate Energy Systems *(solar)*
Bed and Breakfast Accommodation
Daycare Facility (Neighbourhood)
Day Home Facility
Government Services, Retail
Group Home, Limited
Home Occupation *(except small engine or mechanical repair shop, auto body & paint shop, or other uses deemed incompatible with this district by the Development Authority)*
Public and Quasi-Public Uses Public Utility Buildings
Temporary Residential Sales Centre
Any use that is similar, in the opinion of the Development Authority, to the permitted or discretionary uses described above.

**In addition to the general regulations contained in Part Three of this Bylaw, the following**

**regulations apply to this district:**

Minimum lot area: 1200 $m^2$

Minimum lot width: 20.0 m.

Minimum lot length: 60.0 m.

Minimum Setback to Front Lot Line:
6.0 m. *(principal building with front attached garage)*
4.0 m. *(principal building without front attached garage)*

Minimum Setback to Side Lot Line:
1.5 m. except where it abuts a road (not lane) 3.0 m. *(principal building, Accessory Building – Oversized and Garden Suite / Laneway Home)*
4.5 m. *(principal building to accommodate driveway and parking access to rear yard)*
1.0 m. *(Garden Suite / Laneway Home or Accessory Building – Oversized)*

Minimum Setback to Rear Lot Line:
7.0 m. *(principal building)*
1.0 m. *(Garden Suite / Laneway Home or Accessory Building – Oversized)*

Minimum Floor Area: 148.64 $m^2$ *(principal building)*
100.0 $m^2$ *(Accessory Building – Oversized)*
100.0 $m^2$ *(Garden Suite / Laneway Home / residential loft in Accessory Building – Oversized )*

Maximum Parcel Coverage: 60% of the site, all buildings together, including Accessory Buildings, Accessory Building – Oversized or Garden Suite / Laneway Home

Maximum building Height: 9.0 m. *(principal building and Accessory Building – Oversized)*
5.0 m. *(Garden Suite / Laneway Home) (single-storey on slab)*

Landscaping: The Boulevard and 40% of the site.

Minimum overall density of trees - one tree per 50 $m^2$ of the required

landscaped area.

Minimum overall density of shrubs -None.

Mixture of tree sizes – None.

Ratio of coniferous trees to deciduous trees – 1 to 1.

**Additional Development Regulations for Permitted and Discretionary Uses:**

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

**Accessory Buildings, other than the Accessory Building – Oversized** shall be developed in accordance with Part Three, Section 1.1 of this Bylaw.

**Bed and Breakfast Accommodation** shall be developed in accordance with Part Three, Section 6.7 of this Bylaw.

**Building Orientation and Design** shall be provided in accordance with Part Three, Section 1.3 of this Bylaw.

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

**Flood Risk Area Development** in accordance with Part Three, Section 8 of this Bylaw.

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

**Garden Suites** shall be developed in accordance with Part Three, Section 6.6 of this Bylaw.

**Home Occupation - Minor** shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

**Home Occupation - Major** shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

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

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

**Temporary Residential Sales Centres** shall be in accordance with Part Three, Section 14 of this Bylaw.

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

**REVISE MANUFACTURED HOME DISTRICT (R-3):**

# MANUFACTURED HOME DISTRICT (R-3)

**1.1 Manufactured Home Park District**

General Purpose: To provide an area for and to regulate the development and use of land for manufactured home parks and other uses, herein listed, which are compatible with a residential area. The park is comprehensively designed under one owner, wherein individual plots are rented or leased for the placement of manufactured homes. The area is to be connected to municipal sewer and water systems.

Permitted Uses:
Accessory Buildings (detached garage & shed)
Deck
Home Occupation, Minor
Housing, Manufactured Home, not to exceed 10 years in age *(CSA A277 or CSA Z240 models)*
Public Parks & Playgrounds

Discretionary Uses:
Home Occupation, Major
Housing, Manufactured Home, not to exceed 20 years in age (CSA A277 or CSA Z240 models)
Protective Emergency Services
Private Recreational Vehicle Storage Site
Public Utility Building

**In addition to the general regulations contained in Part Three of this Bylaw, the following regulations apply to this district:**

Minimum Park Area: 2 ha, for the Manufactured Home Park
Maximum Gross Density: 17 manufactured homes per hectare
Minimum Plot Area: 300 m²
Minimum Plot Width: 10 m.
Minimum Plot Depth: 30 m.
Minimum Floor Area: 65.0 m²

Minimum Yard Setbacks for manufactured home within plots:

Front Yard: 3.0 m for Principal Building

| | |
|---|---|
| Rear Yard: | 4. 5 m for the Principal, 1.0 m. for an accessory building, unless the plot is adjacent to the park boundary, a minimum of 7.0 m. setback will be required; |
| Side Yard: | 1.5 m. for the Principal Building and 1.0 meter for an accessory building; |

Additional Requirements for manufactured homes:

4.5 m. minimum distance from from one manufactured home to another
7.0 m. from any park boundary

Maximum Plot Building Coverage: 55%

Other Site Requirements:

1) Each Manufactured Home Park to be identified by a freestanding identification sign at the entrance to the park. The copy on such signs shall be restricted to the name and logo of the park and shall be located entirely on private property within the area to which they refer. The sign shall be landscaped in a manner consistent with the character and appearance of adjacent development and shall comply with the general regulations for signs in Part Three, Section 5 of this Bylaw.
2) Each plot and manufactured home shall be identified by an address.
3) All manufactured homes shall be factory built. Skirting or covered landings/porches shall be factory built with matching exterior finish or be of durable all-weather construction and designed in a manner that will enhance the appearance of the manufactured home. All wheels and tow hitches must be removed.
4) Access to each Manufactured Home Park plot shall be from the common road servicing the park, on to paved front yard driveways. Access from a public road or lane will not be allowed.
5) Each Manufactured Home Park plot shall provide a level, durable base on which the Manufactured Home shall be placed.
6) The undercarriage and hitch of each Manufactured Home shall be completely screened from view by skirting, within 30 days of the placement of the Manufactured Home.
7) All accessory structures such as steps, patios, porches, skirting and accessory buildings (shed) shall complement the Manufactured Home in design and construction.
8) Additions and attached garages to a Manufactured Home located within a Park is prohibited.
9) All roads in a Manufactured Home Park shall be paved, well drained and maintained, with a 12.0 m. right-of-way and a carriage way of no less than 8.0 m. in width.
10) All required parking areas, including visitor parking areas shall be paved.
11) All Manufactured Homes and all community facilities in a Manufactured Home Park shall be connected by a pedestrian walkway which shall be at least 1.5 m. in width.

12) At least 10% of the gross area (excluding boulevards) of the Manufactured Home Park shall be devoted to outdoor communal amenities and landscaped areas, and the majority of these areas shall be provided in a convenient and accessible location.
13) A minimum of 5% of the gross area (excluding boulevards) shall be devoted to recreation / playground facilities in a suitable location within the park. Playground apparatus or other recreation facilities shall be provided in accordance with a recreation site plan approved by the Development Authority.
14) In a Manufactured Home Park, common storage areas of a size satisfactory to the Development Authority, separate from the Manufactured Home plot, shall be provided for the storage of seasonal recreational equipment and other equipment not capable of storage on the Manufactured Home plot. Such storage areas shall be enclosed by a fence and screened by trees or landscape features.
15) All utility services, wires and conduit lines shall be placed underground.
16) A landscaping plan for the park and boulevard must be submitted to the satisfaction of the Development Authority. The plan must show the number, size and species of all proposed trees and shrubs. All landscaping in the park shall be maintained, and any trees or shrubs that do not survive the first full growing season, shall be replaced at the developer's cost.
17) Fences and hedges shall be allowed only if they are erected and maintained by the manufactured home park owner to a uniform standard throughout the manufactured home park.

### 1.2 Manufactured Home Subdivision

General Purpose: To provide an area for and to regulate the development and use of land for manufactured home subdivisions and other uses, herein listed, which are compatible with a residential area. The subdivision is comprehensively designed wherein manufactured homes are installed on privately owned lots. The area is to be connected to municipal sewer and water systems.

Permitted Uses:
Accessory Buildings (detached garage and shed)
Addition and Attached Garage
Deck
Home Occupation - Minor
Housing, Manufactured Home, not to exceed 10 years in age *(CSA A277 or CSA Z240 models)*
Housing, Modular Home
Parks and Playgrounds
Protective Emergency Services
Public Utility Building

Discretionary Uses: Day Care facility - Neighbourhood

Day Home facility
Government Services, Retail
Home Occupation – Major
Public and Quasi-public uses
Temporary Residential Sales Centre

**In addition to the general regulations contained in Part Three of this Bylaw, the following regulations apply to this district:**

Minimum Yard Requirements:

1. Principal and Accessory Buildings must be setback not less than 3.0 m from a front property line.
2. Principal Buildings must be located not less than 4.0 m from a rear property line; and
3. 1.5 m from one side property line shared with an internal lot and 3.0 m from a side property line shared with a street other than a lane.
4. Detached accessory building (garage) must be set back from the front property line no less than 6.0 m. if the lot is laneless and 1.0 m. from the rear yard property line if lot is accessible by a lane.
5. Interior Parcel Areas shall be 450 $m^2$ or 500$m^2$ if a corner lot.
6. Minimum Floor Area 100 $m^2$.
7. Minimum width of the manufactured home shall be 4.88 m.
8. Minimum floor area of manufactured home shall be 65.0 $m^2$.
9. Minimum lot area 300m2.
10. Minimum lot widths:
    a) 15 m. corner lots or Doublewide Manufactured Homes;
    b) 10 m. interior lots.
11. Minimum Lot Depth 30 m.

Additional Maximum Requirements:

1. Building Height
    a) Principal Building: 5.5m
    b) Accessory Building; 4.5m

2. Maximum Site Coverage 50% for all structures on the site for all structures situated on the lot.

3. The maximum number of dwelling units per lot is one dwelling unit.

Exceptions:

Lots 1 -8, Block 2, Plan 9610892, and
Lots 1-8, Block 4, Plan 9610892;
shall be doublewide manufactures homes.

Other Site Requirements:

1. If the vehicular doors of an attached garage face any public roadway and abut a side yard, the Minimum Side Yard Setback shall be 6.0m.
2. All homes in a Manufactured Home Subdivision shall be placed on permanent foundations and it shall be a permanent foundation of a height of less than 1m above grade, capable of supporting the maximum anticipated load of the Principal Building in all seasons without settlement or other movement, shall be provided for each Manufactured Home.
3. All Accessory structures such as steps, patios, porches, additions, skirting and storage facilities shall be factory prefabricated units, or of an equivalent quality, so that design and construction will complete and/or complement the Manufactured Home.
4. Additions to a Manufactured Home shall have a foundation and skirting equivalent to that of the Manufactured Home.

**Additional Development Regulations for Permitted and Discretionary Uses:**

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

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

**Bed and Breakfast Accommodation** shall be developed in accordance with Part Three, Section 6.7 of this Bylaw.

**Building Orientation and Design** shall be provided in accordance with Part Three, Section 1.3 of this Bylaw.

**Day Care Facility – Neighbourhood** shall be developed in accordance with Part Three, Section 11.2 of this Bylaw.

**Day Homes** shall be developed in accordance with Part Three Section 11.1 of this Bylaw, and Use Definitions, Part Two of this Bylaw.

**Encroachment into Yards** shall be in accordance with Part Three, Section 2.1 of this Bylaw.

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

**Home Occupation - Minor** shall be developed in accordance with Part Three, Section 13.1 of this Bylaw.

**Home Occupation** shall be developed in accordance with Part Three, Section 13.2 of this Bylaw.

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

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

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

**Temporary Residential Sales Centres** shall be developed in accordance with Part Three, Section 14.

**UPDATE Schedule "A" Land Use Map with Land Use Map dated March 2019 attached hereto as Appendix 1.**

**ADD "SCHEDULE "B" Drought Resitant Or Low Water Trees, Shrubs and Perennials, attached hereto as Appendix 2.**

**READ A FIRST TIME this 9th day of September 2019**

**PUBLIC HEARING HELD this __ day of _____**

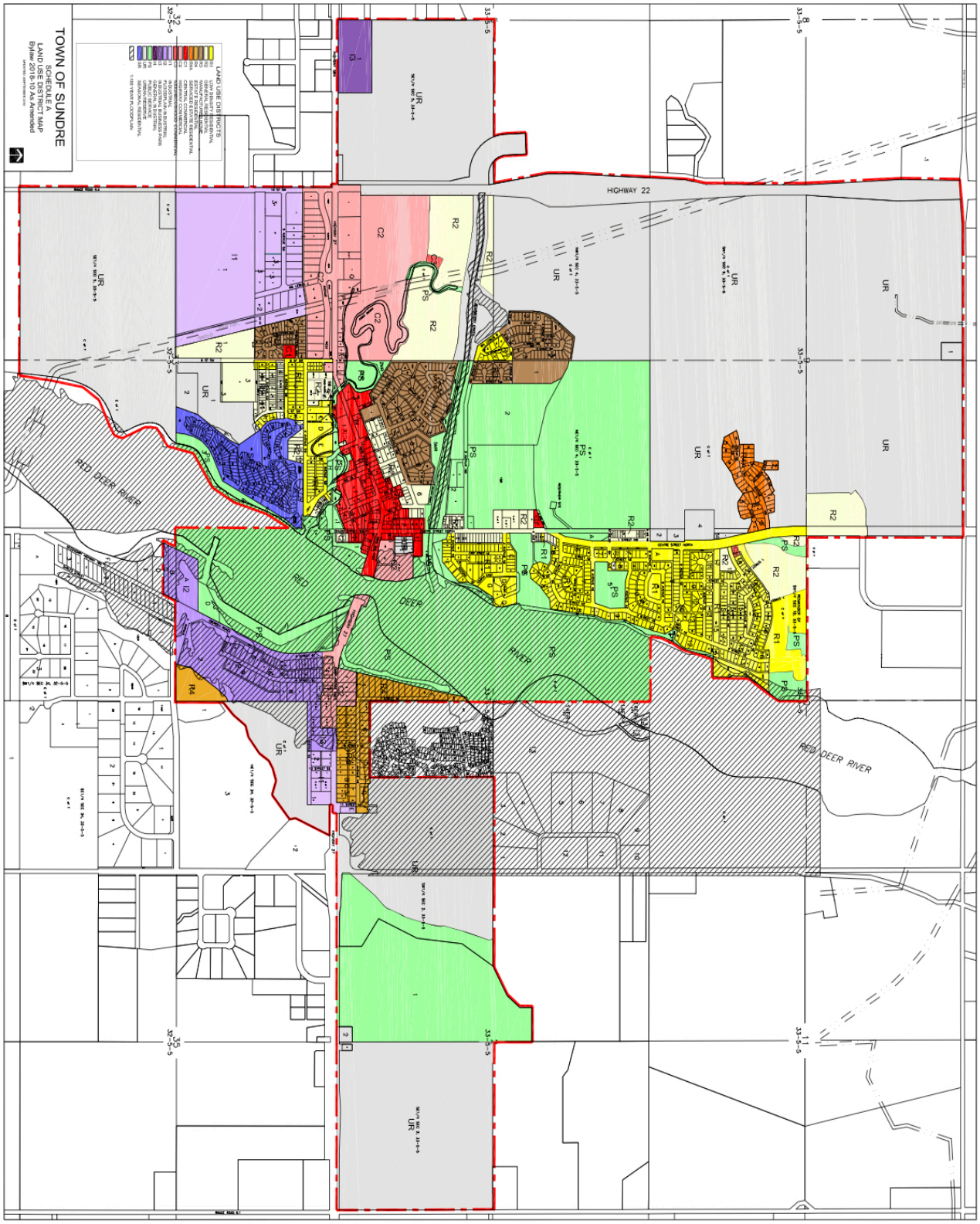
**READ A SECOND TIME this __ day of _____**

**READ A THIRD AND FINAL TIME this __ day of _____**

_____
Mayor

_____
Chief Administrative Officer

**APPENDIX 1**
**Schedule A – Land Use District Map**



**APPENDIX 2**

## SCHEDULE B - Drought Resistant Or Low Water Trees, Shrubs and Perennials

***DECIDUOUS TREES***

| Common Name | Botanical Name |
|---|---|
| Green Ash | Fraxinus pennsylvanica |
| Mayday | Prunus padus commutate |
| Pin Cherry | Prunus pensylvanica |
| Chokecherry | Prunus virginiana var. |
| Bur Oak | Quercus macrocarpa |
| Mountain Ash | Sorbus aucuparia |
| Hawthorn | Crataegus mordenensis |
| Prairie Sky Poplar | Populus spp. |
| Brandon Elm | Ulmus Americana |
| Linden | Tilia cordata |
| Black Ash | Fraxinus nigra |
| Dolgo Crabapple | Malus dolgo |
| Japanese Tree Lilac | Syringa reticulata |
| Manchurian Ash | Fraxinus mandschurica |
| Manitoba Maple | Acer negundo |
| Paper Birch | Betula papyrifera |
| Schubert Chokecherry | Prunus virginiana |
| Snowbird Hawthorne | Crataegus x Mordenensis |
| Swedish Columnar Aspen | Populus tremula erecta |
| Trembling Aspen | Populus tremuloiles |
| Thunderchild Crabapple | Malus thunderchild |
| Ussurian Pear | Pyrus ussuriensis |

***CONIFEROUS TREES***

| Common Name | Botanical Name |
|---|---|
| Various Pine species | Pinus spp. |
| Colorado Blue Spruce | Picea pungens |
| White Spruce or Black Hills Spruce | Picea glauca |
| Lodgepole Pine | Pinus contorta |

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***SHRUBS***

| Common Name | Botanical Name |
|---|---|
| Dogwood | Cornus |
| Saskatoon Berry | Amelanchier alnifolia |
| Caragana (various) | Caragana spp. |
| Cotoneaster (various) | Cotoneaster spp. |
| Sea Buckthorn | Hippophae rhamnoides |
| Juniper (various) | Juniperus spp. |
| Honeysuckle | Lonicera spp. |
| Mugo Pine | Pinus mugo |
| Potentilla | Potentilla fruticosa |
| Cherry Prinsepia | Prinsepia sinensis |

| ***SHRUBS (con't)*** | |
|---|---|
| **Common Name** | **Botanical Name** |
| European Dwarf Cherry | Purnus fruticose |
| Russian Almond | Prunus tenella |
| Nanking Cherry | Prunus tomentosa |
| Double Flowering Plum | Prunus triloba |
| Cistena Cherry | Prunus x cisterna |
| Common Lilac | Syringa spp. |
| Hansen's Hedge Rose | Rosa Hansen |
| Therese Bugnet Shrub Rose | Rosa Therese Bugnet |
| Pavement Roses (various) | Rosa Pavement spp. |
| Ninebark | Physocarpus spp. |
| Wolf Willor / Silverberry | Elaeagnus commutate |
| Spiraea (various) | Spiraea spp. |
| Buffaloberry | Shepherdia canadenis |
| Siberian Salt Bush | Atriplex sibirica |
| Sumac | Rhus typhina |
| Waterton Mock Orange | Philadelphus lewisii |
| Waterton Mugo Pine | Pinus mugo |
| Buckbrush | Ceanothus cuneatus |
| Golden Current | Ribes aureum |
| Gooseberry | Ribes hirtellum |
| Highbrush Cranberry | Viburnum trilobum |
| Prickly Rose (Wildrose) | Rosa acicularis |
| Snowberry | Symphoricarposalbus |
| Woods Rose | Rosa woodsia |

| ***PERENNIALS*** | |
|---|---|
| **Common Name** | **Botanical** |
| Fescue Grass | Festuca spp. |
| Feather Reed Grass | Calamagrostis spp. |
| Bergenia | Bergenia cordifolia |
| Delphinium | Delphinium spp. |
| Lily of the Valley | Convallaria majalis |
| Johnny-jump-up | Viola Tricolor |
| Mother-of-Thyme | Thymus serpyllum |
| Daylily | Hemerocallis |
| Peonies | Paeonia lactiflora |
| Yarrow | Achillea |
| Columbine | Aquiligia |
| Artemisia (various) | Artemisia spp. |
| Siberian Iris | Iris sibirica |
| Speedwell (various) | Veronica spp. |
| Pasque Flower | Pulsatilla vulgaris |
| Snow in Sunmmer | Cerastium tomentosum |

| ***PERENNIALS and ANNUALS RESISTANT TO UNGULATES (deer)*** | | |
|---|---|---|
| **PERENNIALS** | | **ANNUALS** |
| Aster | Beardtongue | Cosmos |
| Beebalm | Bishops Hat | Ageratum blue |
| Black-eyed-Susan | Blanketflower | Marigolds |
| Bleeding Heart | Catmint | Painted Tongue (salpiglossis royle) |
| Daylily | Foxglove | Salvia |
| Lamium | Lupin | Snapdragons |
| Meadowsweet | Monkshood | Nicotiana |
| Sage | Shasta Daisy | Geranium |
| Snow-in-Summer | Spurge | |
| Yarrow | | |

TOWN OF SUNDRE

# REQUEST FOR DECISION

| | |
|---|---|
| **COUNCIL DATE** | **October 21, 2019** |
| **SUBJECT** | **Bylaw 2019-16** |
| **ORIGINATING DEPARTMENT** | **Legislative Services** |
| **AGENDA ITEM** | **6.2** |

## BACKGROUND/PROPOSAL:

Bylaw 2019-16 is a Bylaw to control the removal of snow and ice from any highway, parking lots, sidewalks, awnings, canopies, marquees and other encroachments extending over any sidewalk within the Town of Sundre

## DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration feels it to be expedient to have this Bylaw in place before the winter season.

Other Bylaws such as the Traffic Bylaw and the Unsightly Bylaw refer to snow removal as well; however, those bylaws will be brought back to Council with changes to remove mention of snow removal as Bylaw 2019-16 will be the Bylaw the Peace Officer will enforce.

## ALIGNMENT WITH STRATEGIC PLAN

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

## ADMINISTRATION RECOMMENDATIONS:

That Council approve Bylaw 2019-16 by giving all three readings.

## MOTION:

That the Town of Sundre Council give first reading to Bylaw 2019-16 "Snow Removal Bylaw", being a Bylaw to control the removal of snow and ice.

That the Town of Sundre Council give second reading to Bylaw 2019-16 "Snow Removal Bylaw", being a Bylaw to control the removal of snow and ice.

That the Town of Sundre Council give unanimous consent for third reading Bylaw 2019-16 "Snow Removal Bylaw", being a Bylaw to control the removal of snow and ice.

That the Town of Sundre Council give third reading to Bylaw 2019-16 "Snow Removal Bylaw", being a Bylaw to control the removal of snow and ice.

| | |
|---|---|
| Date Reviewed: October 18, 2019 | CAO: Lynda Nelson |

**TOWN OF SUNDRE**
**BYLAW 2019-16**

**WHEREAS,** The *Municipal Government Act*, Revised Statutes of Alberta, RSA 2000, C.M. 26 and amendments thereto, section 7(a) provides that a Municipal Council may pass a Bylaw for purposes respecting the safety, health and welfare of people and the protection of people and property.

**AND WHEREAS,** pursuant *section 553(1)(g.1) of the Municipal Government Act* RSA 2000, Chapter M-26 council may add unpaid expenses and costs incurred by the municipality for removing snow and ice to the tax roll of a parcel of land.

**AND WHEREAS,** the Council of the Town of Sundre deems it expedient to pass a Bylaw to control the removal of snow and ice from any highway, parking lots, sidewalks, awnings, canopies, marquees and other encroachments extending over any sidewalk within the Town of Sundre.

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

**1. TITLE**

1.1 This Bylaw may be cited as the "Snow Removal Bylaw".

**2. DEFINITIONS**

2.1 In this Bylaw, unless the context otherwise requires:

2.1.1 **Agent** means every person who, by mutual consent, acts for the benefit of another, including sales representatives, hawkers or employees.

2.1.2 **Awning** means a folding or collapsible cover capable of being extended from or retracted to the building or structure to which it is attached;

2.1.3 **Boulevard** means the strip of land between the curb and the sidewalk and between the sidewalk and the property line, or where there is no sidewalk, the strip of land between the curb and the property line. Where there is no curb, the meaning shall be extended to include the strip of land between the near edge of the roadway and the property line;

2.1.4 **Canopy** means a non-retractable, solid projection which extends from the face of a building and includes, among other things, a structure commonly known as the theatre marquee but does not include architectural features such as lintels, sills, moldings, architraves, and pediments;

2.1.5 **Council** means the Council of the Town of Sundre;

2.1.6 **Highway** in accordance with the *Traffic Safety Act* means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles.

2.1.7 **Landowner** includes an occupier, tenant, a person in control of property, and the person shown as the Land owner of the property on the land title for that property;

2.1.8 **Peace Officer** means a person so appointed under the *Municipal Government Act* s. 209, and includes any inspector designated by the Chief Administrative Officer, to perform the duties of Community Peace Officer with respect to the enforcement of this Bylaw; and includes a Bylaw Officer or a Member of the Royal Canadian Mounted Police

2.1.9 **Person** means any individual, firm, partnership, association, corporation, trustee, executor, administrator or other legal representative;

2.1.10 **Property** means a parcel of land including any buildings;

2.1.11 **Shall** means the requirements is mandatory;

2.1.12 **May** means the requirement is discretionary;

2.1.13 **Sidewalk** means that portion of a street set aside for the use of and ordinarily used by pedestrians, whether or not the surface of such portion is covered with gravel, concrete, asphalt, or other type of paving;

2.1.14 **Town** means the Town of Sundre or the area contained within the Town boundaries as the context requires.

## 3. REMOVAL OF SNOW, ICE AND SLUSH

3.1 Whenever snow or ice is deposited on the sidewalk or sidewalks fronting or abutting occupied property, the Landowner or agent of the premises shall remove the snow or ice from such portion of the sidewalks within forty-eight (48) hours after the snow or ice has fallen, formed or been deposited on the sidewalks.

3.2 Where the property is not occupied, the Landowner shall provide for the clearing away of snow or ice from the sidewalks fronting or abutting such premises within twenty-four (24) hours after the snow or ice has fallen, formed or been deposited on the sidewalks.

3.3 Where snow or ice is deposited on the sidewalk or sidewalks, fronting or abutting property, containing Multi-units, the Landowner of such property shall remove or cause to be removed all snow or ice from such portion of the sidewalk or sidewalks within forty-eight (48) hours after the snow or ice has fallen, formed or been deposited on the sidewalks.

3.4 Where a property contains an awning, canopy, marquee or other encroachment extending from a portion of the property over a sidewalk or other portion of a highway, the Landowner shall endeavor to keep the said awning, canopy, marquee or other encroachment free from snow or ice so to ensure that snow or ice shall not deposit or drip upon the sidewalk or highway below.

3.5 The Landowner shall cause to be cleaned up any water from melting snow or ice on any awning, canopy, marquee or other encroachment of the sidewalk and take the necessary precautions to ensure that an icy or dangerous situation is not allowed to exist on the highway or sidewalk.

3.6 Every occupant, and in case there is no occupant, the Landowner of every house, shop, building, church or chapel, abutting on or erected within three (3) metres of any highway or public place shall, whenever snow or ice shall accumulate on the roof or eaves of such building, to an extent that a potential danger is created to persons passing, cause the hazard to be removed at once, and every person, while removing the same shall take due and proper care and precaution for the warning and safety of persons passing

3.7 A person may, in such a way as not to injure or unduly interfere with any other person lawfully using the sidewalk, use a power driven device commonly referred to as a walk behind snow blower, that is sufficiently light and of such construction that it will not damage the surface of the sidewalk or town owned property, to remove snow or ice from any portion of the sidewalk from which the person is required to remove by provision of this Bylaw.

3.8 A person who removes snow or ice from public or private sidewalks driveways or parking areas shall not deposit said snow or upon any highway, boulevard, sidewalk, or town owned land regardless of where the said snow or ice is removed from.

3.9 A person shall not pile or otherwise deposit snow and or ice in a manner that may impede traffic sight lines, a traffic control device, a fire hydrant, storm sewer run off or storm sewer grate.

3.10 A person shall not pile, store or otherwise deposit snow and or ice in such a manner that melt water from said ice or snow may cause damage or a hazardous condition on any other public or private property, sidewalk, and driveway or parking area.

3.11 In the event that the Landowner as required, fails or neglects to remove and clear away all snow or ice from the sidewalks within the said number of hours, the Town may cause the snow or ice to be removed from such sidewalk and may charge the cost of the work plus ten percent (10%) administration fee against the property as a special assessment to be recovered in a like manner as with other taxes as against the goods and chattels of the occupant, in the same manner as if such expenses were taxes levied pursuant to the *Municipal Government Act*.

3.12 For the purpose of Section 3, snow and ice will be considered removed when the sidewalk is cleaned for the entire width of the sidewalk to the sidewalk surface as completely as reasonably possible.

3.13 For the purpose of Section 3, in the case of a sidewalk being below grade resulting in repeated coverage by ice or water through drainage of melted snow or rain, the sidewalk shall be cleaned as completely as reasonably possible and a non-slip, non-corrosive and salt-free material such as sand or similar material shall be scattered on the surface of the sidewalk as frequently as required to maximize traction for pedestrians.

3.14 For the purpose of Section 3, where a Landowner of a Premise reasonably anticipates being absent, the Landowner shall make arrangements to ensure the sidewalks are maintained in accordance with this Bylaw

3.15 Notwithstanding section 3.8, a person may acquire permission, in writing from the Town of Sundre to pile snow on town land in an approved location.

## 4. ENFORCEMENT

4.1. Where a Premise is found to be in non-compliance with any provision of this Bylaw, the Landowner of the Premise may be served with a Notice containing the following:

i. The address and/or physical location where remedial action is required;
ii. The condition or conditions that are not in compliance with this Bylaw;
iii. The remedial action that is required; and
iv. The deadline for completion of the remedial action required.

4.2 Where a Notice regarding the removal of snow or ice from sidewalks is issued and served on the Landowner of a Premise and the specified remedial action is not taken by the specified deadline, the Town may take all reasonable measures to remedy in a timely manner any or all conditions specified in the Notice.

4.3 Any Notice issued pursuant to Section 4.1 will be deemed to have been sufficiently served upon the Landowner of the Premise:

i. When served personally upon the Landowner, or served substitutionally upon any person who is 18 years of age or older who resides in the subject Premise, if the Premise is occupied by the Landowner;
ii. When served personally upon an occupant of the Premise who is 18 years of age or older or the manager or person apparently in charge of the Premise, if the Premise is not occupied by the Landowner;
iii. When posted at a conspicuous location on the Premise;
iv. When given verbally by an Enforcement Officer to the Landowner or any occupant of the Premise who is 18 years or older, and where said verbal Notice includes all the information required by Section 4.1; and
v. When mailed by regular or registered mail to the Landowner of the Premise using the address provided by the Landowner and on record with the Town of Sundre.

4.4 Where a Notice has been issued to an Landowner pursuant to Section 4.1 of this Bylaw in relation to this Bylaw and another similar non-compliant condition occurs within the same winter season, no further Notice is required before action pursuant to Section 4.2 of this Bylaw may be taken by the Town to remedy the condition

4.5 Where measures are taken by the Town pursuant to Section 4.2 of this Bylaw following a failure to comply with a Notice issued in relation to this Bylaw, all Town expenses and costs, including an administration fee, may be added to the tax roll of the subject Premise and recovered by the Town as municipal taxes. (*Municipal Government Act,* Section 553(1)(g.1)).

4.6 The Town may cause a highway to be cleared of vehicles for the purpose of snow removal. After the Town posting or signing notice of snow removal on said highways, vehicles blocking snow removal equipment may be towed and impounded at the registered vehicle Landowner's expense.

## 5. PENALTIES

5.1 Any person who contravenes any provision or requirement of this Bylaw is guilty of an offence and upon summary conviction is liable to a fine of not more than ten thousand dollars ($10,000.00) and in default of payment, to imprisonment for a term not exceeding six (6) months.

5.2 A person who has committed an offence under this Bylaw is liable, upon summary conviction to a fine, as specified in Schedule "A", which schedule may, from time to time, be amended by resolution of Council.

5.3 Where a Peace Officer believes that a person has contravened any provision of this Bylaw, the officer may serve upon such person a Violation Ticket in accordance with Part 2 of the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34.

5.4 Notwithstanding Section 5.3, a Peace Officer may, in lieu of prosecution, issue to any person by personal service or regular mail, a Bylaw Violation Tag in a form as approved by the Chief Administration Officer.

5.5 A person who has been issued a Bylaw Violation Tag in respect of a contravention of this Bylaw and who has fully paid the penalty in lieu of prosecution prescribed thereon within the time allowed for payment shall not be liable to prosecution for the contravention.

5.6 This section shall not prevent any officer from issuing a violation ticket requiring the court appearance of the defendant, pursuant to the provisions of the *Provincial Offences Procedure Act*, R.S.A. 2000, c.P-34, or from laying an information instead of issuing a violation ticket.

5.7 A Court of competent jurisdiction shall not relieve the person so fined from any liability to pay to the Town any expenses arising from the Town having to remove the snow, ice or slush.

**6. EFFECTIVE DATE**

6.1 All Schedules attached are part of and form part of this Bylaw.

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

**7. REPEAL**

7.1 Bylaw 819 is hereby repealed on the date that this Bylaw comes into full force and effect.

READ A FIRST TIME this ____ day of _____, 2019

READ A SECOND TIME this ____ day of _____, 2019

GIVEN Unanimous Consent To Proceed to a THIRD READING this ____ day of _____, 2019

READ A THIRD AND FINAL TIME this ____ day of _____, 2019

_____
Mayor, Terry Leslie

_____
Chief Administrative Officer, Linda Nelson

**SCHEDULE "A"**

**Specified Penalty**

| | Section | Penalty |
|---|---|---|
| 3.1 | Fail to remove snow or ice from sidewalks fronting or abutting occupied premises within 48 hours after a snowfall event has ceased. | $150.00 – 1st Offence<br>$200.00 – 2nd Offence<br>$250.00 – 3rd Offence<br>*within a 12-month period |
| 3.2 | Fail to remove snow or ice from sidewalks fronting or abutting unoccupied premises within 48 hours after a snowfall event has ceased. | $150.00 – 1st Offence<br>$200.00 – 2nd Offence<br>$250.00 – 3rd Offence<br>*within a 12-month period |
| 3.3 | Fail to remove snow or ice from sidewalks front or abutting occupied premises within 48 hours after a snowfall event has ceased. | $150.00 – 1st Offence<br>$200.00 – 2nd Offence<br>$250.00 – 3rd Offence<br>*within a 12-month period |
| 3.4 | Fail to remove snow or ice from an awning, canopy, marquee or other overhang does not drip upon the sidewalk. | $150.00 – 1st Offence<br>$200.00 – 2nd Offence<br>$250.00 – 3rd Offence<br>*within a 12-month period |
| 3.5 | Fail to ensure that melting snow or ice from an awning, canopy, marquee or other overhang does not cause an icy or dangerous situation on the sidewalks. | $150.00 – 1st Offence<br>$200.00 – 2nd Offence<br>$250.00 – 3rd Offence<br>*within a 12-month period |
| 3.6 | Allow excessive ice/snow to accumulate on roof or eaves creating a safety hazard. | $150.00 – 1st Offence<br>$200.00 – 2nd Offence<br>$250.00 – 3rd Offence<br>*within a 12-month period |
| 3.7 | Damage to sidewalk surface as a result of snow clearing from any power device. | $250.00 |
| 3.8 | Deposit snow or ice upon any highway, boulevard, pathway, walkway or other town owned lands. | $250.00 |
| 3.9 | Deposit snow or ice in a manner that may impede storm sewer run off or block access to any storm sewer grate, traffic control device or fire hydrant. | $250.00 |
| 3.10 | Deposit snow or ice in a manner that may cause damage or hazardous condition on other public/private property, sidewalk, driveway or parking area. | $250.00 |
| 4.6 | Vehicle(s) impounded for the purpose of snow clearing. | At owner's expense |

TOWN OF SUNDRE

**REQUEST FOR DECISION**

| | |
|---|---|
| **COUNCIL DATE** | **October 21, 2019** |
| **SUBJECT** | **Policy D-023-00-POL** |
| **ORIGINATING DEPARTMENT** | **Legislative Services** |
| **AGENDA ITEM** | **6.3** |

**BACKGROUND/PROPOSAL:**

Exhibits Control Policy D-023-00-POL is a requirement of the Community Peace Officer Program.

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

This policy is being brought to Council for their review and approval and was one of the recommendations from the Peace Officer Audit which took place on May 28, 2019.

**ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

**ADMINISTRATION RECOMMENDATIONS:**

That Council approve Policy D-023-00-POL as presented.

**MOTION:**

That the Town of Sundre Council approve Exhibits Control for Community Peace OfficerPolicy D-023-00-POL as presented.

| | |
|---|---|
| Date Reviewed: October 18, 2019 | CAO: Lonida Nelson |

**TOWN OF SUNDRE POLICY #D-023-00-POL**
**POLICY NAME: Exhibit Control**

| TOWN OF SUNDRE POLICY INDEX | |
|---|---|
| Policy Number | D-023-00-POL |
| Policy Title | Exhibits Control |
| Approval Date | October 21, 2019 |
| Resolution Number | |
| Revision Date | NEW |
| Date of Review | 2023 |
| Responsible Department | Legislative/Bylaw Enforcement |
| Related Bylaws/Acts/Regulations | MGA/The Alberta Peace Officers Act |

## 1. ***Policy Statement***

Peace Officers, through the course of their duties, may come into possession of found property or may be required to seize property as evidence for Court proceedings. The term property includes any thing or possession, which is received or seized by a Peace Officer and that is retained for court purposes as an exhibit, found property to be returned to its rightful owner and property held for safekeeping.

Peace Officers must ensure that care is taken to preserve seized property in its original form and are responsible for safeguarding these items up to and including the final disposition or disposal of any seized item. To ensure continuity of evidence and personal property that has been found or seized, Peace Officers must ensure that all items that come into their possession shall be processed, retained and disposed of, according to the parameters contained within this SOP.

## 2. ***Property & Exhibit Reporting***

2.1 Community Peace Officer will endeavor not to receive or seize any property unless absolutely necessary. All attempts should be made to have found property turned into an appropriate agency/service or Town Office Lost and Found.

2.2 Only items required for legal process (court case evidence) should be seized by a Peace Officer. If property is to be kept or seized by a Peace Officer it must be done so in accordance to this policy.

2.3 Should any property be seized by a Peace Officer in the course of their duties, an occurrence report/investigative file shall be generated. As part of this investigative file, Peace Officers shall complete a descriptive inventory of every item of property coming into their possession as a result of their official duties and responsibilities as soon as practicable. The descriptive inventory shall be documented through the completion of:

2.3.1 A Seized Property report or in the reporting software occurrence report.

## 3. ***Property Tab***

3.1 Utilization of the appropriate report as part of the investigative file, in addition to the Seized Property Report. All property or evidence coming into the possession of a Peace Officer can be described, catalogued, accounted for and ultimately disposed of appropriately.

3.2 The following information shall be completed, at minimum, in the "Property" field of the investigative report:

3.2.1 Property Reference # (utilize report file number and then number exhibit(s) in the following manner:

3.2.1.1 2018-45-1 (Omnigo file number is 2018-45. -1 identifies property item #1);

3.2.1.2 If multiple items, choose "Add Property" for each item and identify additional items as follows:

i. 2018-45-2

ii. 2018-45-3 (and so on)

3.2.2 Property Category, Description, Type

3.2.3 Property disposition (update to current status ie: seized pending court, returned to registries, destroyed by exhibit custodian etc)

3.2.4 Serial number (if any)

3.2.5 Brand / Model / Property Colour (if applicable)

3.2.6 Approximate value / quantity (if applicable)

3.2.7 Date seized

3.2.8 Turned in by (if applicable or known)

3.2.9 Owner (from contacts) – If known

3.2.10 Any notes you may want to add

## 4. ***Seized Property Report***

4.1 The Seized Property Report must be completed with as much detail as is possible, by filling out all fields where information relating to the property seized exists. Failure to complete this form in detail, including failure to sign this document, shall result in the Exhibit Custodian returning a copy of the Seized Property Report back to the Peace Officer requesting any missing information be completed and resubmitted.

## 5. ***Identification and Continuity of Seized Property***

5.1 To ensure that exhibits are accepted by the courts and to refute any allegation that seized property has been tampered with, modified or altered from its original state, the following procedures shall be strictly adhered to. All property of evidentiary value obtained or seized by Peace Officers shall be clearly marked for identification with:

5.1.1 The Peace Officer's initials and Regimental Number;

5.1.2 Date / time the property came into possession of the Peace Officer;

5.1.3 Associated investigative file number and/or violation ticket number (if any);

5.2 Where such identification may detract from the evidentiary or monetary value of the property / evidence / exhibit, Peace Officers shall utilize one of the following tools as a means of entering their initials, regimental number, date & time and any associated file or violation ticket numbers on

5.2.1 Appropriate adhesive labels

5.2.2 Care must be taken not to apply adhesive labels to surfaces that might be damaged during removal or to otherwise damage the property by labelling;

5.2.3 Plastic bags to contain the property / evidence / exhibit with appropriate adhesive label affixed such that it would be obvious if the plastic bag was subsequently opened;

5.2.4 Tie-on tags with appropriate adhesive label affixed.

## 6. ***Seized Property Handling Procedures***

Property - Seized by Peace Officers

6.1 Peace Officers who have seized property shall ensure that all such items remain in their possession until the property in question is properly documented and stored according to this SOP.

6.1.1 The Peace Officer who seizes property shall ensure that:

6.1.2 A Seized Property Report is completed in full;

6.1.3 The item(s) are properly tagged or labelled for identification;

6.1.4 The item(s) are placed into an available, security locker located in the secure room storage of the Enforcement office with the original copy of the Seized Property Report attached;

6.1.5 The temporary security locker door is closed and locked; and

6.1.6 An email is sent to the Exhibit Custodian advising that property is currently located in one of the storage lockers.

6.2 The Peace Officer who seizes property shall open an investigative file / report and ensure that:

6.2.1 The "Property" tab is updated with all required information; and

6.2.2 That a copy of the completed Seized Property Report is attached to the hard copy file.

6.3 Property seized that does not have inherent evidentiary value (ie: expired driver's license or license plates) that would have been issued by a Registries Office, may be returned to a Registries Office and not retained as an exhibit when:

6.3.1 The investigative report and Seized Property Reports are completed; and

6.3.2 Upon receipt of a signature of a Registries Office Agent, who accepts delivery of the property noted on the Seized Property Report

6.4 The original copy of the Seized Property Report shall be attached to the investigative file.

***7. <u>Property – Found Property (Authority – Section 610 MGA)</u>***

7.1 When found property is turned in by a citizen, their name, address, telephone number and other information shall be placed on the Property Report Form with tag, and an occurrence report submitted. However, where possible, the items with all pertinent information should be turned over to local RCMP or turned in to the Town Office Lost and Found in the Town Office until it can be returned to the rightful owner or RCMP.

7.2 Found property will never be kept in the same location as exhibits.

***8. <u>Liquor</u>***

8.1 Unless there are extenuating circumstances, liquor exhibits can be destroyed on site. If possible, have the offender witness the destruction and utilize in car video system and / or body cameras to record the seizure and destruction of liquor. Record in your notebook and, if violation tickets are issued, on the officer's notes portion of the ticket a detailed description of what liquor was seized, including brand, quantity, whether the liquor was open or closed and information relating to date, time and location that the liquor was destroyed.

***9. <u>Cannabis Exhibits</u>***

9.1 During the course of routine duties, a Peace Officer may have the opportunity to seize legal amounts of Cannabis. Utilize in car video and body cams (if applicable) when dealing with Cannabis.

9.1.2 <u>Illegal Quantities of Cannabis</u>

If during the course of an investigation the Peace Officer believed on reasonable and probable ground that the quantity of Cannabis exceeds 30 Grams the officer will contact the local Police of jurisdiction (RCMP) and:

a. Keep the subject under observation until Police arrive.

b. Ensure accurate notes are kept on times and observations up to the point the Police arrive on scene.

c. Forward any notes, videos, audio etc to the police if required/requested.

9.1.2 <u>Storage of Cannabis Exhibits</u>

Exhibits which must be stored or maintained for the purposes of court will be kept in an air tight container, inside a locked locker with access limited to the Exhibit Custodian located in the Municipal Enforcement Office.

9.1.3 <u>Seized Articles during the Course of an Investigation</u>

9.1.3.1 Retain all Cannabis seized which is required for evidence.

9.1.3.2 All seized articles shall be entered into the exhibit file system as required.

9.1.3.3 Any exhibits of Cannabis that are not required to be retained must be disposed of according to Alberta Environment & Parks addendum to ensure that the Cannabis is rendered unusable:

a. The Officer will ensure that the Cannabis is grinded up into small amounts.

b. The Officer will mix the grinded Cannabis with equal amounts of cat litter and put into an air tight container.

c. The Officer will then add water to the mixture.

d. The Officer will dispose of the mixture at a local Class II landfill.

i. If the officer believed there is not enough mixture to justify transport to the local Class II landfill the Officer will store the air tight container inside the secured and locked exhibit cabinet to be disposed of at a time the exhibit officer deems suitable.

e. Or the Peace Officer may turn the Cannabis over to the RCMP for destruction.

## ***10. Hazardous or Dangerous Property***

10.1 Peace Officers shall not take into their possession or seize any hazardous or dangerous property or exhibit. In these cases, the police agency with jurisdiction or other appropriate agency shall be contacted to remove, secure or retain the hazardous / dangerous item.

## ***11. Exhibit Custodian***

11.1 The Senior Enforcement Officer shall appoint an "Exhibit Custodian". The Exhibit Custodian shall supervise all property, evidence and exhibit control functions and be accountable for control of all property and exhibits properly identified / placed / stored in a temporary security locker by a Peace Officer.

11.2 If the Exhibit Custodian seizes or finds property as part of their normal enforcement duties, the Exhibit Custodian shall follow the same procedures outlined in this SOP and shall have the Protective Services Coordinator or the Senior Enforcement Officer review and initial any documents created in relation to the property.

11.3 In the absence of the Exhibit Custodian, the Senior Enforcement Officer shall assume the duties of the Exhibit Custodian.

## *12. Exhibit Custodian - Receiving, Storage and Handling of Property*

12.1 Upon locating item(s) and associated Seized Property Report placed in a temporary security locker, the Exhibit Custodian shall:

12.1.1 Check the item(s) against the details found on the associated Seized Property Report

12.1.2 Ensure the Seized Property Report is completed properly, including the signature of the Peace Officer involved

12.1.3 Should the Exhibit Custodian discover a discrepancy between the property listed on the Seized Property Report and the property received, the Exhibit Custodian shall retain the property received and the original reporting form and direct a copy of the reporting form back to the Peace Officer involved for correction.

12.1.3.1 The Peace Officer who receives a returned reporting form shall:

a. Enter any missing information or correct erroneous information on the copy of the Seized Property Report; and

b. Return the amended Seized Property Report to the Exhibit Custodian as soon as practicable.

12.1.4 The Exhibit Custodian shall review the new information contained in the reporting form as compared to the property again to ensure that the discrepancy has been resolved

12.1.5 The Exhibit custodian shall initial the discrepancy and shall staple the original and amended Seized Property Reports together, and place them with the property in question in the exhibit locker

12.1.6 If the Seized Property Report and the property left in the temporary security locker match appropriately, the Exhibit Custodian shall:

12.1.6.1 Place the original Seized Property Report, and the associated property, into an Exhibit Locker

12.1.6.2 Complete required entries on the Exhibit Locker Control Form, including:

a. Date / time item moved into Exhibit Locker

b. Associated investigative file number / investigator name

c. Brief description of property

12.1.7 The Exhibit Custodian shall, at a minimum, check the security lockers on a weekly basis

12.2 Any property seized to be used as evidence in a Criminal Code proceeding shall be turned over to the R.C.M.P. immediately. The Officer shall record pertinent information, date, name, and rank of the member of the force to whom the property was given. The Officer shall get a signed receipt on the appropriate Possession of Property Report form.

## 13. ***Access To Exhibits – For Court Purposes***

13.1 Peace Officers will have to use some foresight as to the retrieval of exhibits and ensure that arrangements have been made to obtain and sign out exhibits for court purposes. Peace Officers who require exhibits from the property storage locker shall make arrangements with the Exhibit Coordinator to obtain these item(s) prior to the court date.

13.2 The Exhibit Custodian, the Senior Enforcement Officer shall be the only persons who will have access to the Exhibit Locker and are responsible for documenting the movement of exhibits for court purposes by entering the following information on the Exhibit Locker Control Form:

13.2.1 Date / time exhibit was removed from the Exhibit Locker;

13.2.2 Name and signature of Peace Officer receiving the exhibit; and

13.2.3 Court date

13.3 Property entered as an exhibit at court is controlled by the Court until all proceedings are concluded, at which point the property may be returned for disposition or disposal.

13.4 When property that was seized as an exhibit is not entered as evidence, the investigating Peace Officer is responsible for returning the item(s) to the Exhibit Custodian forthwith. The Exhibit Custodian shall ensure that the property is returned to the Exhibit Locker until the final disposition of the court case and that the Exhibit Locker Control Form is updated with:

13.4.1 Date / time the item(s) were returned to the Exhibit Locker; and

13.4.2 Signature of the Exhibit Custodian.

13.5 Where an accused is convicted, the Peace Officer must wait the statutory period of 30 days that is allowed for an appeal to be entered, or for the decision if an appeal is entered, before authorizing the release, destruction or disposal of any exhibits.

## 14. ***Court Exhibit Report***

14.1 Department of Justice policy governs receipt, control and disposal of exhibits in the court system. This policy stipulates that on entering an exhibit, the peace officer in charge of the case must supply an exhibit control report to the Clerk of the Court. Seized Property Reports are acceptable in place of provincial forms. To facilitate this process, the following procedures shall apply:

14.1.1 A copy of the original Seized Property Report shall be provided, along with the exhibit(s), to the investigating Peace Officer by the Exhibit Custodian when the exhibit his transferred to the custody of the investigating Peace Officer;

14.1.2 Prior to the commencement of the trial, the peace officer shall surrender the copy of the Seized Property Report to the Clerk of the Court;

14.1.3 If any exhibit(s) are not entered, they will be returned to the Exhibit Custodian as described above; and

14.1.4 On conclusion of all court related proceedings, the peace officer shall arrange to retrieve the exhibit(s) from the Exhibit Custodian for disposal purposes

## *15. Disposal Of Unclaimed Found Property / Safekeeping Property*

15.1 Pursuant to Section 610 of the Municipal Government Act, all unclaimed property which is categorized as "found" or "safekeeping", shall be offered for sale at public auction whenever possible. Some property may be deemed improper or unsuitable to be offered for sale at auction for a number of reasons, including but not limited to:

15.1.1 Property not accepted for sale by an auction mart / company

15.1.2 Property with no inherent monetary value

15.1.3 Property that is damaged or unsanitary

15.1.4 Property that may be potentially offensive to the public

15.1.5 Property that, if sold, would discredit the reputation of the Town of Sundre.

15.2 Property deemed improper or unsuitable for auction shall be disposed of at the local landfill.

## *16. End of Policy*

_____

_____

**Mayor, Terry Leslie**

_____

**Chief Administrative Officer, Linda Nelson**

TOWN OF SUNDRE

**REQUEST FOR DECISION**

| | |
|---|---|
| **COUNCIL DATE** | **October 21, 2019** |
| **SUBJECT** | **Awarding of Grants to Organizations** |
| **ORIGINATING DEPARTMENT** | **Legislative Services** |
| **AGENDA ITEM** | **8.1** |

**BACKGROUND/PROPOSAL:**

The Town of Sundre Grant Review Committee met on Monday, October 7, 2019 to go over the September 30, 2019 Grants to Organizations applications. This is the last application in-take for funding in 2019.

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

The Committee reviewed 13 grants for a total of $39,922.60.

The Town of Sundre Council has approved $71,007.60 in Grants to Organizations in 2019 which includes the recommendations below.

The Committee could not come to an agreement on the Sundre Daycare, and is being brought forward to Council for discussion.

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

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

| Organization | Requested | Recommending |
|---|---|---|
| Chamber of Commerce: Rental of Performing Arts Centre | $600. | $600 |
| Sundre Municipal Library: Movie Nights | $588. | $588 |
| Sundre Hospital Futures: Rental of Community Centre for Gala | $751.60 | $751.60 |
| Sundre West Country Centre: Sound System Improvement | $1670 | $1670 |
| Sundre West Country Centre: Floor recovering | $2200 | $1100 |
| Main Ave Kidz Club: Program Supplies Before & After School | $500 | $500 |
| Sundre Daycare: Program Enhancement (Field Trips) | $3000 | $ |
| B.S. Productions: Support for Live Theatre Production (Matilda) | $700 | $700 |
| Greenwood Neighbourhood Place: Needs Assessment Project | $5000 | $5000 |
| Winter In-door-Walking Group: Use of community gym | $413 | $413 |
| Historical Society: Funds to repair chimney on Ranger Station building | $2000 | $2000 |
| Red Deer River Watershed Alliance: Funds to host event in Sundre | $500 | $500 |
| Sundre Motor Inn: Exterior Improvement & Landscaping | 22,000 | $5000 |

**ALIGNMENT WITH STRATEGIC PLAN**

Strategic Priority Plan 2. Service Delivery

2.1 Continue to promote recreational opportunities; and

Strategic Priority Plan 3. Community Well-being

3.3 Continue to work with and value community groups.

**ADMINISTRATION RECOMMENDATIONS:**

That Council approve the recommendations for the September 30, 2019 Grants to Organizations from the Council Grant Review Committee as presented.

**MOTION:**

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

| Organization | Recommending for Approval |
|---|---|
| Sundre & District Chamber of Commerce: Rental of Performing Arts Centre | $600. |
| Sundre Municipal Library: Movie Nights | $588. |
| Sundre Hospital Futures: Rental of Community Centre for Gala | $751.60 |
| Sundre West Country Centre: Sound System Improvement | $1670 |
| Sundre West Country Centre: Floor recovering | $2200 |
| Main Ave Kidz Club: Program Supplies for the Before & After School | $500 |
| Sundre Daycare: Program Enhancement (Field Trips) | |
| B.S. Productions: Support for Live Theatre Production (Matilda) | $700 |
| Greenwood Neighbourhood Place: Needs Assessment Project | $5000 |
| Winter In-door-Walking Group: Use of community gym | $413 |
| Sundre & District Historical Society: Repair Chimney on Ranger Station | $2000 |
| Red Deer River Watershed Alliance – Funds to host event in Sundre | $500 |
| Sundre Motor Inn – Exterior Improvement & Landscaping | 5,000 |

Date Reviewed: October 18, 2019 CAO: Amila Nelson

TOWN OF SUNDRE

**REQUEST FOR DECISION**

| | |
|---|---|
| **COUNCIL DATE** | **October 21, 2019** |
| **SUBJECT** | **Departmental Reports** |
| **ORIGINATING DEPARTMENT** | **Legislative Services** |
| **AGENDA ITEM** | **9.1** |

**BACKGROUND/PROPOSAL:**

The following Departmental Reports for August 2019 are provided to Council for their review and information:

- Linda Nelson, Chief Administrative Officer
- Chris Albert, Director of Corporate Services
- Mike Marko, Director of Planning & Economic Development
- Jim Hall, Operations Manager
- Sue Nelson, Community Services Manager
- Kevin Heerema, Emergency Management/Peace Officer
- Jon Allen, Economic Development Officer
- Marty Butts, Sundre Fire Chief

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

Please see attached reports.

**ALIGNMENT WITH STRATEGIC PLAN**

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

**ADMINISTRATION RECOMMENDATIONS:**

That Council accept the attached Departmental Reports as information.

**MOTION:**

That the Town of Sundre Council accept the Departmental Reports for September 2019, as information.

**ATTACHMENTS:**

Department Reports (8)

| | |
|---|---|
| Date Reviewed: October 18, 2019 | CAO: Linda Nelson |

# DEPARTMENTAL REPORT

| | |
|---|---|
| **DEPARTMENT** | **Chief Administrative Officer / Legislative Services** |
| **SUBMITTED BY** | **Linda Nelson & Luana Smith** |
| **DATE** | **October 3, 2019** |
| **FOR MONTH OF** | **September 2019** |

| | |
|---|---|
| **TOPIC #1** | Council Expense Reports |
| **ISSUES:** | Not all Council Members Submit Reports |
| **RESOLUTIONS/SUCCESSES:** | Council expenses are recorded after expense sheet(s) have been signed off and entered into the attached document noted as Schedule "A" to the CAO Monthly Report. |
| **TOPIC #2** | Council Resolution Motion Log |
| **ISSUES:** | None |
| **RESOLUTIONS/SUCCESSES:** | Provided are the motions from the September 9 and 23, 2019 meetings. |
| **TOPIC # 3:** | Correspondence |
| **ISSUES:** | None |
| **RESOLUTIONS/SUCCESSES:** | Correspondence sent out by either a member of Council or the CAO is provided for Council's review and information. |
| **TOPIC #4: Meetings/Open House/Convention** | Vision for Sundre meetings started – focus on Tourism<br>MAP Meeting Sept. 16<br>AUMA Convention Sept. 24-27 |
| **ISSUES:** | Non |
| **RESOLUTIONS/SUCCESSES:** | The Legal Session on Sept. 24th prior to AUMA was excellent<br>Vision Meetings are going very well |

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

| | |
|---|---|
| **Attachment #1** | Council To-Date Expense Reports |
| **Attachment #2** | Correspondence sent/received in July 2019 |

# SCHEDULE A

**Mayor Terry Leslie** $ 15,000.00

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

| *Mayor Leslie Continued* | | Expense | Cost | Balance |
|---|---|---|---|---|
| 2019-04-17 | Regina SK Wastewater Treatment Investigation | Per Diem | $ 175.00 | $ 9,886.61 |
| | Regina SK Wastewater Treatment Investigation | Mileage | $ 509.30 | $ 9,377.31 |
| | Regina SK Wastewater Treatment Investigation | Accommodation | $ 129.92 | $ 9,247.39 |
| 2019-04-18 | Return to Sundre from SK (9:00 p.m.) | Per Diem | $ 175.00 | $ 9,072.39 |
| 2019-04-29 | CPPA Conference (Red Deer) | Accommodation | $ 316.12 | $ 8,756.27 |
| 2019-04-29 | CPPA Conference (Red Deer) | Per Diem | $ 175.00 | $ 8,581.27 |
| | CPPA Conference (Red Deer) | Meal | $ 18.25 | $ 8,563.02 |
| 2019-04-29 | CPPA Conference (Red Deer) | Per Diem | $ 175.00 | $ 8,388.02 |
| 2019-05-01 | CPPA Conference (Red Deer) | Per Diem | $ 175.00 | $ 8,213.02 |
| | CPPA Conference (April 29 to & May 1 Return | Mileage | $116.00 | $ 8,097.02 |
| 2019-05-16 | Red Deer River Muncipal Users Group | Per Diem | $ 175.00 | $ 7,922.02 |
| | Red Deer River Municipal Users Group | Mileage | $ 121.52 | $ 7,800.50 |
| 2019-05-22 | Central AB Mayors & Reeves Meeting | Per Diem | $ 90.00 | $ 7,710.50 |
| | Central AB Mayors & Reeves Meeting | Mileage | $ 106.06 | $ 7,604.44 |
| 2019-05-23 | ICC Meeting | Per Diem | $ 90.00 | $ 7,514.44 |
| 2019-05-29 | Smart Cities Network round Table (Olds) | Per Diem | $ 175.00 | $ 7,339.44 |
| | Smart Cities Network round Table (Olds) | Mileage | $ 45.30 | $ 7,294.14 |
| 03-Jun-19 | Meeting with Jason Nixon, MLA (Edmonton) | Per Diem | $ 175.00 | $ 7,119.14 |
| | Meeting with Jason Nixon, MLA (Edmonton) | Mileage | $ 276.19 | $ 6,842.95 |
| 2019-06-11 | Lobby Government Effective Seminar (Olds) | Per Diem | $175.00 | $ 6,667.95 |
| | Lobby Government Effective Seminar (Olds) | Mileage | $22.10 | $ 6,645.85 |
| 2019-06-11 | Summer Leadership Conference Ponoka AB | Accommodation | $ 150.76 | $ 6,495.09 |
| | Summer Leadership Conference Ponoka AB | Mileage | $ 146.93 | $ 6,348.16 |
| | Summer Leadership Conference Ponoka AB | Per Diem | $ 175.00 | $ 6,173.16 |
| 2019-06-11 | Summer Leadership Conference Ponoka AB | Meal | $ 27.46 | $ 6,145.70 |
| 2019-06-12 | Summer Leadership Conference Ponoka AB | Registration | $ 100.00 | $ 6,045.70 |
| 25-Jul-19 | RDRMG & Watershed Alliance Meeting Red Deer AB | Per Diem | $ 175.00 | $ 5,870.70 |
| 25-Jul-19 | RDRMG & Watershed Alliance Meeting Red Deer AB | Mileage | $ 116.00 | $ 5,754.70 |
| 10-Aug-19 | Health Minsiter Meeting Calgary | Per Diem | $ 175.00 | $ 5,579.70 |
| | Health Minsiter Meeting Calgary | Mileage | $ 138.65 | $ 5,441.05 |
| | Health Minsiter Meeting Calgary | Parking | $ 11.90 | $ 5,429.15 |
| 09-Sep-19 | Intermunicipal Planning Commission @ MVC | Per Diem | $ 90.00 | $ 5,339.15 |
| | Intermunicipal Planning Commission @ MVC | Mileage | $ 46.40 | $ 5,292.75 |
| 10-Sep-19 | Meeting with MLA Nixon in Edmonton & AHS | Per Diem | $ 175.00 | $ 5,117.75 |
| | Hospital Futures Meeting with MLA &AHS | Mileage | $ 276.19 | $ 4,841.56 |
| 11-Sep-19 | Central AB Mayors & Reeves Meeting | Per Diem | $ 175.00 | $ 4,666.56 |
| | Central AB Mayors & Reeves Meeting | Mileage | $ 106.06 | $ 4,560.50 |
| 16-Sep-19 | MAP Meeting @ MVC | Per Diem | $ 90.00 | $ 4,470.50 |

| *Mayor Leslie Continued* | | Expense | Cost | Balance |
|---|---|---|---|---|
| | MAP Meeting @ MVC | Mileage | $ 46.40 | $ 4,424.10 |
| 19-Sep-19 | RDRMUG Executive & Regular Meeting | Per Diem | $ 175.00 | $ 4,249.10 |
| 19-Sep-19 | RDRMUG Travel | Mileage | $ 187.81 | $ 4,061.29 |
| | | | **$ 10,938.71** | **$ 4,061.29** |
| | | | **Spent** | **Remaining** |

**Councillor Todd Dalke** $ 6,000.00

| Date | Description | Expense | Cost | Balance |
|---|---|---|---|---|
| 2019-03-28 | AUMA Leadership Caucus | Registration | $ 173.25 | $ 5,826.75 |
| | AUMA Leadership Caucus | Accommodation | $ 443.46 | $ 5,383.29 |
| | AUMA Leadership Caucus | Mileage | $ 21.60 | $ 5,361.69 |
| 2019-03-28 | AUMA Leadership Caucus | Mileage | $ 24.46 | $ 5,337.23 |
| | AUMA Leadership Caucus | Meal | $35.25 | $ 5,301.98 |
| | AUMA Leadership Caucus | Parking | $60.96 | $ 5,241.02 |
| 2019-07-25 | AUMA Convention | Registration | $ 575.00 | $ 4,666.02 |
| 2019-08-22 | CAEP Fall Engagement Session | Registration | $ 25.00 | $ 4,641.02 |
| | | | | |
| | | | **$ 1,358.98** | **$ 4,641.02** |
| | | | **Spent** | **Remaining** |

**Councillor Cheri Funke**

| | | | | |
|---|---|---|---|---|
| | | | $ 6,000.00 | |
| **Date** | **Description** | **Expense** | **Cost** | **Balance** |
| 2019-01-24 | Meeting with Regional Council Members | Mileage | $ 52.97 | $ 5,947.03 |
| 2019-01-25 | CPPAFoncerence (Red Deer) | Registration | $ 500.00 | $ 5,447.03 |
| 2019-02-04 | ICC Meeting | Per Diem | $ 90.00 | $ 5,357.03 |
| 2019-03-09 | Budget Workshop | Per Diem | $ 112.50 | $ 5,244.53 |
| 2019-03-12 | Federal Infrastructure Announcement | Per Diem | $ 45.00 | $ 5,199.53 |
| | Federal Infrastructure Announcement | Mileage | $ 90.00 | $ 5,109.53 |
| 2019-03-22 | Red Deer River Watershed Spring Forum | Per Diem | $ 67.50 | $ 5,042.03 |
| | Red Deer River Watershed Spring Forum | Mileage | $ 60.32 | $ 4,981.71 |
| | Red Deer River Watershed Spring Forum | Travel Expense | $ 45.00 | $ 4,936.71 |
| 2019-04-06 | Spring Budget Workshop | Per Diem | $ 157.50 | $ 4,806.79 |
| 2019-04-17 | Regina SK Wastewater Treatment Investigation | Accommodation | $ 129.92 | $ 4,676.87 |
| 2019-04-17 | Travel Time Sundre to Regina | Per Diem | $ 175.00 | $ 4,501.87 |
| 2019-04-17 | Meeting with Living Sky Water Soltuion | Per Diem | $ 67.50 | $ 4,434.37 |
| 2019-04-18 | Tour of Wastewater Treatment Plant | Per Diem | $ 67.50 | $ 4,366.87 |
| 2019-04-18 | Travel Time from Regina SK to Sundre | Per Diem | $ 175.00 | $ 4,191.87 |
| | Breakfast @ Tim Hortons Emeral Park SK. | Meal | $ 3.53 | $ 4,188.34 |
| | Lunch in Swift Current McDonalds | Meal | $ 10.59 | $ 4,177.75 |
| 2019-04-29 | Travel Time to CPAA Conference in Red Deer | Per Diem | $ 22.50 | $ 4,155.25 |
| | CPPA Conference Red Deer | Per Diem | $ 175.00 | $ 3,980.25 |
| | CPPA Conference Red Deer | Meal | $ 24.06 | $ 3,956.19 |
| 2019-04-30 | CPPA Conference Red Deer | Per Diem | $ 175.00 | $ 3,805.25 |
| 2019-05-01 | CPPA Conference Red Deer | Per Diem | $ 67.50 | $ 3,737.75 |
| | CPPA Conference Red Deer | Accommodation | $ 316.12 | $ 3,421.63 |
| | Travel Time from Red Deer to Sundre | Per Diem | $ 22.50 | $ 3,399.13 |
| 2019-05-16 | Tour of Red Deer Wastewater Treatment Plant | Per Diem | $ 45.00 | $ 3,354.13 |
| | Travel time to Red Deer for Tour | Per Diem | $ 45.00 | $ 3,309.13 |
| 23-May-19 | ICC Meeting | Per Diem | $ 67.50 | $ 3,241.63 |
| | Pre-ICC Meeting | Per Diem | $ 67.50 | $ 3,174.13 |
| 2019-07-15 | Registration for AUMA Convention | Registration | $ 575.00 | $ 2,599.13 |
| 2019-06-24 | RDRWA AGM at Olds College | Per Diem | $ 90.00 | $ 2,509.13 |
| | Travel to RDRWA AGM | Per Diem | $ 22.50 | $ 2,486.63 |
| 2019-07-18 | RDRWA Board Meeting in Red Deer | Per Diem | $ 78.75 | $ 2,407.88 |
| | Travel to RDRWA Board Meeting | Per Diem | $ 45.00 | $ 2,362.88 |
| | Travel to RDRWA | Mileage | $ 44.19 | $ 2,318.69 |
| 2019-09-20 | Red Deer River Watershed Allliance | Per Diem | $ 90.00 | $ 2,228.69 |
| 2019-09-20 | Travel from Red Deer to Sundre Roundtrip | Per Diem | $ 45.00 | $ 2,183.69 |
| Sept. 25-27 | AUMA Convention in Edmonton | Per Diem | $ 525.00 | $ 1,658.69 |

| *Councillor Funke continued* | | Expense | Cost | Balance |
|---|---|---|---|---|
| 2019-09-17 | AUMA Travel Time Sundre to Edmonton Round trip | Mileage | $ 112.50 | $ 1,546.19 |
| | | | **$ 4,505.45** | **$ 1,494.55** |
| | | | **Spent** | **Remaining** |

**Councillor Paul Isaac**

$ 6,000.00

| Date | Description | Expense | Cost | Balance |
|---|---|---|---|---|
| 2019-01-24 | Meeting with Regional Council Members | Per Diem | $ 90.00 | $ 5,910.00 |
| | Meeting with Regional Council Members | Mileage | $ 66.29 | $ 5,843.71 |
| 2019-03-14 | Budget Meeting | Per Diem | $ 112.50 | $ 5,731.21 |
| 2019-04-06 | Spring Workshop (Service Levels) | Per Diem | $ 175.00 | $ 5,556.21 |
| 2019-07-15 | Registration for AUMA Convention | Registration | $ 575.00 | $ 4,981.21 |
| 2019-07-15 | Registration for ARPA | Registration | $ 695.00 | $ 4,286.21 |
| 2019-09-24 | AUMA In Edmonton | Per Diem | $ 175.00 | $ 4,111.21 |
| | Lunch at AUMA | Meal | $ 8.78 | $ 4,102.43 |
| | Supper for Cheri, Todd, Charlene, Richard & Paul | Meal | $ 126.25 | $ 3,976.18 |
| | Lunch at AUMA | Meal | $ 11.48 | $ 3,964.70 |
| Sept. 25-27 | AUMA Convention in Edmonton | Per Diem | $ 525.00 | $ 3,439.70 |
| Sept. 25 & 27 | Travel Sundre to Edmonton and Return | Mileage | $ 303.81 | $ 3,135.89 |
| | | | **$ 2,864.11** | **$ 3,135.89** |
| | | | **Spent** | **Remaining** |

**Councillor Charlene Preston**

$ 6,000.00

| Date | Description | Expense | Cost | Balance |
|---|---|---|---|---|
| 2019-03-09 | Budget Workshop | Per Diem | $ 112.50 | $ 5,887.50 |
| 2019-04-06 | Spring Workshop (Levels of Service) | Per Diem | $ 75.00 | $ 5,812.50 |
| 2019-07-15 | Registration for AUMA Convention | Registration | $ 575.00 | $ 5,237.50 |
| 2019-08-22 | AB Recycling Assoc. Conference | Registration | $725.00 | $ 4,512.50 |
| Sept. 25-27, 2019 | AUMAConvention in Edmotnon | Per Diem | $ 440.00 | $ 4,072.50 |
| 2019-10-01 | Drive to Recylcing Conference in Jasper | Per Diem | $ 112.50 | $ 3,960.00 |
| Oct. 2-4, 2019 | AB Recycling Council Conference | Per Diem | $ 525.00 | $ 3,435.00 |
| Oct. 1-4. 2019 | AB Recycling Council Conference Park Pass | Expense | $ 29.40 | $ 3,405.60 |
| | | | | |
| | | | **$ 2,594.40** | **$ 3,405.60** |
| | | | **Spent** | **Remaining** |

**Councillor Richard Warnock**

$ 6,000.00

| Date | Description | Expense | Cost | Balance |
|---|---|---|---|---|
| 2019-01-24 | Meeting with Regional Council Members | Per Diem | $ 90.00 | $ 5,910.00 |
| 2019-03-14 | Budget Meeting | Per Diem | $ 112.50 | $ 5,797.50 |
| 2019-04-04 | Spring Workshop (Service Levels) | Per Diem | $ 175.00 | $ 5,622.50 |
| 2019-04-04 | Mountain View Seniors' Housing Gala | Mileage | $ 44.08 | $ 5,578.42 |
| 22-May-19 | Central AB Mayor's Meeting (Red Deer) | Mileage | $ 106.06 | $ 5,472.36 |
| 2019-05-22 | Central AB Mayor's Meeting (Red Deer) | Per Diem | $ 90.00 | $ 5,382.36 |
| 2019-05-23 | ICC Pre-Meeting and Meeting (3 hrs) | Per Diem | $ 175.00 | $ 5,207.36 |
| 2019-06-11 | Lobby Government Effective Seminar (Olds) | Per Diem | $ 175.00 | $ 5,032.36 |
| | Lobby Government Effective Seminar (Olds) | Mileage | $ 41.98 | $ 4,990.38 |
| 2019-06-13 | Chamber Meeting | Per Diem | $ 45.00 | $ 4,945.38 |
| 2019-06-18 | Museum Meeting | Per Diem | $ 45.00 | $ 4,900.38 |
| 2019-07-15 | Registration for AUMA Convention | Registration | $ 575.00 | $ 4,325.38 |
| 2019-08-28 | Sundre Hospital Futures Meeting with Minister | Per Diem | $ 175.00 | $ 4,150.38 |
| 2019-09-10 | AHS Dr. Yiu, CAO Meeting Edmonton | Per Diem | $ 175.00 | $ 3,975.38 |
| Sept. 25-27, 2019 | AUMA Convention Edmonton | Per Diem | $ 525.00 | $ 3,450.38 |
| 2019-09-27 | AUMA Convention Travel | Mileage | $ 227.30 | $ 3,223.08 |
| 2019-09-27 | AUMA Convention Westin Hotel Parking | Parking | $ 102.00 | $ 3,121.08 |
| | | | **$ 2,878.92** | **$ 3,121.08** |
| | | | **Spent** | **Remaining** |

**Councillor Robert Wolfe**

$ 6,000.00

| Date | Description | Expense | Cost | Balance |
|---|---|---|---|---|
| 2019-01-24 | Meeting with Regional Council Members | Per Diem | $ 56.90 | $ 5,943.10 |
| 2019-03-14 | Budget Meeting | Per Diem | $ 112.50 | $ 5,830.60 |
| 2019-04-04 | Spring Workshop (Service Levels) | Per Diem | $ 175.00 | $ 5,655.60 |
| September 9,2019 | MVC IMPC Meeting | Per Diem | $ 90.00 | $ 5,565.60 |
| | | | **$ 434.40** | **$ 5,565.60** |
| | | | **Spent** | **Remaining** |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | September 9, 2019 Regular Council Meeting | |
|---|---|---|
| 287-09-09-19 | MOVED by Councillor Isaac that the Agenda be approved as Amended. | |
| 288-09-09-19 | MOVED by Councillor Warnock that the Minutes of the Regular Meeting of Council held on June 24, 2019, be approved as amended. | |
| 289-09-09-19 | MOVED by Councillor Funke that the Town of Sundre Council grant first reading to Bylaw 2019-14, being a bylaw to amend the Land Use Bylaw. | |
| 290-09-09-19 | MOVED by Councillor Wolfe that the Town of Sundre Council set October 21, 2019 atfor at 6:00 pm Public Hearing for Bylaw 2019-14, being a bylaw to amend the Land Use Bylaw. | |
| 291-09-09-19 | MOVED by Councillor Wolfe that the Town of Sundre Council rescind the outdated and irrelevant policies as outlined in Schedule "A". | |
| 292-09-09-19 | MOVED by Councillor Isaac that the Town of Sundre Council accept the verbal report from Manager of Operations Jim Hall as information. | |
| 293-09-09-19 | MOVED by Councillor Preston that the Town of Sundre Council approve the following 2019 Grants to Organizations: Sundre & District Chamber of Commerce $10,000; Sundre Rodeo & Race Association $5,000; Sundre & District Curling Club $15,000. | *LN or LS provide Grant funding update to Council* |
| 294-09-09-19 | MOVED by Councillor Warnock that the Town of Sundre Council appoint Mr. Jon Allen as Clerk of the Intermunicipal Subdivisionfor 3 year ending 2022 and appoint Ms. Luana Smith as Clerk of the Intermunicipal Subdivisionfor for the duration of her employment with the Town or 3 years whichever comes first. | |
| 295-09-09-19 | MOVED by Councillor Funke that the Town of Sundre Council proclaim the week of September 23-28, 2019 as "Alberta Development Officer's Week" in the Town of Sundre. | |
| 296-09-09-19 | MOVED by Councillor Preston that the Town of Sundre Council accept the Departmental reports for June and July 2019 as information. | |
| 297-09-09-19 | MOVED by Councillor Wolfe that the Town of Sundre Council accept the Council Committee Report for June, July and August 2019 from Councillor Cheri Funke, as information. | *LN or JH provide info on Water License, & Summary of our usage from the River* |
| 298-09-09-19 | MOVED by Councillor Isaac that the Town of Sundre Council accept the letter from Rod Krips, Chief Administrative Officer of the Town of Daysland thanking Town of Sundre CAO Linda Nelson and Special Projects Coordinator Betty Ann Fountain for their assistance and sharing the Town of Sundre's experience regarding the Municipal Accountability Program. | |
| 299-09-09-19 | MOVED by Councillor Isaac that the Town of Sundre authorize Councillor Richard Warnock to put his name forward as for Director to the Alberta Seniors' Housing Committee Association. | |
| 300-09-09-19 | MOVED by Councillor Warnock that the Town of Sundre Council direct Administration to provide a report at the September 23, 2019 meeting regarding the proposed funding model for policing | *LN to work with C. Funke on providing information for Sept. 23* |
| 301-09-09-19 | MOVED by Deputy Mayor Warnock that Council go into closed at 6:57 p.m. | |
| 302-09-09-19 | MOVED by Councillor Funke that the Town of Sundre Council return to open meeting at 9:05 p.m. | |
| 303-09-09-10 | MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 9:06 p.m. | |

| | September 23, 2019 Regular Council Meeting | |
|---|---|---|
| 304-23-09-19 | MOVED by Councillor Dalke that Council go into closed meeting at 5:03 p.m. | |
| 305-23-09-19 | MOVED by Councillor Isaac that Council return to open meeting at 5:52 p.m. | |
| 306-23-09-19 | MOVED by Councillor Funke that the Agenda be approved as with the following changes: Updated RFD for Agenda Item 8.1; add 9.1 Announcements | |
| 307-23-09-19 | MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on September 9, 2019, be approved as presented.. | |
| 308-23-09-19 | MOVED by Councillor Preston that the Town of Sundre Council thank William Davies of the Sundre & Distrtict Hiistorical Society for attending the Council Meeting and accept their presentation as information. | |
| 309-23-09-19 | MOVED by Councilllor Dalke that the Town of Sundre Council give first reading to Bylaw 2019-15 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "C" Terms of Reference for Vision for Sundre Committee. | |
| 310-23-09-19 | MOVED by Councillor Isaac that the Town of Sundre Council give second reading to Bylaw 2019-015 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "C" Terms of Reference for Vision for Sundre Committee. | |
| 311-23-09-19 | MOVED by Councillor Funke that the Town of Sundre Council give unanimous consent for third reading to Bylaw 2019-15 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "C" Terms of Reference for Vision for Sundre Committee. | |
| 312-23-09-19 | MOVED by Councillor Wolfe that the Town of Sundre Council give third reading to Bylaw 2019-15 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "C" Terms of Reference for Vision for Sundre Committee. | |
| 313-23-09-19 | MOVED by Councillor Funke that the Town of Sundre Council support the 12 items identified as concerns for the proposed costing model presented by the Government, and that the 12 items form the basis of our submission to the Government. | *CF to report to committee. LN to do survey.* |
| 314-23-09-19 | MOVED by Councillor Dalke that the Town of Sundre Council accept the 2019 2nd Quarter Financial Reports, as information. | *CA to provide spreadsheet showing Cash Balances for RSA* |
| 315-23-09-19 | MOVED by Councillor Wolfe that the Town of Sundre Council approves the transfer of $194,982.83 of Shared Fire – Capital Restricted Surplus Account funds to Mountain View County. | *CA to send funds to MVC.* |
| 316-23-09-19 | MOVED by Councillor Funke that the Town of Sundre Council accept the announcements presented by Chief Administrative Officer, Linda Nelson as information. | |
| 317-23-09-19 | MOVED by Councillor Dalke that the Town of Sundre Council accept the Report to Council for July, August and September 2019, from Mayor Terry Leslie as information. | |
| 318-23-09-19 | MOVED by Councillor Isaac that the Town of Sundre Council accept the Council Committee Report for June, July and August 2019 from Deputy Mayor Richard Warnock, as information. | |
| 319-23-09-19 | MOVED by Councillor Isaac that Council go into closed meeting at 7:00 p.m. | |
| 320-23-09-19 | MOVED by Councillor Funke that Council return to open meeting at 8:21 p.m. | |
| 321-23-09-19 | MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 8:21p.m. | |

# DEPARTMENTAL REPORT

| | |
|---|---|
| **DEPARTMENT** | **Corporate Services** |
| **SUBMITTED BY** | **Chris Albert** |
| **DATE** | **October 10, 2019** |
| **FOR MONTH OF** | **September** |

| | |
|---|---|
| **TOPIC #1:**<br>**Staffing** | Grants / Finance Coordinator (Part-Time) |
| **ISSUES:** | None |
| **RESOLUTIONS/SUCCESSES:** | A local resident with accounting experience, good analytical and research skills, a love of the community and a strong work ethic was ultimately selected and joined our team on Sept 3/19. |
| **TOPIC #2**<br>**Job Descriptions** | A project to re-write all job description organization wide was undertaken, with the goal to ensure descriptions were accurate and relevant while removing duplication and improving efficiencies. |
| **ISSUES:** | None |
| **RESOLUTIONS/SUCCESSES:** | Descriptions are now more appropriate for current circumstances and are consistent across a department and the organization. |
| **TOPIC # 3:**<br>**Debenture Borrowing** | An application for borrowing in the amount of $1,307,200 was submitted to Alberta Capital Finance Authority to fund a portion of the Main Ave Upgrade (Phase 2) project. Funds were received on Sept 15/19 |
| **ISSUES:** | None |
| **RESOLUTIONS/SUCCESSES:** | None |
| **TOPIC # 4:**<br>**2019 Tax Sale** | As at the end of September 2019 there were 2 properties subject to the regulations. |
| **ISSUES:** | None |
| **RESOLUTIONS/SUCCESSES:** | Conversations are ongoing with property owners in order to settle accounts. There were 5 properties at the end of March, and 4 at the end of April. |
| **TOPIC # 5:**<br>**Discussions with the Sundre Aquaplex:** | Information was received from the Aquaplex in regard to Administration's follow-up questions and was reviewed for incorporation into future discussions. A meeting was tentatively scheduled for early October to continue discussions |
| **ISSUES:** | None |
| **RESOLUTIONS/SUCCESSES:** | Work in progress |

| | |
|---|---|
| **TOPIC # 6:**<br>**Level of Service documentation:** | As a part on the continuing budget process and improving the process, departments have documented the levels of service they provide, and the costs associated with those services. A Public Open House was held on July 29/19 and Administration was encouraged by the response. |
| **ISSUES:** | None |
| **RESOLUTIONS/SUCCESSES:** | Work in progress |
| **TOPIC # 7:**<br>**Professional Development** | Police Costing Model – attended a webinar hosted by the Justice Department outlining the proposed new costing model to be applied to municipalities that currently do not contribute to the cost of policing services. This is the consultation phase and a response to the proposal will be submitted by Council and Administration outlining our concerns.<br><br>Munisight Conference – Munisight is a multi-functional software solution that has the potential for assisting with various aspects of our organization, including planning, development, asset management and bylaw enforcement. This was a free conference covering topics such as product information, best practices and processes, grant writing techniques and asset management discussions.<br><br>Municipal Affairs Regional Training – This was a free one-day seminar hosted by Municipal Affairs which outlined some of the topics and challenges currently being experienced in various municipalities. Topics included library services, Local Authorities Election Act, Bylaw and Policy discussions, messages from the Election Commissioner and Alberta Ombudsman, and required financial reporting. |
| **ISSUES:** | None |
| **RESOLUTIONS/SUCCESSES:** | Professional development is ongoing and is intended to bring new information to the organization, as well as improve the skills necessary to my position |
| **TOPIC # 9:**<br>**Information Technology:** | Work is continuing to integrate and begin using two new software solutions. FirePro will be used by the fire department to manage and track statistics and call information. Munisight is a multi-layered mapping system that will allow for the management of development, GIS, tax and utility information.<br><br>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.<br><br>Anticipated changes in staff will allow an opportunity to re-configure some systems based on new uses and to re-allocate resources. |
| **ISSUES:** | - Older software versioning<br>- Older operating systems<br>- Inconsistencies with individual computer setups and locations of user files creating issues for staff. |
| **RESOLUTIONS/SUCCESSES:** | Ongoing diagnostics and testing |

Luana Smith <luana.s@sundre.com>

# Council information request from Sept 23/19

1 message

**Chris Albert** <chris.a@sundre.com> Thu, Oct 3, 2019 at 12:12 PM
To: Linda Nelson <linda.n@sundre.com>
Cc: Luana Smith <luana.s@sundre.com>

Linda,

Please pass the following information on to Council as appropriate.

During the Sept 23rd Council Meeting, in regards to the Restricted Surplus Account balances, Councillor Funke requested more information as to the funds that are earmarked for specific projects and the amounts remaining "un-allocated".

The recent changes to the Budgeting process and policies, as well as the Restricted Surplus process and policies, have effectively removed that "allocating of funds" as occurred previously. The determination for usage of funds is now a function of the 10-Year Capital Plan, which is included for information.

I would like to request that Councillor Funke's question be put on hold until the Fall Budget Workshop, where we can allot more time to a more in-depth explanation of how the process is intended to work.

Thank you
Chris

--

**CHRIS ALBERT, CPA, CGA**
Director of Corporate Services
T. 403-638-3551 Ext. 112
F. 403-638-2100
chris.a@sundre.com
www.sundre.com

**2019 Capital Plan (Final).pdf**
145K

## Town of Sundre
## 2019 - 2028 Capital Plan

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

## Town of Sundre
## 2019 - 2028 Capital Plan

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

## Town of Sundre
## 2019 - 2028 Capital Plan

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

# Town of Sundre
## 2019 - 2028 Capital Plan

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

## Town of Sundre
## 2019 - 2028 Capital Plan

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

*** leave $4M
for 75% reason

# Town of Sundre
## 2019 - 2028 Capital Plan

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

# DEPARTMENTAL REPORT

| | |
|---|---|
| **DEPARTMENT** | **Planning and Development** |
| **SUBMITTED BY** | **Mike Marko, Director of Planning and Economic Development** |
| **DATE** | **October 1, 2019** |
| **FOR MONTH OF** | **September 2019** |

| | |
|---|---|
| **TOPIC #1** | **Development and Building Permits (September)** |
| **ISSUES:** | • Development Permits – 6<br>• Building Permits – 2<br>• Electrical Permits – 2<br>• Gas Permits – 1<br>• Plumbing Permits – 0 |
| **RESOLUTIONS/SUCCESSES:** | • Development permits included: mobile home-temporary, canvas shelter-seasonal, home occupation-minor, accessory building-detached garage, access approach to pump shack on golf course lands<br>• Building permits included: detached garage and home renovations for fire damaged residence |
| **TOPIC #2** | **Real Property Reports (RPRs)** |
| **ISSUES:** | • None |
| **RESOLUTIONS/SUCCESSES:** | • RPRs requested to facilitate the sale of property |
| **TOPIC # 3:** | **Subdivision** |
| **ISSUES:** | • Access constructed into proposed Sundre Hills subdivision (56-unit bareland condominiums) to facilitate marketing by developer |
| **RESOLUTIONS/SUCCESSES:** | • Will allow marketing and exposure of property by developer to generate interest in site |
| **TOPIC # 4:** | **Land Use Bylaw** |
| **ISSUES:** | • Council first reading given to Bylaw 2019-14 on September 9, 2019 for housekeeping amendments to existing LUB and creation of new land use district to address unique development opportunity for Eagle Ridge ASP area<br>• Continued preparation of a new Downtown Overlay District (to be reviewed by Vision for Sundre Committee before presenting to Council as bylaw amendment in fall of 2019) |

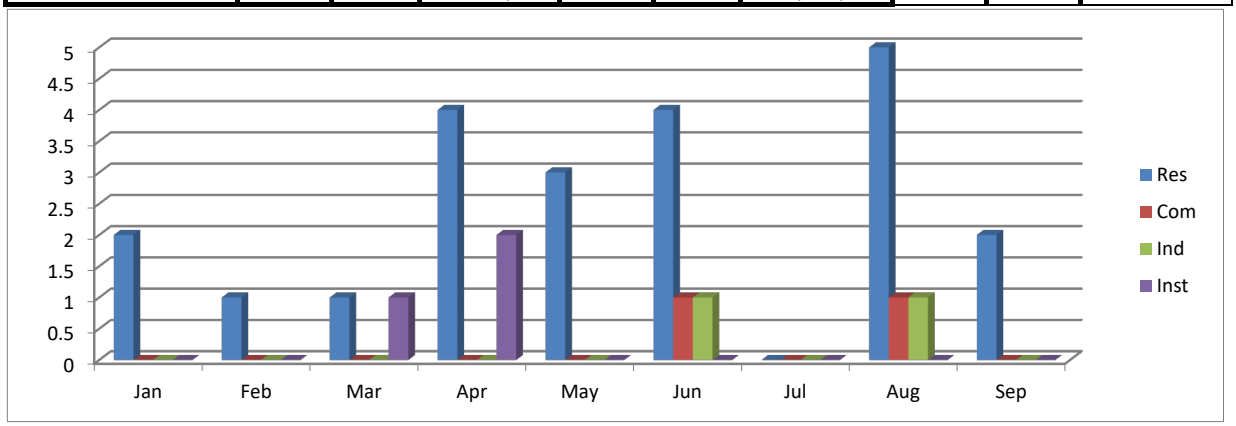
| | |
|---|---|
| **RESOLUTIONS/SUCCESSES:** | • Review and update of LUB will eliminate areas of discrepancy and gaps, improve clarity and provide innovation for positive growth and effective land use management for the Town<br>• Downtown overlay will provide a framework for development to address matters related to unique character of downtown |
| **TOPIC # 5:** | **Intermunicipal** |
| **ISSUES:** | • Referrals from County – Development permits involving a building addition (roof over existing deck) in IDP Fringe Area (Tall Timber RV Park); manufactured home replacement in IDP Referral Area; and Redesignation for Aggregate Extraction about one mile west of Town on west side of airport (Sundre Contracting Co.) outside of IDP area<br>• Continue to review IDP for amendment discussions with MVC (ICC) |
| **RESOLUTIONS/SUCCESSES:** | • No issues with application referrals in IDP area; however, aggregate extraction application is still under review.<br>• Responding to County applications in a timely manner and review of IDP continues to build and improve transparency and improve our relationship with MVC |
| **TOPIC # 6:** | **Administrative** |
| **ISSUES:** | • Filing Projects – ongoing<br>• Succession Planning – staff recruitment |
| **RESOLUTIONS/SUCCESSES:** | • Improved departmental efficiencies, knowledge and team building<br>• Improves overall departmental performance, transparency and stakeholder engagement<br>• Succession planning underway to building capacity within the department |

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

| | |
|---|---|
| **Attachments** | September Building Permit Statistics |

# MONTHLY BUILDING REPORT
# FOR THE MONTH OF SEPTEMBER 2019

| | | Sep-19 | | 2019 Year To Date | | | 2018 Year to Date | | |
|---|---|---|---|---|---|---|---|---|---|
| | Dwelling Units | No. of Permits | Building Value | Dwelling Units | No. of Permits | Building Value | Dwelling Units | No. of Permits | Building Value |
| **RESIDENTIAL** | | | | | | | | | |
| **Two-Storey** | | | | 0 | 0 | $ - | 0 | 0 | $ - |
| **Bungalows** | 0 | 0 | $ - | 3 | 3 | $ 583,000 | 2 | 2 | $ 580,000 |
| **Bi-Level** | | | | 0 | 0 | $ - | 0 | 0 | $ - |
| | | | | 0 | 0 | $ - | 0 | 0 | $ - |
| **Duplex/Semi Det.** | | | | 0 | 0 | $ - | 2 | 2 | $ 450,000 |
| **Multi-Family** | | | | 0 | 0 | $ - | 0 | 0 | $ - |
| **Mobile Homes** | | | | 1 | 1 | $ 2,400 | 2 | 2 | $ 89,000 |
| **Accessory Buildings** | | 1 | $ 30,000 | 0 | 6 | $ 74,000 | | 4 | $ 40,000 |
| **Renovation/Addition** | 1 | 1 | $ 53,000 | 3 | 12 | $ 104,950 | 0 | 9 | $ 199,000 |
| **Sub-Total** | 1 | 2 | $ 83,000 | 7 | 22 | $ 764,350 | 6 | 19 | $ 1,358,000 |
| **COMMERCIAL** | | No. of Permits | Building Value | | No. of Permits | Building Value | | No. of Permits | Building Value |
| **Building Starts** | | | | | 1 | $ 1,400,000 | | 0 | $ - |
| **Renovation/Addition** | | | | | 1 | $ 5,000 | | 3 | $ 450,000 |
| | | 0 | $ - | | 2 | $ 1,405,000 | | 3 | $ 450,000 |
| **INDUSTRIAL** | | No. of Permits | Building Value | | No. of Permits | Building Value | | No. of Permits | Building Value |
| **Building Starts** | | | | | 2 | $ 1,430,000 | | 2 | $ 10,650,000 |
| **Renovation/Addition** | | | | | 0 | $ - | | 0 | $ - |
| | | 0 | $ - | | 2 | $ 1,430,000 | | 2 | $ 10,650,000 |
| | | | | | | | | | 0 |
| **INSTITUTIONAL** | | No. of Permits | Building Value | | No. of Permits | Building Value | | No. of Permits | Building Value |
| **Building Starts** | | 0 | $ - | | 3 | $ 175,000 | | 0 | $ - |
| **Renovation/Addition** | | | | | 0 | $ - | | 1 | $ 2,000 |
| | | 0 | $ - | | 3 | $ 175,000 | | 1 | $ 2,000 |
| **TOTAL** | **Dwelling Units** | **No. of Permits** | **Building Value** | **Dwelling Units** | **No. of Permits** | **Building Value** | **Dwelling Units** | **No. of Permits** | **Building Value** |
| | **1** | **2** | **$ 83,000** | **7** | **29** | **$ 3,774,350** | 6 | 25 | $ 12,460,000 |



# DEPARTMENTAL REPORT

| | |
|---|---|
| **DEPARTMENT** | **Community Service** |
| **SUBMITTED BY** | **Sue Nelson** |
| **DATE** | **October** |
| **FOR MONTH OF** | **September** |

| | |
|---|---|
| **TOPIC #1** | Community Service Centre |
| **ISSUES:** | None |
| **RESOLUTIONS/SUCCESSES:** | • To start off the month we had the annual Welcome back BBQ. Barb and I were there to everyone and welcomed him or her back. We again this year had a draw for approximant $100 Value that they can redeem by choosing a hour rental either at the Arena or at the gym. 100 entered the draw and a young local girl won the draw.<br>• With school back in so are some of our regular gym rentals, MVTKD, gymnastics and Pickle ball. Things are pickup in October with the rest of our regular users. The regular users that book the conference meeting room are back.<br>• There were a few private functions happening also. |
| **TOPIC #2** | Parks - Cenotaph |
| **ISSUES:** | none |
| **RESOLUTIONS/SUCCESSES:** | • I'm happy to announce that Ever Blue nurseries partnered with the Town to open up an area by the cenotaph, by clearing out bunch of small poplar trees and leveling it out and adding top soil and seeding the area for an added picnic spot. Next year we will be adding a few picnic tables and a couple of ornamental trees to finish off the landscaping.<br>• We did bring in the planters from the Hi-Way at the end of the month, do to the warning of heavy snowfall on the last weekend of the month. Which turned out to be the right decision in taking them away |
| **TOPIC # 3:** | Parks Memorial Garden |
| **ISSUES:** | The new memorial Garden was delayed most of the summer do to too much rain and lining up a contractor to come and till the area. Then when the contractor came, he did 1 round and it was so full of rocks. the decided then was made that we would have to go another route . |
| **RESOLUTIONS/SUCCESSES:** | I Met with Bev Hallett and discussed the issue and the discussion was made that we spray the area and then bring in soil and level it out and then seed it next spring |
| **TOPIC # 4:** | Greenwood Campground |
| **ISSUES:** | A slow start in May, do the all the rain we received. |
| **RESOLUTIONS/SUCCESSES:** | Greenwood campground closed the season on Sept 30th this year. I had started off slow this spring do to all the rain, bookings were down. I believe that we would have exceeded this year's goal if we did not have such a bad spring this year. |

# DEPARTMENTAL REPORT

| | |
|---|---|
| **DEPARTMENT** | **Municipal Enforcement** |
| **SUBMITTED BY** | **Kevin** |
| **DATE** | **October, 2019** |
| **FOR MONTH OF** | **September 2019** |

| | |
|---|---|
| **TOPIC #1** | Return to School |
| **ISSUES:** | None |
| **RESOLUTIONS/SUCCESSES:** | The 1st week of the return to school saw no serious traffic issues. |
| **TOPIC #2** | Michelle researching Traffic bylaws |
| **ISSUES:** | None |
| **RESOLUTIONS/SUCCESSES:** | Researching online different bylaws and compiling information. |
| **TOPIC # 3:** | Michelle researching and writing an Exhibit SOP |
| **ISSUES:** | |
| **RESOLUTIONS/SUCCESSES:** | Wrote a draft Exhibit SOP. |

| | |
|---|---|
| **DEPARTMENT** | **Emergency Management** |
| **SUBMITTED BY** | **Kevin** |
| **DATE** | **October, 2019** |
| **FOR MONTH OF** | **September 2019** |

| | |
|---|---|
| **TOPIC #1** | EM Flip Book |
| **ISSUES:** | |
| **RESOLUTIONS/SUCCESSES:** | We have received half of the funding needed to produce enough Emergency Flip Books for the town. We need one more partner to assist with the funding.<br>Thank you to TC Energy (formerly TransCanada Pipelines) for the donation of $4050.00 |
| **TOPIC # 2:** | Emergency Go Kits |
| **ISSUES:** | |
| **RESOLUTIONS/SUCCESSES:** | Michelle continues to work on job description binders and collecting needed supplies for kits. |

# DEPARTMENTAL REPORT

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|---|---|
| **DEPARTMENT** | **Fire** |
| **SUBMITTED BY** | **Marty Butts / Patty LaPointe** |
| **DATE** | **October 3, 2019** |
| **FOR MONTH OF** | **September** |

| **TOPIC #1** | |
|---|---|
| **ISSUES:** | - Call volume at 17<br>- Rescue Trailer is being built and should be here by end of November<br>- Fire Department restructure – Officer relocating out of Province and need to fill positions. |
| **RESOLUTIONS/SUCCESSES:** | |

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

**Attachment #1**

## Sundre Fire Department

Box 420, 112 - 1 St NW
FAX : 403-638-5034

### Totals by Geographic Location
From Jan 1 19 to Aug 19 19

| | Response Type | # of Incidents |
|---|---|---|
| **Unclassified** | | |
| 16 | Mutual Aid Request | 1 |
| 37 | Medical Assist | 1 |
| **Total For Unclassified:** | | 2 |
| **Rural - Mountain View** | | |
| 10 | Fire | 9 |
| 12 | Rubbish or grass fire (no dollar loss) | 5 |
| 14 | Controlled Burn - Arrived On Scene | 1 |
| 16 | Mutual Aid Request | 2 |
| 17 | Fire Investigation | 1 |
| 19 | Outside Fire - Investigation | 3 |
| 30 | Rescue - miscellaneous | 1 |
| 31 | Motor Vehicle Collision | 10 |
| 37 | Medical Assist | 23 |
| 39 | Medical - Stood Down | 1 |
| 43 | Public Hazard - Electrical | 1 |
| 53 | Gas leak - response to carbon monoxide detector alarm | 2 |
| 70 | Alarm No Fire - accidental miscellaneous | 7 |
| **Total For Rural - Mountain View:** | | 66 |
| **Urban - Sundre** | | |
| 10 | Fire | 1 |
| 17 | Fire Investigation | 1 |
| 23 | Rupture - water pipes | 1 |
| 31 | Motor Vehicle Collision | 2 |
| 36 | Medical Assist - Echo | 1 |
| 37 | Medical Assist | 38 |
| 39 | Medical - Stood Down | 3 |
| 40 | Public Hazard - gasoline or fuel wash down | 1 |
| 41 | Public Hazard - gasoline or fuel spill (standby situation) | 1 |
| 43 | Public Hazard - Electrical | 1 |
| 53 | Gas leak - response to carbon monoxide detector alarm | 1 |
| 59 | Gas Leak - miscellaneous | 1 |
| 69 | Public Service - miscellaneous | 1 |
| 70 | Alarm No Fire - accidental miscellaneous | 20 |

**Attachment #2**

## Sundre Fire Department

### Totals by Geographic Location Continued
From Jan 1 19 to Aug 19 19

| Response Type | | # of Incidents |
|---|---|---|
| **Total For Urban - Sundre:** | | 73 |
| **Rural - Clearwater County** | | |
| 10 | Fire | 2 |
| 19 | Outside Fire - Investigation | 1 |
| 31 | Motor Vehicle Collision | 3 |
| 37 | Medical Assist | 2 |
| 39 | Medical - Stood Down | 1 |
| 90 | Incident Situation Unclassified | 2 |
| **Total For Rural - Clearwater County:** | | 11 |
| **Unclassified** | | |
| 37 | Medical Assist | 1 |
| **Total For Unclassified:** | | 1 |
| **Total Number of Responses** | | 153 |

# DEPARTMENTAL REPORT

| | |
|---|---|
| **DEPARTMENT** | **Operations** |
| **SUBMITTED BY** | **Jim Hall** |
| **DATE** | **October 16, 2019** |
| **FOR MONTH OF** | **September 2019** |

| | |
|---|---|
| **TOPIC #1** | Water/Wastewater Lagoon Critical Upgrades |
| **Progress** | The scope changes found during on site meetings have removed some costs from the project. Ground surveys, building placement and electrical conduit installations allowed for the scope reduction. |
| **Next steps** | The project is underway for construction with the septage receiving station on site and pad construction to begin. |
| **TOPIC #2** | Main Ave W Phase 1 |
| **Progress** | Contractor has initial paving completed and tested. Curbs and sod in green areas complete |
| **Next Steps** | Storm work from 6th Street to Prairie Creek to commence along with elevated path |
| **TOPIC # 3:** | Environmental remediation at old Town shop lot |
| **Progress** | Surveys are complete and the plan to remediate will be brought forward to operations in October. There were no major increases to the scope of this project |
| **Next Steps** | Review scope and survey findings with Envirosearch staff |
| **TOPIC # 4:** | Bear berry Creek Habitat project |
| **Progress** | Survey of vegetation is complete, and it appears that 5 of 7 zones are over the requirement of 80% survival however, 2 zones are under and require spoil repairs and willow plantings. This has stalled the 1-year post report for DFO. |
| **Next Steps** | Awaiting further assistance from McElhanney Engineering for next steps and reporting schedule including costs. |

# DEPARTMENTAL REPORT

| | |
|---|---|
| **DEPARTMENT** | **Economic Development and Communications** |
| **SUBMITTED BY** | **Jonathan Allan** |
| **DATE** | **October 16, 2019** |
| **FOR MONTH OF** | **September 2019** |

| **TOPIC #1** | **Community Development, Business Development and Vacancy Rates** |
|---|---|
| **ISSUES:** | VACANCY RATES<br>- In September, the C1 district was estimated at 10.2% by total square footage area, and estimated 15% by units vacant (August should be revised to 14%) .<br>- Notes on Vacancies:<br>  o The market correction happening downtown appears to be about to reach its climax. We are confident that by the start of next summer's tourism season, the C1 vacancy rate will be back closer to 10%.<br>FORESTRY<br>- Teleconferenced with Bruce Alexander of West Fraser Mills to discuss the ongoing forestry crisis in BC; learned that Sundre could be in for production slowdowns in 3 to 5 years due to the climate related pine beetle epidemic and forest fires. |
| **RESOLUTIONS/SUCCESSES:** | - Met with local entrepreneur who has invested into a new tourism business hoping to launch in 2020; provided consultation on strategy and knowledge about importing into Canada to prepare him for his planned endeavour. This business is going to be very neat, and will hopefully add a certain flair to activity downtown.<br><br>- Investment promotion activities have begun to ramp up. Planning for new stylized investment attraction info booklet on Sundre started with a meeting between our go-to designer and the economic development officer of Mountain View County; this booklet is intended to be supported by social media advertising (LinkedIn and Facebook) promoting the new economic development website, which started in September; new investment promotion activities will also be supported by possible investors magazine ad, and possible further video production. |
| **TOPIC #2** | **Tourism Development** |
| **ISSUES:** | - N/A |
| **RESOLUTIONS/SUCCESSES:** | - Advertising coordination wrapped up for main summer season. |

| | |
|---|---|
| | - Met again with Bamboo Shoots at WHOAS to strategize moving forward with the potential production of pilot for proposed new reality TV documentary about the wild horses of the Sundre area. |
| **TOPIC # 3:** | **Broadband Fibre Optic Development** |
| **ISSUES:** | - None |
| **RESOLUTIONS/SUCCESSES:** | - Received update from CCI, which was forwarded onto Council.<br>  o Quote from email:<br>  *"Once we have the expected allocation of budget dollars a full proposed deployment plan including service levels and costs will be presented as soon as possible, with the goal being to start community engagement/pre-sign up no later than very early in 2020. In short, we are making great progress and definitely "glass half full" with respect to bringing 1 Gig service to all the residents and businesses of Sundre in 2020."*<br><br>- Received notice that Telus Communications is planning on deploying fibre optics across Alberta with $16 billion capital plan; advised CCI wireless.<br><br>- Plan to meet after Thanksgiving with CCI to discuss future steps for their potential deployment in Sundre. |
| **TOPIC # 4:** | **Other Projects** |
| **ISSUES:** | Way-finding signs delivery date is in October, with hope that signs will be assembled by Community Services and installed by Operational Services before the end of October. |
| **RESOLUTIONS/SUCCESSES:** | - RDC Open House on courses being hosted by GNP and this department scheduled for November 21st, between 3pm-6pm at the Community Centre.<br><br>- Final parking lot signs installed; project essentially complete except for final order and installation of flower pots, which should be done in October or November. Final cost is estimated to be just under 5% under budget due to revised decision to not place post-and-chain along north border of the lot.<br><br>- Way-finding sign locations demarcated with Operational Services staff in preparation for upcoming installation.<br><br>- Assisted Community Services Department with the development and design of the new Snake Hill Trails signage. |

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|---|---|
| | - Continued working on SDAB appeal hearing preparation.<br><br>- Scheduled stakeholders meeting regarding the potential new Opportunity Development Cooperative being pursued in partnership with community members; meeting will be hosted and presented by Alberta Communities and Cooperatives Association (ACCA) on November 8th. |
| **TOPIC # 5:** | **Committees, Meetings, Conferences and Professional Development** |
| **ISSUES:** | - |
| **RESOLUTIONS/SUCCESSES:** | - Attended Regional EDO meeting in Red Deer to discuss goings on in Central Alberta.<br>- Attended Vision for Sundre Committee meeting.<br>- Attended GNP Interagency meeting with community groups.<br>- Attended CAEP Member Engagement Session on policies and projects.<br>- Attended Communities in Bloom awards luncheon; Sundre was awarded 5 Full Blooms, with special recognition for the new Community Gazebo and new Public Parking lot.<br>- Attended Economic Developers Association of Canada national conference in Edmonton. |
| **TOPIC # 6:** | **Communications** |
| **ISSUES:** | - No known communications issues. |
| **RESOLUTIONS/SUCCESSES:** | - Edited Notes from the Mayor's Desk letter.<br>- Approx. 706 app downloads (total, to date) – an increase of about 30 over August.<br>- Issued monthly email update.<br>- Continued working on refining and improving economic development website with the service provider (LocalIntel).<br>- Sundre was awarded national Marketing Canada Award at EDAC conference for the development of the Town's new online ecosystem of websites (Municipal, Tourism, EcDev, and Town app).<br>- Wrote *Eye on the Economy* column in local Sundre Round Up newspaper. |

TOWN OF SUNDRE
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# REQUEST FOR DECISION

| | |
|---|---|
| **COUNCIL DATE** | **October 21, 2019** |
| **SUBJECT** | **Council Committee Reports** |
| **ORIGINATING DEPARTMENT** | **Legislative Services** |
| **AGENDA ITEM** | **11.1** |

## BACKGROUND/PROPOSAL

Councillor Richard Warnock has provided a report to Council for September 2019.

Councillor Warnock will provide a verbal update to accompany his report.

## DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached report.

## ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. – Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

## ADMINISTRATION RECOMMENDATIONS

That Council accept the Council Committee Report for September 2019 from Councillor Richard Warnock.

## MOTION

That the Town of Sundre Council accept the Council Committee Report for September 2019 from Councillor Richard Warnock, as information.

Date Reviewed: October 18, 2019 CAO: _____

# COUNCILLOR WARNOCK'S REPORT TO COUNCIL – September 2019

**September 09, 2019 – Town of Sundre Regular Council Meeting**

Attended the regular scheduled Council meeting

**September 10, 2019 – Hospital Futures Meeting with Doctor Yiu, Alberta Health Services**

Attended with the Hospital Futures committee and Mayor Leslie, with Assistant to Minister Nixon at the special meeting with Doctor Yiu – CEO – Alberta Health Services in Edmonton which outlined the funding for the beds at the Sundre Hospital.

**September 18, 2019 Council Agenda Meeting.**

Met with CAO Linda Nelson to go over the Agenda for the September 23 Council meeting.

**September 23, 2019 – Town of Sundre Regular Council Meeting**

Attended the regular scheduled Council meeting

**September 25,26 & 27, 2019 – AUMA Convention in Edmonton**

Attended the 3 day Alberta Urban Municipalities Association convention, that included the resolutions, special speakers, break out sessions and Alberta UCP Minister's presented c/w question and answer session.

**September 27, 2019 Sundre High School Awards Night**

Attended the High School Awards Night and as Deputy Mayor made an opening speech on behalf of Mayor Leslie and Council of Sundre.

**September 28, 2019 Sundre Library Mural Unveiling**

Attended the Library event that presented a feature wall unveiling of a fantastic mural by Dax Stringer. I recommend that everyone stop at the library and see this painting.

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# REQUEST FOR DECISION

| | |
|---|---|
| **COUNCIL DATE** | **October 21, 2019** |
| **SUBJECT** | **Council Committee Reports** |
| **ORIGINATING DEPARTMENT** | **Legislative Services** |
| **AGENDA ITEM** | **11.2** |

## BACKGROUND/PROPOSAL

Mayor Terry Leslie has provided a report to Council for September17-October 15, 2019.

## DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached report.

## ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. – Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

## ADMINISTRATION RECOMMENDATIONS

That Council accept the Council Committee Report for September 2019 from Mayor Terry Leslie

## MOTION

That the Town of Sundre Council accept the Council Committee Report for September 17-October 15, 2019 from Mayor Terry Leslie, as information.

Date Reviewed: October 18, 2019 CAO: Linda Nelson

# Mayor's Report to Council – September 17 – October 15, 2019

**Thursday September 19, 2019 – Red Deer River Municipal Users Group (RDRMUG) Executive Meeting – 10:30 – 12:15 and Regular Meeting – 1:00 – 3:30 PM – Badlands Community Centre - Drumheller**. The Executive met to hear from consultant Bill Shaw about the project he has been commissioned to lead, before bringing the document "Integrating Source Water Protection and Watershed Conservation into Municipal Planning" to the full membership at the Regular Meeting. The report purpose is "to encourage municipalities to integrate source water protection and watershed conservation into the DNA of municipal statutory plans". A second document; "Statutory Plan Section Guide: Integrating Source Water Protection and Watershed Conservation into Land Use Planning", has also been developed to assist municipalities, and their planners, in their planning specifics. Both documents were accepted by the Executive Committee with recommendations to take forward to all members in the regular meeting. The Regular Meeting began with a "Question Answer" dialog with guest MLAs Nate Horner (Drumheller Stettler) and Ron Orr (Lacombe Ponoka). The membership had the opportunity to hear from both MLAs about initiatives and directions intended by the new government, and to inform the MLA guests about the purpose and goals of the RDRMUG. Red Deer River Watershed Alliance Executive Director, Jeff Hanger, and Watershed Planning Manager, Josee Methot, were also in attendance, as the Red Deer River Municipal Users Group and the Watershed Alliance have been working very closely together in the preparation of the planning documents for municipalities, mentioned above. Both organizations have similar goals, with the Municipal Users Group focussing specifically on municipal issues with regard to water quality and quantity. The Municipal Users Group is self funded by members. The Watershed Alliance is the spokesperson to government, funded by government, representing watershed interests of the public, business and industry. Later in the **meeting both organizations confirmed a Joint Fall Forum, hosted by both RDRMUG and RDRWA, to be held in Sundre Wednesday November 6, 2019, at the Sundre Golf Club.** The focus of this Fall Forum is to focus on municipal issues and needs, and to "roll out" the "Integrating Source Water Protection and Watershed Conservation into Municipal Planning" documents to all interested municipalities in the Red Deer River Watershed region, and others who might be interested. Please see me for further information on the documents or if you are interested in attending the Fall Forum – here in Sundre 😊

**Saturday October 5, 2019 – Hospital Futures/RhPAP Nursing student Skills Day at the Sundre Hospital and supper at the Sundre Golf Club.** 43 third, and fourth year nursing students from Red Deer College/University attended a skills day at the Sundre Hospital. There were 7 stations where local and regional mentor instructors challenged students with "real life" scenarios. The partnership between RhPAP and the Hospital Futures Committee provides the opportunity for these "soon to be graduating" nursing students, to experience the "professional scope of practice" challenges in a "rural" setting, and hopefully, attract them to come practice in our hospital. RhPAP and the Hospital Futures Committee share the cost to accommodate, feed, educate and entertain these students for the weekend. I got the chance, during a supper speech, to "pitch" our rural lifestyle, promote our healthy active community amenities, and shamelessly beg them to come back to Sundre to work in our hospital after graduation. The instructors, hospital staff, doctors and organizers did a remarkable job. The weekend was a tremendous success with many of the students excited about checking out what Sundre has to offer them after graduation.

**Wednesday October 9, 2019 – Sundre Ministerial Association Meeting at Main Avenue Fellowship – 9:00 – 10:30**. Upcoming events – Community Carol Sing at the Community Centre December 1 at 7:00 PM with donations going to Burden Bearers – Pray Canada at the Sundre Gospel Centre October 20 at 7:00 PM to provide prayers for all federal candidates running in the federal election, and prayers for our country – 28th Annual Fall Banquet and Fundraiser for Burden Bearers November 1, 6:30 – 9:00 at the Sundre Community Centre with free meal, music and silent auction – Cooking For Kindness Luncheon Wednesday October 16 from 11:30 – 1:00 at the Legion (servers wanted 😊). I updated the Ministerial Association about some of the patient advocacy work that has been done by the Hospital Futures Committee and members of Town of Sundre Council and Mountain View County Council, with the Health Minister, our local MLA and the CAO of Alberta Health Services.

**Thursday October 10, 2019 – Intermunicipal Collaboration Committee (ICC) Meeting with Mountain View County – 1:00 – 4:00 PM in Town Council Chambers**. Members of both Councils and administration reviewed the Town of Sundre 5 Year Capital Plan and clarified contributions, reviewed the 2020 Proposed Fire Budget, Small Capital Equipment Plan, and Updated Major Capital Equipment Plan, reviewed Allocations for MVC Recreation and Culture contributions, reviewed Town of Sundre Lagoon Upgrade status, reviewed Hospital Futures updates, and had a discussion about the process for review and update of an Intermunicipal Development Plan between Mountain View County and the Town of Sundre. November 28, 2019 at 1:00 PM in Town of Sundre Council Chambers is the next meeting date for the ICC Committee.

Respectfully submitted by Terry Leslie

TOWN OF SUNDRE

**REQUEST FOR DECISION**

| | |
|---|---|
| **COUNCIL DATE** | **October 21, 2019** |
| **SUBJECT** | **Correspondence** |
| **ORIGINATING DEPARTMENT** | **Legislative Services** |
| **AGENDA ITEM** | **12** |

**BACKGROUND/PROPOSAL:**

Correspondence received and/or sent by Legislative Services during the period October 8 – 17, 2019

**ADMINISTRATION RECOMMENDATIONS:**

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

**MOTION:**

That the Town of Sundre Council accept the correspondence from Gary Sandberg, Assistant Deputy Minister of Municipal Affairs regarding the 2018 Municipal Indicator Report, stating that the Town of Sundre did not trigger any of the 13 indicators and was deemed to be "not at risk."

**ATTACHMENTS:**

Alberta Municipal Affairs – Municipal Indicators for Town of Sundre – September 30, 2019

| | |
|---|---|
| Date Reviewed: October 18, 22019 | CAO: Amida Mehn |

Alberta Municipal Affairs

REÇU/RECEIVED
07 -10- 2019

**Office of the Assistant Deputy Minister**
**Municipal Services and Legislation**
17th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-2225
Fax 780-420-1016

AR98655

September 30, 2019

Ms. Linda Nelson
Chief Administrative Officer, Town of Sundre
PO Box 420
Sundre AB T0M 1X0

Municipal Indicators for Town of Sundre

Dear Ms. Nelson:

In March 2018, the Deputy Minister indicated that Municipal Affairs would be implementing a new performance measure for the ministry. Beginning with the 2019-22 business plan, the ministry will report the percentage of municipalities deemed to be "not at risk" based on 13 defined financial, governance, and community indicators. Each indicator has a defined benchmark, and a municipality is deemed to be "not at risk" as long as it does not trigger on a defined number of indicators. As part of the same correspondence, then Deputy Minister Pickering indicated that the ministry was committed to supporting accountable, responsible, and transparent local governments.

The ministry has compiled and verified the data collected from Alberta's municipalities for the 2018 financial year and is pleased to inform you that Town of Sundre did not trigger any of the 13 indicators. The 2018 Municipal Indicator Report (https://open.alberta.ca/publications/municipal-indicator-results) is expected to be released in January 2020.

If you would like to discuss your results or the potential future release of these results on the Municipal Affairs website, please contact the Municipal Services and Legislation Division at toll-free 310-0000, then 780-427-2225, or via email at lgsmail@gov.ab.ca.

Yours truly,

Gary Sandberg
Assistant Deputy Minister